

Old School Commons Annual Owners Meeting

Date: March 23, 2021

Location: Zoom Meeting

Barbara Hurley, Chairperson

John Dion, Treasurer

Michael Butchen, Secretary

Michael Gove, Trustee

Cynthia McGrath, Trustee

Donna Golec, Kendrick Property Management

Bob Sears, Kendrick Property Management

Owners:

Thomas McCarthy

Christina Franke

Jeff Palm

Gina Ayvazian

Jane Dion

Andy Pauker

Richard Hall

Kathleen Coleman

Jo Cyr-Mutty

Patricia Lee Lewis

Jane Garb

Gerrit Stover

Seneca Ramsey

John Tierney

Louis Greenwald

John Tierney

Commercial Tenant:

Linda Beaulieu

1) Call to Order: 6:05 PM

2) Approval of February 16, 2021, Trustee Meeting Minutes

John Dion moved to approve the minutes.

Motion passed unanimously.

3) Chairperson Report

Barbara reviewed various initiatives that were undertaken during the past year at the direction of the OSC Board of Trustees, with day to day management being handled by KPM:

Hawley roof repair and reconnection of the unit condensers;

Installation of high definition of video cameras which will allow us to monitor the perimeter of OSC during daytime and nighttime hours to detect any intrusions or property damage;

Securing the entry doors to Sheehan/Sullivan at 5:30 PM, the posting of no trespassing signs and the initiation of nightly Northampton Police patrols to remove any unauthorized individuals. Barbara remains available to appear in court, if necessary, regarding repeat violators;

Repairs in Hawley which appear to have corrected any outstanding water pipe leak issues;

A short term cleaning contract put into place owing to the particular exigencies of COVID, subject for renewal on June 1, 2021, as conditions warrant.

A new landscaping contract put into place with "Snow and Sons." They were selected based on their solid reputation and their thorough inspection of the OSC property. It's a one year contract with an option for OSC to extend it at the end of the summer if the Board is satisfied with the company's work;

Ongoing LED light replacements in Sullivan along with new lights installed in the Hawley identification sign.

Barbara indicated some of the upcoming decisions/actions for 2021:

Hawley painting bids are being acquired with work anticipated in late summer/early fall;

Sheehan and Sullivan roof repair;

The scheduling of front sidewalk repair, with the work subject to the priority of other infrastructure projects (i.e.: Sullivan/Sheehan roof work);

Unit smoke alarm inspections will be scheduled for the spring.

4) Property Maintenance Manager's Report by Bob Sears

Bob reports that a new automatic door opener and fob reader were installed on the front door of Sheehan along with an automatic door opener on the main Hawley entrance.

Bids for painting, sidewalk repair, roof repair and parking lot sealing/line painting are being collected and will be supplied to the Board once multiple quotes are acquired.

The annual State inspection of the Hawley elevator was passed subject to specified repairs being done within 60 days. In addition, a pre-inspection was done on the Sheehan/Sullivan elevator which revealed no safety issues.

New parking lot gate parts are on order. The newly installed high resolution camera revealed that the gate broke off during a routine entry. The damage was likely caused by multiple stress fractures due to past vehicle strikes. Archived video evidence of any vehicle which strikes the gate in the future will permit the Board to seek compensation for damages.

Work on new parking credentialing and signage are in progress.

Bob requests that all unit owners who haven't supplied KPM with their parking lot credentials do so as soon as possible.

5) Treasurer's Report

John indicated that the 2021 budget expenses are on target.

He indicated that our reserve fund is increasing for the third year in a row. This will give OSC the ability to use a portion of it for one or more expensive future common asset repair(s)/replacement(s) without the need for special assessments. The recent Hawley roof repair is an example of an unexpected expense being covered by a sufficient reserve.

John pointed out that additional roof work, elevator repair/replacement and parking lot re-pavement are long term investments which the Board may decide not to pay for entirely from the reserve fund. Therefore, should the need arise, the Board will explore the possibility of a loan with repayment terms spread out over a sufficient amount of time so as to reduce the burden placed on unit owners to a manageable level. An ample sustained reserve fund has the effect of demonstrating to potential lenders OSC's ability to repay debt should the Board decide to apply for such a loan in the future.

5) Owners Forum

Barbara indicated that Jane Dion will be handling Social Committee responsibilities and that Michael Gove continues to assist with parking credential issues.

Jeff Palm raised the issue of reinitiating the Finance Committee. John Dion was in favor of that suggestion, pointing out that any owner input on how to manage the two largest ongoing OSC expenses, electricity and gas, especially on the CAM side, would be welcomed. Jeff volunteered his services.

Gerrit Stover raised the issue of replacement of the Sullivan HVAC system with more efficient, environmentally friendly units. He volunteered his services to the Board regarding input on that issue.

Bob Hall raised the issue of an organized duct work cleaning. Barbara pointed out that unit heating/cooling and duct work maintenance are the responsibility of unit owners rather than the Association, with a recommended semi-annual replacement of filters and professional inspection.

Andy Pauker raised the issue of when the annual Officer status of Board members takes effect. Barbara indicated that the Board will take an immediate vote during the current meeting and that the Trustees so elected (Chairperson, Treasurer and Secretary) will be empowered immediately.

John Dion felt that this was the best practice rather than waiting to vote for same at a subsequently scheduled Board meeting.

Barbara announced that candidates Michael Gove and Patricia Lee Lewis were elected as Trustees with three year terms.

Michael Butchen was excused from his duties as Secretary and a vote was taken by the Board for new Officers. The Board elected Barbara as Chairperson, John Dion as Treasurer and Michael Gove as Secretary.

John Dion moved to adjourn the meeting at 7:37 P.M.

Motion passed unanimously.

Respectfully Submitted

Michael Butchen

Secretary Trustee, October 29, 2020 - March 23, 2021