

WILDWOOD COURT CONDO ASSOCIATION

DRAFT

Minutes of June 9, 2021 Annual Meeting

Attending: Kathie Larsen/Aurora Flynn (Unit A), Eileen Buckowski (Unit C), Virginia Van Scoy (Unit D), Gwen Greene (Unit E), Nancy Smith (Unit G), Skip Soper (Unit I), Donna Golec (Owner, KPM), and Gretchen Bechta (Customer Service Manager/KPM)

Skip Soper called the meeting to order, followed by introductions. The owners of six units were present, and two absent unit owners had submitted completed proxy forms to KPM prior to the meeting, bringing the quorum to 88.89% for matters of voting.

After time for review of the Fall General Meeting minutes from October 22, 2020, Nan Smith made a motion to accept them, seconded by Virginia Van Scoy. Owners voted unanimously to accept them. Donna reviewed the financial bookkeeping of the association for last year's budget and for 2021, noting the various ways transparency/accountability are met. She also noted that the reserve fund is growing but is years away from having the level of funds that would be necessary for addressing the replacement of the driveway and the associated drainage issues. Virginia mentioned that she intends to contact DPW at some point in the near future to inquire about a reassessment of how run-off from the road can be mitigated.

Donna also reminded owners that KPM will be moving to a new location in Hadley this month, which will allow the business to better serve its growing clientele. She reviewed the progress of the actions taken by KPM to address concerns identified in the fall meeting:

- 1) all dryer vents have been cleaned
- 2) all smoke alarms have been checked, with batteries or alarms replaced as needed
- 3) the removal of the tree behind Unit G and the trimming of the tree between Units C and F
- 4) gutters were cleaned in the fall
- 5) spraying for mosquitoes was initiated late this spring

Remaining items on the fall list include:

- 1) power washing of the siding – after pollen season
- 2) cleaning of outside windows – after pollen season
- 3) assessment of the integrity of privacy fences/getting estimates for replacements. (Donna suggested waiting for the price of lumber to come down before proceeding with replacements)
- 4) Unit C - Quote to be presented to Trustees for the removal of the iron railing & replaced with a composite/plastic white railing due to heat.

Donna invited questions as well as any additional concerns. She reviewed how unit owners can contact KPM with concerns that arise outside of meetings and identified Gretchen as a point person for condo management or maintenance issues. She also reminded unit owners that KPM needs to receive a copy of each owner's insurance on their unit.

Eileen Buckowski, Unit C, brought up the unresolved problems of her entry railing and her storm door being impacted by strong winds. There was discussion to clarify what maintenance/repair issues are the responsibility of unit owners and what lies with the association. Given that association by-laws specify that unit owners are responsible for replacement/repair of windows and doors, Donna suggested

that Eileen may want to consult an independent contractor about the problem presented by the door/wind combination. Neither Scott nor Bob have been able to advise about a ready solution for the door, given that the issue seems to be the force of the wind as it comes over the field across the street. She will follow up with Scott and Bob about proceeding on the railing issue.

Gwen had a request related to re-attaching a faucet filter. Donna indicated that KPM is willing to attend to individual unit owner maintenance requests and will bill the owner accordingly. Unit owners are also free to use their own contractors for repairs that are their responsibility.

Additional concerns that were discussed included:

- 1) getting estimates for the trimming of the dead branches on two trees behind Unit A
- 2) arranging cleaning of patios, perhaps best done before the power washing of siding
- 3) re-attach gutter on Unit A
- 4) investigate landscaping solutions to mitigate current drainage issues: Nan suggested that instead of having mounded mulch at the end of the courtyard, leveling that area and planting grass might facilitate the run-off more effectively. Virginia mentioned that rain run-off pools along her foundation because there is not a slope away from the foundation and that her basement shows evidence of water seepage.
- 5) Nan has noticed that the property marker behind her unit keeps getting moved by someone. She suggests figuring out a way to have a more permanent marker installed, and, perhaps, to landscape that section to make it clear that it is association property.
- 6) Discussion regarding the Dumpster & Recycling. All owners are required to break down their boxes. If the recycle is full, do not leave it on the side as the trash company will not pick it up. Owners are responsible to bring their recycling back to their unit until there is space or they can bring it to the recycle center.

Virginia raised the issue of spare keys on site, which, historically, have been kept by Liz Rajam. This option is no longer available and alternate arrangements can be made for going forward. Kathie Larsen, Unit A, described the combination key lock she uses on her door, which foregoes the necessity for a key. Other unit owners suggested that another solution would be for each unit owner to have a lock box with a spare key on their patio doors. A couple of unit owners present described having a code combination lock for opening their garage doors and locating a spare key there. It was suggested that information on these options be forwarded to all owners, with the aim for consistency of design within each option.

A motion was made and seconded to conclude the meeting.

Respectfully submitted,
Virginia Van Scoy