

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

Time and Place: March 2, 2018, 5:00 p.m.  
Northampton Community Music Center

Trustees Present: Katherine Walker  
Kevin McAndrew

Owners Present: Andrew Tulis  
Aprile Gallant  
Beth Henneman  
Bob Brick  
Jacy Armenti  
Joel Minsky  
Terry Culhane

Also, Present: Donna Golec, Owner of Kendrick Property Management (KPM)  
Bob Sears, GM Field Maintenance  
Scott Savino, Operations for 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.

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The following meeting minutes were prepared by Donna Golec & Bob Sears. 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 5:05 p.m. A quorum of 82.5% was established.

2.0 Discussion of Minutes:

The September 2017 Owners meeting minutes were not physically available. Kevin McAndrew provided an overview of the topics discussed and stated that 12 owners were in attendance. Topics included:

- Setting up a 5-member Board of Trustees in accordance with By-Laws.
- Minimum of 3 Trustees who live onsite.
- Staggered terms
- General membership meeting
- Laundry room concerns
- Property management visits & suggestions
- Long term plans for property

3.0 Property Manager's Report:

3.1 Maintenance report, Bob Sears –

- Safety concerns:
  - Update of all CO\Smoke detectors in common areas.
  - Ask owners to review the dates on their detectors & update (owner expense).

- Railing & bottom of steps on large building are compromised. Cost to repair?
- Other maintenance items:
  - Clarify Verizon line for monitoring?
  - Clean out clutter in basements.
  - Unit 19A has a depression in bathroom floor.
  - Peeling ceilings in entryways – add ¼” sheetrock & seal.
  - Mold issue in unit #27A, porch – farthest wall\backside.
  - Review & possibly add larger gutter to stop water from splashing on to window frames. Several windows have deteriorated.
  - Insulate walls in laundry room & verify safety of heating devices.

### 3.2 Contracts & Capital improvements\Quotes report, Scott Savino –

- Trash & Recycling – Duseau Trucking came in with the lowest price and did not require a contract.
- Cleaning of common areas – MCC cleaning company came in less than previous cleaners & provided liability insurance.
- Washer & Dryers – Discussion regarding the number of owners and tenants who utilize this amenity.
  - **Vote:** Board & Owners approved the purchase of 2 Coin Op Washers & to use Aprile Gallant’s dryer. In the Fall 2018, Association will purchase new dryer or sooner if dryer fails. Association is responsible for the disposal of the dryer once use is complete.
- Roof Quote – provided by Sexton Roofing. 3 Quotes required & selection to be made by Trustees.
  - Small building has membrane roofing cracks. Temporary fix could extend the life by 3-5 years but costs \$4,600. Owners & Trustees agreed to not waste the funds on a temporary fix but to plan this roof for Phase II – Spring 2019.
    - Cost = \$29,800
  - Large building has a new roof on the front section, but the back section has failed. Interior damage can be seen in common areas. Owners & Trustees agreed that this was a priority & would be Phase I – Fall 2018.
    - Cost = \$28,800
  - Request to contact Florence Roofing for a quote.
  - Target plan – Gather 3 quotes within the next few weeks. Email quotes to Trustees to review. Discussion & \or vote via email or a meeting will be called.
    - Fall 2018 – Back of large building
    - Spring 2019 – Small building
  - Proposed finance:
    - Estimated Special Assessment \$70K
    - Offer payment plans of monthly, quarterly or semi- annual (as long as sufficient funds are available to meet timing of roof replacements).

### 3.3 Management & Finance Report, Donna Golec –

- Presented the YTD 2018 Income & Expense report.
  - Aged receivables – All owners are current if not paid ahead.
- Discussed how the 2018 Budget was created which determined the need for the 10% increase in condo fees.
- Shared the plans for developing the Major Maintenance Reserve (MMR)\Capital Improvement plan.

#### 4.0 Old Business:

#### 5.0 New Business:

- Annual owner's meetings were proposed for early December to review the year, approve the new budget & discuss plans for the next year.
- Spring walkaround the property with Owners, Trustees and the Property Management company in April.

#### 6.0 Officers of the Board of Trustees:

- Returning Trustees: K. Walker & K. McAndrew
- Trustees ending tenure: J. Dyer & N. Taubert
- New Trustees: T. Culhane, A. Gallant & R. Brick
- Term expiration dates:
  - 2019 - K. Walker & K. McAndrew
  - 2020 - T. Culhane, A. Gallant & R. Brick
- Trustee Positions:
  - President – K. Walker
  - Treasurer – R. Brick
  - Secretary - A. Gallant
- **Voted:** The above of Trustee's were nominated along with their terms and positions and unanimously approved by Owners.

The next Owner meeting will be scheduled for December TBD, 2018. Time to be determined.  
The meeting was adjourned by 6:26 p.m.