

Liberty Commons Annual Owners Meeting

June 7, 2023

In attendance:

Loren

Amelita

Marek

Paula

Judy

The Hanford's

Melissa

Tricia and Michael

Charla

Edward

6:06 - Loren calls the meeting to order

- Review of Board of Trustees Roles & Responsibilities, # of Seats
- Always going to have Melissa on board - Tricia
- Always had three but could have more, strongly suggest it be an odd number including Melissa - Tricia
- Move into nomination
 - Loren nominated by Judee, Janet, seconded by Amelita
 - Amelita nominated by Marek, seconded by Judee
 - Melissa will stay
- Don't have official titles right now, could create titles if we wanted, most important want to have someone take notes
 - Melissa has been a signer since day 1, can continue, doesn't care particularly
 - Melissa happy to be involved as little or as much as we want
- Bylaws can be amended anytime via a meeting - could expand trustees at any point
 - Can reevaluate expanding at a future time
- Every annual meeting opens with re-electing of trustees unless someone else is stepping up
- Janet moves to vote to move Melissa, Loren, and Amelita into board seats, Edward seconds it
 - In favor
 - Judee, Edward, Janet/Beau, Melissa, Marek, Paula, Amelita, Loren, Charla

- No one against
- Melissa, Amelita and Loren voted in as trustees, **Tricia add Amelita to portal as Trustee**
- 6:21 - Clarification on Commercial Property Logistics - (parking, snow removal, trash, storage, picnic tables)
 - Melissa originally owned whole building, 16 condos were sold
 - Condo docs were set up with ways to differentiate commercial from residential
 - Beyond condo fees by space, there's overall responsibilities vs commercial responsibilities vs residential
 - Melissa not included in elevator, most notably
 - She does contribute to everything on outside of property
 - Independently owns parking lot across the street - she maintains it solely, but tenants can also use main parking lot because they pay for that as well
 - Rent storage units back to condo owners (reasonable for what the space could be rented for, what you could pay for outside storage)
 - Melissa has committed to not increasing rent for 18 years
 - Melissa can take it back, but it's all or nothing
 - \$480/month to have room
 - Melissa pays for little parking lot and that trash and parking lot across the street, she shares in the big parking lot
 - Melissa pays so that her commercial tenants and guests can use it
 - Two businesses on first floor at the moment
 - We can post signs saying that the lot is private property except for tenants and guests
 - Police department advised a while back that the wording had to be "no trespassing" but we can look into enhancing this
 - 1. Reach out to PD
 - 2. Get quotes for posting signs
 - 3. Email owners/residents with verbiage
- 6:43 - Melissa - some light repair work has been done on parking lot but never been completely resurfaced, repainted, added handicapped spots
 - We need to be putting fixing lots soon, putting it into our budget for a few years out
 - About \$1800 to do painting probably
- Should snow removal company be assessing damage they did with plow

- Tricia - knows this curb always comes apart, snow plow people are going to put it back this year too
 - They talked about this a month and a half ago
- David Loven (snow person?)
- Clarification on Pancione structure - (where to send HOA fees, what number to call, where office is located, etc.)
 - Pancione sold to Brian Megliola who also bought Hampshire Management Group
 - Everyone from Pancione has retired, it's just Tricia and Michael at Hampshire
 - **Make condo fees to Liberty Commons, mail to Pancione Associates, PO Box 686, NOHO, MA 01061**
 - Everyone has been invited into portal
 - Board members have access to reports
 - Monthly statements are in portal, could be made available
 - Board could start making monthly deposits
 - Amelita/Loren/Melissa talk offline about what documents we want to get regularly and want to share regularly with owners
 - **Tricia to send portal invites to Edward and Beau Hanford**
- Loren and Melissa talked offline - Melissa needs to be in the loop for the elevator, we can investigate other contracts but don't include Associated Elevator
 - Melissa can provide us with documents as to why
- Courts don't help with smoking enforcement much per Melissa, we could make a smoking area?
 - Judges won't find in favor over someone's home, only will take monetary action
 - People who have been told not to smoke have threatened to file harassment charges against the HOA
 - HOA will be guilty until found innocent, could pay \$10k at least for arbitration
 - If we at least try to give reasonable accommodation, less chance for a harassment/discrimination charge?
 - Need to figure out a way to give this teeth, fines from bylaws?
 - We have to have proof, Paula emailed Tricia dates and times, will re-forward dates and times
 - Paula will resend email with trustees CC'd
 - send letter telling her that she's been in violation and next violation will result in fine, \$50 per incident

- Repairs
 - Intercom speaker recently replaced, all seem to be working now
 - No invoice yet from Hackworth, was only here for one hour
 - Repair was more cost effective it seems
 - Interior mailbox door missing - no repair necessary
 - Curb - **Tricia will schedule with Loven**
- Projects:
 - 1. Hallway painting and drywall repair
 - Beau proposed just do touchups on stairs and in entryway
 - Amelita and Loren look for paint and look at doing touch ups
 - Others can try to just scrub? Janet and Beau will give it a go and let us know
 - 2. Investigate cost to expand cameras
 - 3. Investigate cost of central building wifi/cable for cost savings
 - Marek reached out to cable company, got quote, 15/16 of us already have packages with them
 - All units would have 500 mbs modem at \$58/unit/month
 - To include cable - \$102/unit/month
 - Term is 6 years, max annual increase of 5%
 - Marek will send in email to everyone with info, we will collect yeahs/nays through email
 - Would be a commitment that stays with the unit
 - Beau noted that Verizon should be coming soon, we don't know what technology could be coming
 - Should discuss at next owners' meeting
 - 4. Remove bush obstructing view onto Mechanic St.
 - Start with cutting it back - trim them in July typically
 - Last trimmed three years ago
 - Countryside landscaping - Mark - **schedule for July**
 - 5. Weather sealing on outdoor electrical box
 - **Pancione staff can fix, Tricia will schedule**
- 7:40 - Budget
 - Slim budget, has always been the case - '23 is the same as '22, added mulch and dryer vent cleaning from '21 to '22 (dryer vent is every other year, needed for insurance purposes)

- Budget is a guideline, board can make decision to reallocate funds
- Tricia encourages us to add to reserve fund, supposed to have 10% of income in reserves added annually
- Income is \$68,988, should be adding \$7000, we added around \$5500 last few years
- **Tricia is going to tell us the current reserve number, we are not at 10%**
 - Hopefully we can save money when we get new contractors
 - Edward says reserve needs to have cushion for emergency assessment, half of annual budget at a minimum
 - Michael says they don't search annually for a new quote
 - Michael mentions that we need to raise fees
 - Marek points out that we just raised fees and had special assessments even though we're simply maintaining
 - There was a big raise at the beginning of 20
 - **Pancione going to send vendor list, will send all invoices, transactions**
 - Amelita and Loren will work on getting terms for current vendors, getting past invoices
- Where is Elevator license/inspection - gets inspected of Nov of every year
 - **Tricia get elevator inspection**
- Janet is going to try to put together a social thing - BYOB and dessert
- 718-966-2600 - Excel Elevator - Amelita call to find out when they have come monthly, compare to security camera?
- Beau confirmed - Michael and Tricia are hired on with Megliolia as long as the want
- Amelita move to adjourn, Beau seconded