

# SPAULDING CONDOMINIUM ASSOCIATION UNIT OWNER'S ANNUAL MEETING MINUTES

Time and Place: November 7, 2018, 6:00 p.m.  
Kendrick Property Management

Trustees Present: Rodrigo Zamith  
Saida Safie

Unit Owners Present: Beverly Swihart  
Judy Fiola  
Betsy Reardon  
Druk Zom

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. 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 6:05 p.m.
- 2.0 Quorum 100% (required > 51%)
- 3.0 Approval of Minutes: Reviewed the Unit Owner's minutes convened on November 8, 2017. **Voted**: unanimously accepted.
- 4.0 Property Manager's Report:
  - D. Golec provided the following overviews –
    - Financial overview for year ending 2018 based on year to date actual activity & estimates for November & December (see attached)
    - Reviewed all the 2018 Projects/Work completed (see attached)
    - Discussion regarding the outstanding items on the maintenance list. Major topic was the condition of the back decks.
    - KPM to provide Trustees with the following quotes:
      - Replacement of all back decks with –
        - Trek's material.
        - Standard material
      - Staining of exterior of building. Quote to contain the cost for both buildings and option for one per year.
    - KPM to follow up on:
      - #77 – No one from the landscaping company has been trimming around the side shrubs.
      - #69 – Evergreen was not trimmed. During heavy rains the water pools around the base then leaks into the basement. Trees on top of the hill with extra branches were also not trimmed. These items were part of the Fall special assessment plan.

- Trash structure, inside right, was damaged within the past week possibly from the waste company.
- Recycle bins are not labeled. Can they be labeled? They are both currently filled with cardboard.
- 2019 Budget – reviewed & discussion.
  - Operating expenses are projected at the bare minimum.
  - Capital improvement projects for Major Maintenance Reserve (MMR) –
    - Decks are a liability and can no longer be postponed.
    - Exterior siding will require staining within the next 5 years max.
  - 2.5% or \$6.50 monthly increase to monthly condo fees. Effective 1/1/19.
    - Outside units = \$279.00
    - Inside units = \$262.00
  - 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.
  - **Voted:** unanimously approved.

#### 5.0 Old Business:

- Sump pumps & ground water discussion.
- Owners commented on the reduced bee activity.
- No report was ever received from the Energy Assessment. KPM has sent another follow up email to the company. If no response, contact will be made with another company.

#### 6.0 New Business:

- Special Assessment for the installation of new decks on the back of the buildings as several have become a liability.
  - To keep the decks consistent and to increase the property values, the plan is to replace with a composite material such as Trek decking.
  - The dimensions will remain the same.
    - If an owner would like to modify, they must contact KPM with their plans which will be presented to the Trustees for final approval. The owner will be responsible for the additional cost.
  - Using an old estimate of \$1,700 per deck x 7 = \$11,900, the owners made a motion for a \$10,000 Special Assessment for the replacement of all the back decks.
    - Discussion regarding the negative impact of multiple special assessments. Decision was made to have one special assessment for all the remaining (7 out of 8) decks. One unit has already been converted and the cost was paid by the owner.
    - Outside units = \$1,500.00
    - Inside units = \$1,400.00
  - Payment plans:
    - One time
    - Quarterly
    - Monthly
  - Start date: 1/1/19
  - **Voted:** unanimously approved.

- Review of Banks for best interest rate for the Reserve account. KPM recommends keeping the Operating & Reserve accounts with the same bank. New options may be available with higher interest rates.
- Reminders for 2018 Fall newsletter to owners –
  - Mice\Pest Situation: This is the time of year that mice are coming inside. The trustees recommend owners using traps.
  - Snowplowing reminder.
  - Increase condo fee & why.
  - Communication from owners must go to KPM 1<sup>st</sup>. KPM will vet the issue then involve the Trustees as needed. Reminder that the Trustees are not paid. This is a volunteer group who are providing their time & expertise to the management of the Association. They cannot be dealing with all the communication issues; therefore, the Association has hired a Management company.

7.0 **Officers of the Board of Trustees:** For the 2018-2019-year, current slate of Trustees approved.

- Susan Buckland
- Saida Safie
- Rodrigo Zamith

Dates to remember:

- The next Annual Owner's meeting is scheduled for Wednesday, November 6, 2019 at 6:00 p.m.

The meeting was adjourned at 7:45 p.m.