

Crescent Condominiums
Minutes -- Annual Owners Meeting
November 4, 2021

Present: Jim Sarris (property manager), Steven Heydemann (board member), Irena Smoluchowski (board member), Michael Stein (board member), Gail David, Zach Parker, Paige Parker, Sari Miettinen, Anton [last name, new owner of unit 67-5].

Financials: Sarris reviews financials through September. Owners note that financials are incomplete and contain errors. Sarris indicates that transition to accounting system at Kamin management is source of issue and he will have updated/corrected financials issued.

Stein notes that figures for cash in hand and cash in reserve are accurate. Sarris adds that 10% of monthly HOA fees goes into reserve. Owners discuss what an appropriate level of reserves is for our association. Sense of owners is that current level of reserves is adequate. Owners agree that the financial status of the association is sound and stable.

Review of reserves leads to discussion of projects that might require use of reserve funds. Highest priority identified by owners is the side stairs on the exterior of 67 that provide access to lower level units. They are in severe disrepair. Owners agree on need to take urgent action to repair and possibly rebuild the stairs. Related projects identified by owners include the need for lighting along the stairs to the lower level of 67.

[Subsequent to the owners meeting the stairs were repaired.]

Landscaping: Stein expressed strong reservations about the landscaping firm [name TK] hired to renew and maintain the garden beds along the large yard to the north of 61 and in front of 67. He feels her hourly rate is too high, that she is spending time doing work that did not require specialized expertise (weeding), and that the landscaper is duplicating work that should be done by Snow landscaping services. David, Heydemann, and Smoluchowski noted that the landscaper's hours were limited by contract, that a clear division of labor had been established between Snow and the new landscaper, and that her responsibility was limited to the garden beds only on one part of the property only. Heydemann noted that if the association is committed to revitalizing the garden beds after many years of neglect, we should anticipate higher upfront costs that will decline as gardens are reestablished. Following discussion, owners agreed to maintain the current contract with the new landscaper and review progress prior to renewal in fall 2022.

On the topic of the grounds and maintenance, owners discussed responsibility for upkeep of the plots outside of their units, including 61-2; 61-7; 61-8; and the units in 67. Owners agreed that the owner of unit 61-8 should be informed by Sarris of the need to maintain the front plot.

Sarris indicated that if owners did not comply with the requirement to maintain their own plots and these areas fell into disarray, the association could step in at the owner's expense.

Association budget and priorities for the coming year: Sarris noted that several large projects had been completed in the last several years, including paving the parking lot, removing the large patch of sumac from the rear yard, and replacing the roof on 61. These represented large expenses. Two required special assessments. No further projects on this scale were imminent.

Owners listed projects requiring attention in the coming year.

- (1) lighting near the dumpster and recycling bin, using a motion-detector light that would not be triggered every time a small animal approached the trash area. This is important in winter, in particular, when the area becomes icy and visibility is poor.
- (2) Fixing gutters and downspouts in 61, many of which are in bad shape. (High priority)
- (3) Removal of the jungle gym set up in the rear yard (lower priority)
- (4) Repair work and repainting of exterior of portico entry to 61, where brickwork and concrete are separating, and painting is needed. (High priority)
- (5) Refinish front doors into 61 which are badly work, and repair gauges and holes in woodwork in entryway to 61 . (High priority)
- (6) Ensure that crawl space and basement areas below front bedroom of unit 61-1 (Miettinen) are insulated to prevent loss of heat from front bedroom in 61-1. (Highest priority)
- (7) Address leakage and seepage issues that introduce water into the basement of 61. Solving this problem would require extending the current drainage channel to the bottom of the basement stairs, and re-grading the yard in the front of 61. Heydemann asked if coating the basement floor with a thinset sealant would address seepage.
- (8) Providing lighting for external stairs along side of 67 to prevent accidents (high priority)

Property management: Sarris informed owners that he is retiring at the end of the year. Board members agreed to oversee the process of identifying a replacement property management firm. Owners thanked Sarris for his service to the association.

Elections to the board of the association: The three serving members agreed to stand for election for another year. Stein indicated that he will step down from the board following another year of service. Miettinen indicated that she is willing to stand for election to the board once Stein's term is complete.