

CRESCENT STREET CONDOMINIUM ASSOCIATION ANNUAL OWNERS MEETING MINUTES

DRAFT

Time and Place: September 7, 2022, 6:0 p.m.
Via Zoom

Trustees Present: Steven Heydemann
Irena Smoluchowski
Michael Stein

Owners Present: Sari Miettinen, Zach Parker, Laurie Leclair, Anston Bosman, James & Joan Levine.

Also, Present: Donna Golec, Owner & Property Manager for KPM

This meeting was called to review the YTD 2022 Income Statement, 2023 Budget and 2022 major projects. A quorum of 91.9% was established based on owners present & proxies.

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 Board of Trustees Meeting.

1.0 The meeting was called to order at 6:05 pm.

2.0 Approval of Minutes:

The meeting minutes of the Owners Meeting convened on November 4, 2021, were reviewed, and unanimously approved by the Owners with the correction of new owner's name, Anston Bosman.

3.0 Property Manager's Report

3.1 Financial review & discussions

3.1.1 2021 Income Statement filed with Tax Accountant for HOA's return.

3.1.2 YTD 2022 Financials – Shared with owners.

3.1.2.1 Request to break apart Landscaping to identify mowing's vs planting\weeding.

3.1.3 2023 Budget approved with a 4% condo fee increase effective 1/1/23.

3.2 Property maintenance reports

3.2.1 Basement duct work completed to address the excessive cold experienced by unit 61-1.

3.2.2 Repair & painting completed on the Bldg. 61 front entrance, side unit entrance and side of building where new venting installed.

3.2.3 Refinishing of Bldg. 61 front door completed

3.2.4 Landscaping: CNJ replaced Snows as primary landscaper for mowing, trimming, cleanups.

- 3.2.5 High Water Bills Investigated, found several bathroom fixtures which needed attention, repairs completed
- 3.2.6 Bldg. 61 Water Heater scheduled to be replaced Fri. 9/9/22.
 - 3.2.6.1 Owners requested that the lines be cleaned to clean debris that may be residing.

4.0 Old Business:

4.1 Owner keys discussion –

- 4.1.1 KPM to check list of who provided a key or not. Send friendly reminder to owners suggesting that a backup key can be stored at KPM office.

5.0 New Business:

- 5.1 Discussion regarding the allocation of condo fees by unit owners to be reviewed by the Trustees.
- 5.2 Exterior lighting on back of building 67 – New lights were installed in accordance with code due to the liability of a potential slip & fall. Owners asked if KPM could lower the wattage of the bulbs or provide some sort of change that would reduce the light coming into bedroom windows.
- 5.3 Building 61 – Front door. KPM to investigate lessen\slow down door closure.
- 5.4 Building 61 – Water seeping into the basement. Regrading to be coordinated with landscaper, Moretti, for development of a garden plan. Michael to reach out for plan.

6.0 Election of Trustees (3 Members, 1-year terms):

a. Re-elections

- i. Steven Heydemann
- ii. Irena Smoluchowski
- iii. Michael Stein

Voted: Current slate of Trustees approved by owners for another 1-year term.

The next 2023 Annual Owner's meeting – 9/6/23 via zoom.

The meeting was adjourned at approximately 7:15 p.m.