

Eastview Condominiums

Owner's Meeting Minutes

Tuesday, November 28, 2023 6:00 pm via Zoom

Meeting ID: 850 3366 5672 Passcode: 614059

DRAFT

I. Call to Order

Time: Meeting called to order at approximately 6:07PM

Zoom Attendance: Donna Golec (KPM), Melissa Stevens (KPM), Betsie Haar, Judy Champagne, Lin & Tucker Respass, Linda Richards, Wayne Chatterton, Beverly Blatt, Maura O'Leary, Bret Holloway, Jane & Bruce Miller, Michael Fearing, Tom Kulig

Proxy: 0

Total represented: 10 units were represented; 1 not present (no proxy)

A 92% quorum was established.

The meeting opened with the acceptance of 11/16/22 Owners Meeting Minutes

Property Manager's Report

Donna Golec is the Kendrick Property Management (KPM) Owner. Melissa Stevens is the Administrative Support/Property Relations Manager 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: Jane Miller, Linda Richards, Beverly Blatt

Kendrick Property Management (KPM) is available by phone and email KPM @Kendrickmanagement.com. Olivia or Abbi answer the phones and a message is assigned to the correct person. Kendrick attempts to bundle maintenance preferably once a month.

Financial Overview

Hampshire Property Management passed on the financial reports The payment to Hampshire Fire on internal sprinkler system was paid for with

both reserve and special assessment collection. Jane reviewed the payments and it was all correct. Donna recorded financial information and started Oct 1 with a spreadsheet for all 12 months presented. Each month the finance team downloads bank statements and does a reconciliation. There is a CD at Alliance Bank which matures on May 18, 2025.

Jane authorized Alliance Bank to send statements to Kendrick. \$64,500.32 in Alliance account. At the end of Oct. during the transition period and on Nov 14, Kendrick received the funds for setting up the new accounts in Florence Savings Bank. Each month the trustees will get a financial packet with total transparency. A new online system allows owners to view financial information. Though a 7,983.36 operating profit. Kendrick moves excess funds to a reserve account on a monthly basis to prevent fraud in a checking account. In 2024 the budget plan is to move \$6000 to reserves. Starting Dec.15, extra money will be moved to reserves and continue on a monthly basis. Insurance renewals are increasing and snow removal is an unknown. There will be a cushion for these unknown budget amounts. Kendrick will look at operating expenses and reserves to determine future needs in the 2024 Budget.

Landscaping and Snow Removal

EcoValley, (Owner Cyrus Copen) is Eastview's new landscaping company, They are working on appropriately pruning all of the plantings. Our plantings have matured and need attention. The 2024 landscaping contract has increased since last year. In order to avoid a large monthly increase, the mulching was taken out of the budget, however weeding was increased. The old mulch will be refreshed. Some shrubs were replaced. Owners will continue to be involved with the landscaping.
Review of Kendrick Contract.

Hampshire Fire Sprinkler

Questions about the Sprinkler System and fire safety. Bob looked at the Hampshire Fire Service contract and consulted with another contractor and someone in the fire dept. He was reassured that Hampshire Fire information and contract is accurate and a reliable vendor. Bob is inquiring about access keys in case of emergency.

Owner Maintenance/Safety Reminders

- Change batteries on smoke/CO detectors

- Clean dryer vents and heating ducts
- Provide emergency access info to Kendrick and neighbors
- While away, set thermostat to prevent frozen pipes

New Business/Questions and Answers

In January, when fees increase individual owners will need to change the amount paid for condo fees.

The three Utility rooms have portable heaters running in the cold weather to prevent freezing pipes. In 2024, the goal is to examine this type of heating system. One heater was replaced last year. Tom will turn on the heaters when appropriate.

Lamppost repair and lightbulb replacement mentioned. Lighting has been looked at on Village Hill. There has been a lighting committee formed on Village Hill which will report on lighting.

Condominium door paint colors need to be uniform and Beverly would like to paint her front door. Questioned whether master deed would have this information. Donna suggested that Wright Builders would have this information and Kendrick could post this info on the website. Important condo information will be developed with the board and legal will review. Condo responsibility and owner responsibility will be differentiated. At her expense, Jane Miller asked Bob Sears from Kendrick for a quote to repair/paint her railings and back steps. At an owners expense, Kendrick will complete condo maintenance at a per hour fee with the understanding that Kendrick's first responsibility is to the association. Kendrick does not guarantee they can do work inside of units for owners; only when they have the man power and capacity.

Condo owner, Bruce Miller, is an attorney and offered to be available to consult about some condo issues. He asked if Kendrick uses an attorney. Jonathan Brent at Bacon and Wilson is consulting attorney for Kendrick.

Election of Trustees, 1 year terms

Minimum of three trustees, maximum of five trustees and an odd number are required per condo documents. Beverly will return. Linda Richards and Jane Miller are stepping down. Tom Kulig volunteered prior to the meeting. In addition, Wayne Chatterton volunteered to serve on the board at the meeting. Thanks to Linda and Jane. The trustees were approved by condo owners. The Master Documents requires specific positions. If Master Documents do not specify terms, the default is one year.

Adjourn and Schedule Next Owner's Meeting

A proposed date for the next annual meeting is Tuesday 11/26/24 at 6:00pm. The meeting was adjourned at 7:14PM.

Respectfully Submitted,

Beverly Blatt