

## SPAULDING CONDOMINIUM ASSOCIATION UNIT OWNER'S ANNUAL MEETING MINUTES

Time and Place: November 6, 2019 6:00 p.m.  
Kendrick Property Management

Trustees Present: Rodrigo Zamith  
Saida Safie

Unit Owners Present: Beverly Swihart  
Judy Fiola  
Elizabeth Reardon  
Susan Leary  
Michelle Thomas  
Brett Bednarczyk  
Jennifer Bednarczyk

Also Present: Donna Golec, Owner of Kendrick Property Management (KPM)  
Anavah Martin, Condo Administrator at 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 & Anavah Martin. 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 5:59 p.m.
- 2.0 Introductions
- 3.0 Quorum 100% (required > 51%)
- 4.0 Approval of Minutes: Reviewed the Unit Owner's minutes convened on November 7, 2018. **Voted**: Motion to accept the Minutes by S. Safie, 2<sup>nd</sup> R. Zamith, unanimously accepted.
- 5.0 Property Manager's Financial Report:  
D. Golec provided the following overviews –
  - Discussion regarding the KPM Financial process, transparency & maintaining \$30-50K in Reserve.
  - Financial overview for year ending 2019
  - Review & discussion for the 2020 Budget. Discussed each line item of the operating expenses.
    - Insurance: Association's current deductible is \$1,000. Trend is to increase the deductible to eliminate small claims & to shift responsibilities to owners. Association had two insurance claims in past 2 years. 3 or more claims within a 3-year period can cause an Association to lose their coverage in the standard market & require coverage in the excess market which will increase premiums double to triple current costs.

- KPM to get quotes from Borowski Insurance for higher deductible and send to Trustees.
- Landscaping: To save on expenses, previous owners preferred to do work around property instead of investing in Landscapers. A couple owners volunteered to assist. In the Spring, if the Snow plowing costs are < budget then funds will be moved to landscaping.
- New expenses for 2020 –
  - Replace metal part at the top of all 8 Chimneys.
  - Investigate the venting of the bathroom fans & repair if needed.
  - New Gas regulations for high efficiency heating systems.
- Major Maintenance Reserve discussion. Question to owners...Do you prefer Special Assessments for one-time capital improvements or increased Condo Fees to build the Reserve over time? Owners concluded a mix & to increase condo fees at the present.
- 2020 Budget – reviewed & discussion.

**Voted:** Motion to accept 2020 Budget with a 7.4% or \$20.00 monthly increase to monthly condo fees, effective 1/1/20 by R. Zamith, 2<sup>nd</sup> by S. Safie, unanimously accepted. Outside units = \$299.00 & Inside units = \$282.00

- Continue to meet the minimum 10% of Operating expenses to the Reserve to remain in compliance with regulations and excess funds at end of year to be moved to Reserve.
- Manager's Maintenance report:
  - Bobs Plumbing – To replace old style main shut of valves.
  - New items:
    - Dumpster closure is not working correctly.
    - Chimney parts repaired
    - Inspections of bathroom vents
      - Inspection report from J. Bednarczyk
    - Do new handrails need to be stained?
    - Ask Premier what they use for bait?
    - Water pump plastic piece needs to be replaced between units 69 & 71.

6.0 Officers of the Board of Trustees: For the 2019-2020 year, the following owners were voted in and approved unanimously.

- Saida Safie
- Rodrigo Zamith
- Jennifer Bednarczyk

7.0 Old Business:

- Updates to Rules and Regulations
  - Trustees reviewed and updated to add enforcement of Rules and Regulations inclusive of issuing fines for violations.
  - Changed gender specific pronouns, removed old terminology and added rules to protect the association.
  - Conversation about painting lines and issuing parking passes. Conversation tabled.
  - No flammable items in the basements.
- **Voted:** unanimously approved

6.0 New Business:

- Discussion regarding parking lot & painting of lines. Owners agreed to no painting of lines.
- Reminders for 2019 Fall newsletter to owners –
  - Don't park in front of aisle or in entrance (one vehicle can be parked next to the mailbox)
  - Trash pickup changed to Monday morning
  - Any updates to the outside of the building must be presented to KPM and then will be sent to trustees for approval

The next Annual Owner's meeting is scheduled for Wednesday, November 4, 2020 at 6:00 p.m.  
The meeting was adjourned at 7:44 p.m.