

Meadow Oak Condominium Association
South Deerfield, MA 01373

Shirley Mason
Cindy Plisko
Cynthia Toth
Philip Villeneuve

ANNUAL MEETING

February 21, 2020

Report from KPM

Donna Golec of Kendrick Property Management provided year end financials (copy attached).

Budget

Copies of the budget for the year 2020 were distributed. There will be no increase in common charges.

Year in Review

The deck on Unit 1B was replaced.

Railings on all units were scraped and painted. Units 2A and 4B also required repairs to the railings. Units 4A and 1A will be redone.

2020 Projects

We would like to complete the deck replacement project in 2020. The deck for Unit 3B is scheduled. It was proposed that we also replace the 2 decks on Building 1 this year. The Board will pursue this possibility.

Power washing

Buildings 3 and 4 are scheduled for 2020.

Septic Systems The septic systems were scheduled to be pumped in 2019. Because of inclement weather pumping has been delayed until 2020.

Election of Board of Trustees

The current Board was elected by a voice vote.

Other Business

There being no further business a motion was made and seconded that the meeting be adjourned.

Voting proxies were received from

John Dempko	Unit 1A
Judy Currie	Unit 6A
Marie Guerin	Unit 6B

Attendees:

Cynthia Toth	Unit 1B
Cindy Plisko	Unit 2A
Philip Villeneuve	Unit 3A
Truett Pope	Unit 4A
Katherine & Jennifer Burrill	Unit 5A
Shirley Mason	Unit 5B

Enclosures:

Year End Financial Report for 2019
Budget for 2020

MEADOW OAK CONDOMINIUM ASSOCIATION

FINANCIAL OVERVIEW OF 2019

A/R or Condo Fee collections –

- As of 12/31/19 – all owners are current or paid ahead.

Expenses –

- Insurance – Quincy Mutual Insurance Co.
 - 10/8/19 – 10/7/20 Annual Premium \$6,288.00
 1. Property deductible = \$1,000
 2. Per unit Water Damage deductible = \$5,000
 3. Increased the liability to \$2mil/\$4mil.
- Legal\Accounting – Ziomek & Ziomek completed filing of the Association's 2019 1120-H return.
 - 2019 Fee = \$270.00
- Licenses, Taxes & Fees - \$75 filing fee to record the Trustees with Hampshire County Registry of Deeds.
- Management Fee - \$240 per month for a limited management (bookkeeping service).
- General Maintenance – \$1,000
 - Special Projects – Deck replacement \$6,320 Unit 3A
 - Power Washing – Pro Coat Painting \$1K
- Septic pumping - \$122 Greg's Wastewater
- Grounds Maintenance – Snow's & Sons, Spring cleanup, lawn care & Fall cleanup.
- Snow Removal – Changed from Snow's & Sons to Humphrey Garden

Cash Balances – as of 12/31/19

- Operating - \$16,550.95
- Reserve - \$61,174.90
 - Total = \$77,725.85

MEADOW OAK CONDOMINIUM ASSOCIATION BUDGET							FOR 2020	PROPOSED
Revenues								
Condo Fees							\$	37,440.00
Interest							\$	20.00
Total Revenue							\$	37,460.00
Expenses								
Insurance							\$	6,288.00
Grounds							\$	6,500.00
Legal/Accounting							\$	250.00
License/Taxes							\$	175.00
Management							\$	2,880.00
Building Maintenance							\$	1,000.00
Septic							\$	2,000.00
Maintenance/Repairs							\$	500.00
Snow Removal							\$	3,500.00
Tree Work							\$	1,000.00
Driveway Project								
Deck Replacement							\$	6,000.00
Total Expenses							\$	30,093.00
Deposit to Reserve								\$6,000.00
Income/Loss							\$	1,367.00

MEADOW OAK CONDO ASSOCIATION

REPLACEMENT OF DECKS

The process of obtaining permits and certificates of insurance is the responsibility of the contractor.

Proposals should be requested and received in the Fall of the year prior to expected construction to be included in the Budget.

<u>BUILDING</u>	<u>UNIT</u>	<u>COST</u>	<u>YEAR COMPLETED</u>
2	2B	\$4,458.87	2013
4	A & B	\$11,746.22	2013
6	A	\$14,846.02	2015
6	B	\$ 5,500.00	2016
5	B	\$5,500.00	2017
5	A	\$6,141.05	2018
3	A	\$6,320.00	2019

SCHEDULED FOR 2020 is 3B @ COST OF APPROXIMATELY \$6000..

HOMEOWNER PROXY

Judy Currie the undersigned homeowner of
Meadow Oak Condominiums, appoints Shirley Mason
as proxy for the homeowner.

Said proxy may attend and represent the homeowner with full power to vote
and act for the homeowner.

This proxy is effective for the Annual Meeting of Meadow Oak
Condominium Homeowners to be held on Friday, February 21, 2020 at
Unit 5B Meadow Oak Lane in South Deerfield, Massachusetts

Date 2/18/2020

Unit 6A

Homeowner Judy Currie
(Signature)

HOMEOWNER PROXY

JOHN DEMKO the undersigned homeowner of
Meadow Oak Condominiums, appoints CYNTHIA TOTTA
as proxy for the homeowner.

Said proxy may attend and represent the homeowner with full power to vote
and act for the homeowner.

This proxy is effective for the Annual Meeting of Meadow Oak
Condominium Homeowners to be held on Friday, February 21, 2020 at
Unit 5B Meadow Oak Lane in South Deerfield, Massachusetts

Date 2/21/20

Unit 1A

Homeowner


(Signature)

HOMEOWNER PROXY

MARIE GUERIN & MARGARET McLAUGHLIN the undersigned homeowner of

Meadow Oak Condominiums, appoints SHIRLEY MASON

as proxy for the homeowner.

Said proxy may attend and represent the homeowner with full power to vote and act for the homeowner.

This proxy is effective for the Annual Meeting of Meadow Oak

Condominium Homeowners to be held on Friday, February 21, 2020 at

Unit 5B Meadow Oak Lane in South Deerfield, Massachusetts

Date 2/20/2020

Unit 6B

Homeowner Marie B. Guerin
(Signature)

Margaret M. McLaughlin

Meadow Oak Condominium Association
South Deerfield, MA 01373

Shirley Mason
Cindy Plisko
Cynthia Toth
Philip Villeneuve

NOTICE OF ANNUAL MEETING

5B Meadow Oak Lane

6:00 P.M.

The Annual Meeting of owners will be held on Friday,
February 9, 2018 at Unit 5B at 6:00 p.m.

If you are unable to attend, please contact a Board Member
to complete a proxy.

The final Agenda for the meeting is attached.

MEADOW OAK COMDOMINIUM ASSOCIATION

ANNUAL MEETING

FEBRUARY 21, 2020

AGENDA

- * Report from Kendrick Property Management
- * Year in review – completed projects (Deck 3A, Driveways)
- * Change in Landscapers
- * Budget for 2020
- * 2020 Projects – Deck Replacement 3B
- * Building Maintenance – Pressure Washing Buildings 5 and 6
- * Railings – Touch-up Units 1A, 4A
- * Future projects – Decks (Building 1 – Both Units?)
- * Septic Systems
- * Presentation of Proxies
- * Election of Board of Trustees
- * Other business