

Old School Commons Annual Meeting

Date: March 11, 2019

Time: 6 PM

Location: Northampton Senior Center

In Attendance:

Jane Dion, Chairperson

Davin Flatten, Treasurer

Susan Schwallenberg, Secretary

Michael Gove, Trustee

Euripedes De Oliveira, Trustee

Meeting Minutes:

1. Jane Dion called the meeting to order at 6:02 PM.
2. Jane Dion introduced the current Board members and the Property Manager and reviewed the Board's 2018-2019 accomplishments and their 2019-2020 initiatives:

ACCOMPLISHMENTS:

- a) New, durable fencing was installed successfully.
- b) The formation of four committees - Finance, Maintenance, Parking and Social was completed and tasked.
- c) Promotion of Transparency: Agendas for meetings are posted, meeting venue is consistent at CISabroad offices, meeting minutes are posted and emailed on a timely basis, established a Board URL
- d) A separate Reserve account was established.
- e) The 2019 Budget was created and approved in a timely fashion.
- f) The Board sought bids for a formal Reserve Study and voted on accepting Paul Huijing of ARS Solutions.
- g) The Board held a special election after the resignation of two Board members.
- h) Trim-back of overgrowth surrounding the parking lot.
- i) A formalized RFP process was designed and implemented.
- j) Amended both our Master and Trust documents regarding pet ownership with over an 81% affirmative community vote and developed new Pet Policy and Registration forms.
- k) Developed standardized election protocols (used at the election after this meeting).
- l) Developed and implemented a temporary parking solution for lot overcrowding.
- m) Completed winterization of the Sullivan skylight after a three-bid process.

- n) Maintenance issues – Provided all weather mats in Hawley, bulletin boards in all three buildings, supervised emergency repairs, and continue to work on the New South St gate issues.

2019-2020 INITIATIVES:

- a) Provide a permanent solution for the Sullivan skylight repair.
- b) Determine priorities and funding per the Reserve Study findings.
- c) Review landscaping contract and vote on possible RFP.
- d) Obtain a permanent fix for the NSS gate after 3 bid process.
- e) Amend the Trust to specify trustee eligibility (needs a 51% community affirmative vote to implement).
- f) Obtain 3 bids for trash receptacle enclosure in back lot.
- g) Review and vote on the Parking Committee recommendations when completed.
- h) Obtain an energy efficiency study for the buildings' common areas. Current costs exceeding \$79,000 per year.
- i) Repair sidewalks in back of the buildings.

3. Presentation by Paul Huijing, ARS, of the OSC Reserve Study

Mr. Huijing conducted a 2-day onsite to determine the current state of our buildings, grounds and equipment and the feasibility of providing required maintenance (through reserves) over the next 15-20 years. The Board noted that revisions need to be made on his projected maintenance dates and will then vote for both short and long term project prioritization and potential funding requirements.

4. Treasurer's Report – Davin Flatten

Davin reviewed his approach of managing the Community's finances in a fiscally responsible and transparent manner, his work to build community involvement through the formation of the community staffed Finance Committee, his creation of procedures for spending oversight, and his work is assisting the Board on budgetary decisions. Some of the accomplishments he noted were the 2018 budget revision, the creation of the 2019 budget, standardizing RFP and Purchasing Procedures, and the funding of the fence replacement.

Davin indicated his concern that the current HOA fees are likely to be significantly insufficient in funding the Reserve plan needs, and indicated that, after meeting in session with the rest of the Board, a revision to the 2019 Operating Budget may be appropriate.

5. Election for Vacating Trustee Seats – Michael Gove

Michael explained the process and clarified that, per the Trust, a quorum was reached.

Three candidates spoke about their platforms. They were Euri De Oliveira, Barbara Hurley, and Macey Faiella. Voting commenced and refreshments were served during vote tabulation. The newly elected or re-elected Trustees are Euri De Oliveira and Barbara Hurley.

6. The Board recognized the dedication of the over 22 current residents serving on the various committees.

7. Owners Forum – Two Owners present at the meeting informed the Board that some absent Owners had not received their proxy ballots. Maura Maniak noted that mail is now being routed through Hartford, as opposed to Springfield, and this might have caused an unexpected delay.

8. The meeting was adjourned at 7:48 PM.