

Liberty Commons
Annual HOA Meeting DRAFT Minutes
February 5, 2024 at 6pm (Zoom)

Attendance:

- Donna Golec, Owner, KPM
- Melissa Stevens, Property Relations, KPM
- Loren Davine, Trustee
- Melissa Pike, Trustee
- Amelita Lijek, Trustee
- Marek G.
- Janet and Beau H.
- Paula P.
- Gordon H.
- Michael M.
- Kelly T.
- Sandra E. and Charla B.
- Mark G.
- Judie D.

Call to Order

6:04pm

Introductions:

Donna Golec, owner of KPM, provided a short introduction to the group and thanked us for entrusting them with the management responsibilities.

Approval of Minutes

Melissa Pike made a motion, Gordon H. seconded—minutes approved unanimously

Property Manager's Report

1. KPM was on site for elevator inspection. Excel Technician noted the control system is old and we can't get any parts for it. The carriage and car is in good condition. KPM will get quotes from Otis and Excel to replace the control panel and they will share with the Board.
2. Fire Extinguishers have been added near the elevator
3. Additional fire extinguishers may be added at the other end of hallways next year
4. KPM is prioritizing projects, working elevator is the priority
5. Donna has rebuilt our financials and developed an excel sheet
 1. We have two bank accounts with ESB—
 1. Operating Account—used to pay bills (\$12,060.89)
 2. CD for reserves—used for capital expenses (\$64,072.77)
6. Tax Returns have been filed; we had some earned interest on our funds

Michael M. suggested moving the reserves into a CD with a higher interest rate. KPM suggested we wait to get quotes for elevator repair cost before moving funds.

Old Business

- No Trespassing Signs—people tend to park in our lot and use the bike path but “no trespassing” signs may not be a deterrent. Private property signs or tow notices might be more effective. No action at this time.
- Parking Lot repainting of lines—on hold since lot may need to be repaved in the coming years
- Damage from Plows—Previous plowing company would not repair the curbing. KPM repaired.
- Legal Review and Smoking Enforcement—Only an attorney can interpret condo docs and a legal review might be helpful to clarify any issues and update, as needed. Melissa Pike was not in favor of paying to have them reviewed. Loren Davine brought up that this is a good time to review docs, make changes/updates, and officially file so the most up to date version is on record. KPM will follow up with the Board.
- Painting—Walls in common areas have never been painted. This has been discussed in the past but painting has not been done due to limited funds. KPM will get quotes for common areas and a breakdown if we wanted to do painting in stages. Gordon suggested focusing on high traffic areas/stairwells, as they see the most use.
- Weather Sealing on outdoor electrical box—KPM will evaluate for safety risks and coordinate repairs, as needed.

New Business

- Landscaping—no bark mulch on the bike path area at this time. Will re-evaluate this spring with vendor
- Trash—Amelita reduced frequency of trash pick up and we reduced the cost by \$65 or approx. \$800/yr. We can continue to look into cost savings of dumpsters (smaller size) if we continue to think the dumpsters are too large for our needs.
- Temperature in Hallways—KPM will check the temps in the hallway and adjust, as needed, to ensure sufficient heat and prevent pipes from freezing, etc.
- Welcome packet/Homeowner Handbook—KPM will send a template to the Board to consider using to create a guide for owners

Election of Trustees:

Amelita is stepping down as a trustee and the group thanked her for her contributions.

Current Ballot:

Loren Davine, Condo at Large
 Melissa Pike, Commercial
 Marek Gazda, Residential

Amelita made a motion to accept the ballot, as presented. Janet H. seconded the motion. All in favor, unanimous.

Snow Removal Process:

Loren reviewed the snow removal procedure and clarified expectations. No one had any questions or suggestions.

Buildium Software: Donna reminded everyone that KPM now uses Buildium Software to manage all documents and payments. There are no fees and it has been working well.

Next Meeting:

February 3, 2025 @ 6pm

Motion to Adjourn:

7:09pm, Motion by Gordon to close meeting, seconded by Melissa. Unanimous, all in favor.