

Village at Hospital Hill North (VHHN) Annual Owner's Meeting

April 12, 2023

The annual Unit Owner's meeting was called to review the state of affairs of the association, and to provide an opportunity for Unit Owners to raise any issues that relate to the ongoing maintenance of the property.

The following meeting minutes were prepared by Beverly Blatt. Any exceptions and/or omissions should be noted by the pertinent party and should be submitted for clarification at the next Owner's Annual Meeting.

I. Call to Order

Time : The meeting was called to order at approximately 6:00 p.m

Zoom Attendance : 46

Proxy: 9

Total represented: 55. This of who attended is on file at KPM Office
A quorum was established.

II. Introductions :

Kendrick Property Management:

- Donna Golec, Kendrick Property Management (KPM) Owner.
- Dianne Interlande and Gretchen Bechta, KPM Administration
- Donna reported that Scott Savino, KPM OP\Property Manager, and Bob Sears, KPM GM\Property Manager are the key points of contact for working with contractors.

Trustees Present: Anne Bauer, president, Gary Drimmer, Vice President, Beverly Blatt, Secretary, Nancy Calcagni, Community Builders board member and financial board member.

Trustee Absent: Conor Burgess, commercial board member and attorney from Service Net.

Kendrick Property Mgt (KPM) announced they are improving property management services with a new web-based database software called Buildium. Go live 7/1/23 & new features being rolled out by September 1 giving owners the option to sign in to the account, see accounts and directly pay fees, resources for the board and a place to access information.

III. 2022 Owner's Minutes:

VHHN Annual Meeting Minutes May 5 and May 12, 2022, were voted on and unanimously approved.

IV. President's report:

Anne Bauer reported significant accomplishments with neighbors being less isolated and the ability to be creative about our future. Thanks to all who offered good wishes to the five board members who were chosen after a time of stress and strife. Thanks to all who volunteered their time and expertise in different ways, such as tree pruners, landscaping committee, engagement group, slow sign makers, volunteer readers, and all who picked up dog poop and cigarette butts!

The transition from Mass Development governance to the VHHN community board. With the help of Kendrick property management, the board minutes are posted on the web, and a board member reports to neighborhood monthly meetings. The board wants to be open to the community, a budget was developed which is on Kendrick's website, and lastly, landscaping and engagement committees have been organized. We have been less

successful in developing a renters advisory committee. Two Beech trees have been lost in Beech Tree Park. A memorial gathering occurred to honor the beech trees. The board put in an application for the possibility of a succession planting plan project completed by students at Conway landscape design and we hope to be chosen with a fee of \$650.

Gary reported how the board worked on choosing management services due to Plotkin ending their contract and doubling their fees. All board members participated in working on choosing a property management company and we agreed to select Kendrick Property Management. We have been extremely satisfied. Gary announced a “walk around tour” of the entire VHHN campus. Normally less than an hour to visit all four ponds and better understand payment for snow removal and landscaping of ponds. The date will be April 27 at 11:00 meeting at Oak Tree Park. This will not happen every month.

V. Property Manager’s Report by Donna Golec

- a. Reviewed 2022 budget with Plotkin to look at year-to-date financials and get as much info as possible to determine a 2023 budget. Will work on the budget in August to get it to the community earlier so that everyone will know how to include the expense in their budget.
- b. YTD 2023 Financials: Discussion regarding how the Financial Statement is set up. Will look at operating expenses and reserves to determine the future budget. Operating expenses are expenses that occur on an annual basis. Expenses such as park improvement, pond drainage, and roadway repair/replacement are considered capital improvements which mean their life expectancy is over multiple years. These expenses are projected in the Major Maintenance Reserve plan which is funded by the Reserve account.
- c. Separate accounts are set up for the master association and Moser Way. Four accounts are set up with two master association accounts and two Moser Way accounts to pay expenses. Association Reserve balance \$22,797 and the Operating account has \$2,064.
- d. Tax return is in process/on extension. We were at a loss in 2022 and had to tap reserves to pay expenses. Monthly financial packages are sent to the board. Unexpected expenses include directors' and officers' coverage for board members. A Massachusetts-required financial review is necessary for associations over 55 units and can range from \$2800-\$3000 every other year.
- e. Other Discussions:
 - a. Moser Way was explained which is the only alleyway in Village Hill between private owners and TCB and is part of the VHHN. It includes 10 private houses, 6 condominiums, and TCB townhouses. It is managed by VHHN and has a separate budget and bank account in reserve for repairs and expenses.
 - b. Owner question from Higgins Way - Asked about the 2023 budget details. When association fees increase a notice must be sent out by December 1st. (30-day notice required). The YTD Income statement is used to determine next year's budget. The Beech tree coming down was another unexpected expense taken out of reserves. Difficult to determine 2023. Preparation for 2024 will start in August. Insurance costs are increasing due to the cost of replacement insurance and labor rates. The cost of retaining employees has increased labor rates.
 - c. Question regarding the status of capital reserves which is at \$22,797.11. Major maintenance reserve plans look at the reason for the amount in the reserves. Donna would like to see a healthy reserve for stormwater basis and landscape demands.

