

LYMAN ROAD CONDOMINIUM TRUST ASSOCIATION UNIT OWNER'S ANNUAL MEETING MINUTES

Time and Place: April 3, 2019, 5:00 p.m.
Northampton Community Music Center

Trustees Present: Aprile Gallant
Robert Brick
Katherine Walker
Kevin McAndrew

Trustees Absent: Terry Culhane

Owners Present: Jenny Sechler
Jacy Armenti
Joel Minsky

Also, Present: Donna Golec, Owner of Kendrick Property Management (KPM)
Bob Sears, GM Field Maintenance

The annual Unit Owner's meeting was called to review the state of affairs of the condominium association, and to provide an opportunity for Unit Owners to raise any issues that relate to the ongoing maintenance of the building and grounds.

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 Unit Owner's Annual Meeting.

- 1.0 The meeting was called to order at 5:07 p.m. A quorum of 75.5% was established.
- 2.0 Introductions of all in attendance.
- 3.0 Approval of Minutes:
The Unit Owner's minutes convened on March 2, 2018 were reviewed and approved.
Voted: unanimously approved by Owners
- 4.0 Property Manager's Financial Report – Donna Golec
 - 4.1 Review of YTD 2018 Financials – Income exceeded budget due to Special Assessment for Roofs that came into the plan after the Budget was created. Expenses came in slightly under budget. All deposits were made to the Reserve account.
 - 4.2 2018 Tax Return was filed by Dillion & Associates, CPA.
 - 4.3 Discussion & review of 2019 YTD Financials.
 - 4.4 Handout of the Major Maintenance Reserve (MMR) Plan – This is only an estimate for capital improvements anticipated over the next 10-20 years based on estimates. This is not a formal review.

5.0 Property Manager's Maintenance report, Bob Sears –

- Laundry room machines – Discussion and identification of issues with machines.
 - Left machine - runs :36 minutes vs the machine on the right for :38 minutes. Noise at beginning of cycle.
 - Need to run Dryer twice to get cloths fully dry.
 - Bob to report latest issues to Cooper Appliance.
- Exterior furniture & personal items left outside – The landscape company will not be able to complete the spring clean up or mow lawns when personal items are left on the grass.
 - Several pictures were taken of the violations. It is believed that these are abandoned items.
 - Owner, Jenny Sechler, to coordinate the creation of common area furniture. and to maintain that these items are removed from the grass areas after use.
- Hedge along the grass on the North side of the long building (behind composite pile).
 - All approved - To be cut 2-3 feet from the base.
- Flower beds & Vegetable gardens –
 - No new beds to be added.
 - Coordination of who will utilize the existing beds will be done by Owner, Jenny Sechler.
- Interior common area discussion.
 - These areas must be kept neat, clean and no items can be blocking the egress.
 - Trash cannot be left inside.
 - Recyclable containers must be emptied on a regular basis.
 - No appliances.
 - Owners will be notified for a 1st offense. Additional offenses will contain fines in accordance with the Association's By-Laws.
- No Smoking discussion – owners present are in favor of having a No Smoking property. KPM to review By-Laws.

6.0 Contract & Capital Improvements –

- Landscape contract from Spring Valley –
 - **Voted:** 2-year contract approved.
- Roof (Small building) provided by Sexton Roofing –
 - **Voted:** Approved based on the quote provided in 2018. This project was incorporated in the 2018-2019 Special Assessment.
- Three front entrances on the long building are leaking & damaging the interior ceilings. Quoted of \$5,000 by Sexton Roofing.
 - **Voted:** Approved.

7.0 Old Business:

- Expired CO\Smoke detectors - Notification to be sent to all owners to respond to KPM with confirmation that they have updated their interior hardwired CO\Smoke detectors especially in the vaulted ceilings.

8.0 New Business:

- Driveway discussion –
 - Projecting approximately 4-5 years out for the replacement.
 - Expense anticipated to be covered by a future Special Assessment.
 - To preserve the driveway, Trustee – Kevin McAndrew to assess the current condition and to advise if sealing the cracks would be of benefit.

- **Voted:** To authorize up to \$2K based on Kevin's recommendation.
- Discussion regarding the number of vehicles being parked in the lot. Several owners no longer parking on the street which has added to the congestion.
 - Parking in the street is allowed except on snow emergencies.
 - Driveway stripes not preferred.
 - Using "dots" to mark spaces.

9.0 Officers of the Board of Trustees:

- Discussion of current slate of Trustees and the value of having representatives who live at the premise.
- **Voted:** The following Trustees were nominated along with their terms and positions and unanimously approved by Owners.
 - A. Gallant, Secretary - 2020
 - R. Brick, President - 2020
 - T. Culhane - 2020
 - K. McAndrew, Treasurer – 2021
 - J. Miller-Sechler, 2021

The next Owner meeting has been scheduled for April 8, 2020 at 5:00 p.m.

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The meeting was adjourned by 6:32 p.m.