

# HINKLEY TRACE CONDOMINIUM ASSOCIATION UNIT OWNER'S ANNUAL MEETING MINUTES

**DRAFT**

Time and Place: November 7, 2022, 6:30 p.m.  
Onsite at Unit #127 & via Zoom

Trustees Present: Bob Boulrice, President  
Barbara Lucey, Treasurer  
Mike Soref, Secretary

Also, Present: Brenda Eaton  
Sandy Wright  
Robin Levine  
Greg Kline  
Patricia Irons  
Olivia Yu  
Margaret Carsley  
Elaine Ciampa  
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 approximately 6:43 p.m. A quorum of 100% was established.
- 2.0 Welcome by Board Chair – Overview of the past year provided by Bob Boulrice.
- 3.0 Approval of Minutes:  
The Unit Owner's minutes convened on November 8, 2021, were reviewed, and approved.  
**Voted:** Motion to Accept-S. Wright, 2<sup>nd</sup>-E. Ciampa, unanimously approved by Owners.
- 4.0 Old Business:
  - 4.1 Landscape – Discussion regarding the overall landscape situation & ideas for 2023.
    - CNJ Landscape – Provided the best price but unable to complete requested jobs.
      - Would CNJ be completing the Fall cleanup? Offered to mulch leaves but not haul.
    - Robin, Arborist – All were satisfied with her knowledge & performance but at a higher cost.
    - Discussion of how to balance the performance needs vs costs.
    - Would Shumway have interest in quoting mowing along with Spring & Fall cleanups?
    - Trustees noticed ECO Lawncare for Fall cleanup.

4.2 Electrical System review & smoke detector – Discussion to move to 10 year sealed in battery systems. The location of the devices makes it difficult to reach to change batteries in regular detectors. Owners to coordinate & approach a local electrician for an estimated price. Concern about location of some devices as steam from the bathroom will set off the device.

#### 5.0 Property Manager's Report:

- Review of the following:
  - 2021 Final EOY Income Statement
  - 2021 Taxes filed.
  - 2022 YTD Financial review.
  - Disclosure of the monthly financial preparation and contents shared with all Trustees.
- 2023 Budget – Presented overview of preparation, anticipated expenses, 4% condo fee increase and contribution to Reserve.
  - Owner requested copy of the projected EOY Income Statement for 2022.

#### 6.0 New Business:

- Two retaining walls are moving.
  - Behind units 119 & 121
  - From street to unit 127
  - KPM to contact engineer for evaluation.
- Net Metering – B. Boulrice in contact with PVC Square. Law states only 1 owner gets higher rate, others get a 40% discount. New legislation in process to split fairly.
- Waste water discussion – Pumps water up to the street. If alarm goes off, electrical warning circuits, reset with button on left side.
  - Contact Electrician, Marc Bussiere.
    - To determine what part of the system is failing.

#### 7.0 Officers of the Board of Trustees:

- Motion was made to select the following slate of Trustees effective 1/1/23.  
**Voted:** The following slate of Trustees were nominated and unanimously approved by Owners.

Robert Boulrice, Chairman of the Board, term expires 2026

Michael Soref, Treasurer, term expires 2023

Elaine Ciampa, Secretary, term expires 2024

The next Annual Owner's meeting has been scheduled for November 6, 2023, at 6:30 p.m. onsite.

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