

# SPAULDING CONDOMINIUM ASSOCIATION UNIT OWNER'S ANNUAL MEETING MINUTES

**DRAFT**

Time and Place: November 3, 2021, 6:00 p.m.  
Via Zoom

Trustees Present: Susan Leary  
Saida Safie  
Jennifer Bednarczyk

Unit Owners Present: Rodrigo Zamith  
Michelle Thomas & Scott Pascoe  
Brett Bednarczyk  
Beverly Swihart

Also Present: Donna Golec, Owner of Kendrick Property Management (KPM)

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

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The following meeting minutes were prepared by Donna Golec & Rodrigo Zamith. Any exceptions and/or omissions should be noted by the pertinent party and should be submitted for clarification at the next Unit Owner's Annual Meeting.

- 1.0 The meeting was called to order at 6:04 p.m.
- 2.0 Introductions
- 3.0 Quorum 75% (required > 51%)
- 4.0 Approval of Minutes: Reviewed the Unit Owner's minutes convened on November 1, 2020. **Voted**: Motion to accept the Minutes by J. Bednarczyk, 2<sup>nd</sup> S. Safie, unanimously accepted.
- 5.0 Property Manager's Financial Report:  
D. Golec provided the following overviews –
  - Financial overview for the year-to-date 2021
  - Review & discussion of the proposed 2022 Budget. Clarified how the budget was determined which utilized year to date actual expenses & estimated expenses for the remainder of the year. Reviewed & discussed 2022 maintenance projects –
    - New mailbox structure
      - Trustees & Owners to work with mail carrier to determine a better location.
    - Matching mailboxes
    - Quote for Gutter guards to reduce annual cleaning expense
    - Spring walk around –
      - Request landscape company include annual cutting of all shrubs to preserve the premise & maintain a tidy presentation.

- Review the hillside on the west side of the driveway for possible cleanup based on the property plans for the area owned by the Association.
- Review & discussion regarding the reasons for a healthy Reserve balance and the impact it has on property values. It's a balance between maintaining competitive & attractive monthly condo fees while still contributing to a Reserve that can sustain emergencies & capital improvements. \$20K is low for the Association.
- There is a need for siding work by year 2023. KPM to get quotes for (1) Staining, (2) Composite siding that does not attract bees & (3) Vinyl siding. A project of this magnitude will require a Special Assessment which may be in the range of \$30K but will be determined once quotes are review. The goal is to provide owners with as much time to as possible for a payment plan. J. Bednarczyk offered to meet with contractors onsite to help KPM & save on costs to the Association. Authorized to provide her contact info for scheduling.

**Voted:** Motion to increase the monthly condo fees by \$22 (2 bedroom) & \$25 (3 bedroom) to increase the annual contribution to \$5,184 per year to the Reserve made by R. Zamith, 2cd. By M. Thomas and approved unanimously.

Manager's Maintenance report:

- The following items were completed in 2021:
  - Sidewalk crack repairs
    - Sidewalk in front of 69-75 may need additional attention in 2022.
  - Trim repair
  - Filling of siding holes from carpenter bees.
  - Staining of repairs to be completed 11/4/21.
  - Re-attached light globes.
  - Resolved window issues.
- Request to complete the following:
  - Move dirt in front of unit #81 caused by utility trucks to fill holes in front of mailboxes.

6.0 Officers of the Board of Trustees: For the 2021-2022 year, the following owners were voted in and approved unanimously.

- Saida Safie
- Jennifer Bednarczyk
- Rodrigo Zamith, Secretary

7.0 Old Business:

- Legal review-who is responsible for what & any needed updates for the insurance. On hold.

6.0 New Business:

- KPM will contact Eversource/utility contact to clarify if they will be...
  - Rebuilding the dumpster structure.
  - Repairing drainage & lawn area prior to the winter months. (The current layout makes it difficult for the snow plows to clear the street and may create a safety hazard.)
  - Compensating the Association or engaging in some form of reconstruction work to account for the wear and tear on the Association-owned portion of Spaulding Street. (Owners will

document examples of oversized vehicles to illustrate the impact they are likely having on the street.)

- Depending on the response of Eversource/utility contact, KPM may pursue advice on the legal question of the company's "right of way" access, and how it extends to the wear and tear of Association property. This may move forward if the Trustees are not comfortable with the response from the Utility company.

The next Annual Owner's meeting is scheduled for Wednesday, November 2, 2022, at 6:00 p.m.  
The meeting was adjourned at 7:56 p.m.