VI. Committee reports by Beverly Blatt:

a. Social\Engagement committee –

A big thanks to everyone who has been working together on the landscape committee and the neighborhood engagement team (NET) (formally the neighborhood engagement group NEG). This work is so important to our community and for bringing us together. The Landscape committee has been formed to advise the board on decisions regarding landscape work and to engage in discussion about contracts. The neighborhood engagement team was originally formed by residents of the Village Hill Community to organize community events and work toward greater community participation by all residents and commercial members. Our first successful gathering was in October 2013.

The Social Engagement Team has successfully planned and implemented activities, including a successful neighborhood party at Beech Tree Park in early June, a neighborhood dance party in July, and a Halloween parade and gathering. A party at North Commons is planned for June 3 from 1:00-3:00. There will be refreshments, including finger food, popcorn, ice cream and other treats. There will be a book and toy give-away at the party. Music, dance activity, face painting and temporary tattoos, balloon art and games are being planned. Drop off donations of clean toys, games, and puzzles at 7 Higgins Way between May 30 and June 3. Children and adult books can be dropped off at the cohousing common house the day of the party between 9:00am and 12:00pm.

Welcome Packets have been provided to new residents in the neighborhood. Permission has been received for an outdoor table at North Commons to interact with and provide information and/or assistance to residents interested in signing up for the Village Hill website and/or listserv.

There has been outreach for the formation of a renters advisory committee composed of representatives from each type of Village Hill rental property.

b. Landscape Report:

We have lost two of the four Beech Trees this year, one which was cut down two years ago and another that fell on a windy March 24th day. The wood from the fallen tree is available by calling Jay Clarke at 412-522-4979, who has the wood at his mill in Deerfield. The remaining Beech trees have been trimmed and will be monitored. There has been a request for the Conway School of Landscape Design to help with a succession tree planting plan in Beech Tree Park. The city is getting ready to plant succession trees on the tree line in between the dying ash trees on Moser Street. There was a letter and a petition sent to the mayor asking the city to maintain the city owned Village Hill trees with resident assistance. There has been a group working on creating an herbicide and pesticide free policy in the neighborhood. Reid W. Bertone-Johnson, Core Lecturer of Landscape Studies at Smith College, is working with a group of students who have been using Village Hill as their project this semester. Mapping the neighborhood and landscape projects have been discussed, such as Beech Tree Park shrub borders, erosion in Oak Summit Park, pesticides and policy, pollinator friendly plantings.

VII. Owner's Forum – no further questions.

An Owner requested that the annual meetings be held in person. She reported that in person meetings build community and encourage lively discussion.

An Owner asked if the board is considering consolidating the separate landscaping and snow removal contracts for cost savings & efficiency among owners in the neighborhood. All the

different contracts for landscaping and snow removal end at various times. The VHHN has contracts that will end in the fall and a new Request For Proposal (RFP) can be distributed to companies at that time. Kendrick Property Management has moved toward managing more properties, such as Westview and The Columns. We may have the opportunity to have an economy of scale. A landscaping company needs to have experience with detention ponds. Issues with consolidation were reported, such as how to appropriate payment for different types of properties, including sidewalks, city streets, and different size areas. The board will discuss this when an RFP is sent out to companies. A question was asked about a landscaping company that does not use gas powered equipment. Eastview Condo Association uses Eco Valley, which uses electric mowers, shovels, and rakes, whenever possible.

VIII. **Old Business** – no old business.

IX. **New Business:**

The board acknowledged Larry Daniele, community member, for his special and unique contribution and presented Larry with a Northampton gift card for his 10 years of gratis work developing and maintaining a VHHN website. The website has enabled neighbors to find each other, access bylaws, keep a record of our history and post announcements. Ongoing discussion will take place in order to sustain this website. Thank you, Larry.

X. **Election of Trustees:**

No Elections are required this year. The five-member board holds a three-year term. Contact Kendrick with any questions or concerns. Anne Bauer asked owners to complete the contact form and send it to Kendrick Property Management.

The meeting was adjourned at 7:04. A suggested date for the next annual meeting is September 10, 2024.

Respectfully Submitted,
Beverly Blatt