

**DRAFT BIXBY COURT CONDOMINIUM ASSOCIATION
ANNUAL MEETING MINUTES**

Time and Place: January 11, 2023, at 5pm Via Zoom

Trustees Present: Shearman Taber (President)
Howard Polonsky (Treasurer)
Ingrid Shockey (Secretary)
Leland Reimer
Harper Elkins

Managers Present: Donna Golec, Owner of Kendrick Property Management (KPM)
Gretchen Behta, KPM Condo Coordinator & Office Manager

Association members present:

Unit	Owner	attending
4	Leland Reimer & Bryn	1
6	Howard Polonsky	1
8	Jonathan Podolsky	1
10	Shearman Tabor/Susan Spencer	1
12	Jay Kilborn/Wendy Berg	1
14	Nira Harper Elkins	1
62A	Maxwell Prior & Danielle Deserres	1
62B	Matt Ramon/Shannon Cruise	
64A	Ingrid Shockey	1
64B	Christopher Grobe/Michaela Bronstein	1
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1.0 Call to Order: The meeting was called to order 5:01pm.
Welcome and introductions for our many new members!

2.0 Approval of Minutes: The minutes from the 2022 Annual Meeting were presented for approval. With no questions or comments, a motion to approve was unanimously accepted by those present. Noted that the minutes from today's meeting will also be circulated in a timely manner in **draft** form.

3.0 Property Managers Report: KPM reminded the Association that the job of the trustees is to approve items for KPM to complete. Additional tasks from KPM include financial package management, and coordinating maintenance schedules with the budget. As investors, unit owners are requested to please let KPM know if maintenance is needed. Operating account and reserve accounts are supporting the running of the Association. KPM monitors checks and balances, and compiles a packet with an excel spreadsheet of itemized items that can be compared to the budget. This financial packet is compiled and sent to the Board each month. Budget preparation is conducted once per year together with the Board. Additional services each January include tax forms. KPM requests good communication to best support their work.

4.0 Financials: In 2022, the Association collected \$41,538 in income (including condo fees, driveway-use fee for neighbors, and water and sewer). Operating expenses annually include insurance and items such as snow removal. KPM noted that our insurance needs to be in good standing in the standard market. Consequently, please be careful to report any issues to avoid unnecessary damage to units resulting in too many insurance claims. Clarification was discussed about insurance policies interior items. KPM reminded unit owners that homeowners insurance should also cover deductibles. KPM defined interior coverage items as “sheetrock-in” for unit owners. The Association owns studs and wiring and plumbing in most cases. Therefore interior upgrades should be documented and clarified to your personal insurers. Take care to note any changes to differences with Master Deed version of your unit. Maintenance should be completed by licensed and insured contractors.

1. In 2022, the Association spent \$46,673, leaving the Association at a loss for the year. Expenses were higher for items like maintenance and painting. A summary of property contractors and their work can be found at the end of the annual report packet.
2. The Association could not add funds to the Reserve Account this year. Everything has gone up significantly after COVID and KPM has had difficulties finding staff as well as contractors with enough staff. In-house options from KPM can be a faster solution. Insurance costs are going up, as well. KPM recommends a contribution to reserve accounts that is at least 10% of operating expenses. Healthy reserve will increase property value. KPM notes that condo fees were too low too long, the roof phase will bring a big expenses, and KPM inherited the budget in 2022 from a different management company.
3. The Association will have a \$40,000 roof special assessment in the spring. Roofing estimates have already been given from Sexton Roofing. Discussion about special assessment planning and format to support these projects. The best scenario would be to do 2 roofs per year to delay some expenses.

5.0 Old Business:

1. A legal dispute has been closed by the court. Snow removal concerns for our neighbor on Hawley St. have been resolved.

6.0 New Business:

1. The mirror installation at the end of the driveway is not effective and could be improved or removed.
2. A request was made that any vote within the Association that is not unanimous specifies which board member voted which way.
3. The President's Report by Shearman Taber report noted the complexity and configuration of the association units and the previous years' difficulties with changing and less proactive management companies before KPM.
4. Governing document interpretations of Amendments 2 and 3 are properly recorded but do need clarification. Unit 8 described paying more money for his unit to compensate for having larger yard space. The unit owner invested in improvements for this space and then felt intruded upon and disrespected over the years due to confusion about what exclusive use means.
5. KPM noted that the definition currently stands as common space with exclusive use to unit owners. KPM has not found language that says exclusive use space is also deeded. Clarification on these Amendments will affect who pays for what. Amendment 1 is fine. Amendment 2 is conflicted. A discussion was had to make decisions about these amendments. Suggestions included holding a special meeting on preferences for how common space is defined. Mediation was considered. The Association discussed questions about ownership of decks, definitions of common space, exclusive use, and control of the exterior appearance of external structures.
6. KPM and the Association is working with Jonathan Bretton to clarify the governing documents. The Association can work as a team in a positive manner to make sure that we are in compliance with what owners want and then have the documents reflect that preference. A proposal was made to have a special meeting to discuss what we want. Ownership will have a meeting on our own to discuss and then report to Board. Date will be set.

7.0 Election of Trustees: Howard Polonsky and Ingrid Shockey will step down. Shearman Taber, Harper Elkins, and Leland Reimer will continue to serve on the Board. New 3-year term candidates Wendy Berg (Unit 12) and Max Prior (Unit 62A) came forward to serve starting in 2023. Vote to appoint Wendy Berg: unanimously in favor by those present. Vote to appoint Max Prior: unanimously in favor by those present. Shearman Taber will serve as Official Signer in addition to his role as President.

8.0 Meeting Adjourned at 6:40pm.

Respectfully submitted,
Ingrid Shockey (secretary)