

## **Clark Avenue Condo Association - Annual Meeting 2018**

December 3, 2018

Location: Northampton Music Center

Meeting Called to order – 6:30pm

Owners present: Janet (#4), Stephanie (#9), Beth (#7), Patricia (#14), Steven (#15), Felix (#12), Louise (#8, proxy for Andrew #1)

Trustees present: Andrea (#16, co-president), Amelia (#6, member), Amy (#2, co-president), Jared (#3, clerk, proxy for Benson (treasurer))

Kendrick Property Management present: Donna (president), Bob (head of maintenance)

### **Introductions**

Owner introductions

Amy introduces Kendrick Property Management

Donna speaks to the structure of Kendrick with the principals (Donna, Bob, Scott) and the support staff

### **Financials**

Donna covers Income and Expenses and major capital improvements that are foreseeable in the near term (painting, carpet replacements, and similar items).

### **Projects - done to date this year and upcoming**

Gutter cleaning will be addressed when conditions permit

### **Fire Restoration**

Contract re-negotiation with Quality Restoration in regards to the fire in Unit #10. Steve asks about the best-case/worst-case scenario for when restoration should be done, Bob thinks worst case now is 3-4 months. Earliest would be probably by mid January. Some insulation work had to be stopped because there was a lingering smoke smell. The insurance adjuster was brought back in to address sealing of wood. This has been added to settlement and will be done if needed. Bob expects that when the smoke damaged windows and doors are replaced the smoke smell is should be eliminated.

Amelia asks if owners are required to have supplemental insurance in case of fire in a unit. Donna says we are not required in our bylaws, but if a fire occurs in a unit it is the unit owners responsibility to cover the condo associations deductible (\$5,000 deductible). There is discussion on adding a bylaw to require units to carry insurance. This will be discussed further this year.

Felix is concerned about the buzzer for his unit not working, the look of the windows - that were boarded up after the fire, an internal unit door isn't closing and he thinks this was due to Quality Restoration, and an issue with Comcast service. Amelia says we are also unhappy with Quality Restoration and the pace of progress has been unacceptable to the Board and Kendrick. Jared says that we had consulted our attorneys and they advised against trying to exit the contract with QR. Felix will be in contract with Kendrick to correct the issues he raised.

#### Other maintenance business

A 3-year snow removal contract was made this year to stabilize prices.

Landscaping work – the back yard has been trimmed back very well this year. Jared asks if there is support for burying the large plastic drainage pipes in the backyard. Bob thinks the cost of this would be minimal. The board will investigate costs and plan to do this work if reasonable.

Roof inspection – Andrea's unit had some water damage that may be roof related. Janet mentions there were previous issues in the ceilings and it turned out to be an issue with the skylights. Janet also mentions the roof was done about 15 years ago by Quenville Roofing and may still be under warranty if there are roof issues. Determining the state of the roof will be an area of investigation this year.

#### Financials continues

Donna covers the proposed budget, which would be a 3% increase in condo fees. This would allow us to put 10% in reserves, which is the state minimum requirement. Amelia says that when she was getting a mortgage the lack of money in the reserves was problematic and it was difficult to secure the mortgage. Donna covers the items in the budget.

Pat and Janet ask about deck maintenance and say this has not been done in a few years. Pat explains that the decks are the owner's responsibility, but the board had previously done the maintenance and billed this to owners. Donna and Bob say this will be done in the spring.

Discussion of raising fees. Donna calculates that if we raise fees by 10% we would have \$10,000 going to reserves. If we do 5% we would add \$7,500 to reserves. Steve proposes we raise fees to 5% for next year. Amelia seconds. There is unanimous support for a 5% condo fee raise to help build reserves for long term capital projects.

#### Other maintenance business continued

Pat asks about parking lot, commenting that the lot condition is poor and she is concerned about the floor in D entry. Amelia notes that there is money in the capital repairs budget set aside for parking in the coming years.

Louise asks about the parking lot plowing and notification procedures. Kendrick's will notify owners through email if they need to move cars. This is done after the town parking ban has

been lifted. They also try not tow if at all possible. Owners who know they will be away are encouraged to park in the back of the lot by the fence and let Kendrick know that they will be away.

Discussion on beam ends in basement. Louise asks about the beam ends under the units. Bob discusses how the structural engineer said the cracks in drywall are unrelated to anything in basement, instead they are natural wear in drywall. Bob says we may need supports there and we will continue to investigate. Bob says the structural engineer thought the basement had a good amount of support work already done. Jared notes the capital repairs budget for next year has money set aside to deal with this as needed. The Board will investigate and address as needed.

Bob says owners should put numbers on their doors for emergency reasons. Kendrick will do this if needed.

Pat asks about unit 3 that went to foreclosure and the process for selling that. Donna and Jared provide background on how the association tried to work with the owner but the owner never followed through on payments. The unit eventually went into foreclosure. Amelia notes that Board members were not allowed to discuss the sale prior to it being publicly announced. The foreclosure sale was advertised in the papers and sold at public auction. Jared and Stephanie bought it at the public action. The association will be getting ~\$13,000 back from this sale.

Discussion of installing a bike rack. There is no opposition to installing a bike rack. The Board will investigate cost this year.

### **Election of Trustees**

The current Board (Amelia, Andrea, Benson, Amy, and Jared) were unanimously re-elected.

Meeting adjourned at 8:30 pm

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Next trustee meeting is set for Monday February 4th, 2019, 5:30 pm. Location TBD.