

Minutes of ANNUAL Longley Trace Condo. Assoc. Meeting

Date: May 10, 2014
Location: Hazen Memorial Library, Shirley
Present: Dave Vincent (President, Trustee), Eric LaFond (Trustee), Joe Pettengill (Trustee), Linda Souza (Trustee), Bob Hanson (Busn. Mgr)
(ABSENT: Patty Mock, Trustee)

Mark Souza (Unit G1) cell: 508-826-5684 mesouza@comcast.net
Mary Spinale (Unit G3) 978-425-2095
Carl Mock (Unit D2) 978-425-5137 mockcp@yahoo.com
Nasrin Parsaei (Unit B9) 978-505-1828 Nasrin.parsaei@gmail.com
Dolores Miller (Unit E1) 978-425-9712 HSMiller1@comcast.net
Henry Miller (Unit E1) 978-425-9712 HSMiller1@comcast.net
*Kathy Davis (Unit K6) 978-425-4844 kakidavis@yahoo.com
* Arrived after voting.

The meeting was called to order at 10:15 am.

1. BOARD MEMBERS (Outgoing & Incoming)

Dave thanked outgoing members for their service. This included Eric LaFond, Kathy Davis and Tom Corbett. He formally welcomed new members Bob Hanson as Business Manager (replacing Tom Corbett) and Linda Souza (replacing Kathy Davis).

2. NOMINATIONS

A nomination was made by Dolores Miller to request David Vincent as trustee for another 3 year term. Motion was seconded and unanimously voted on by all present (6 owners). Mary Spinale then nominated Carl Mock for a 3 year trustee term. The motion was seconded and unanimously voted on by all present (6 owners).

ACTION: Linda will make these changes in the "Registry of Deeds" website, AFTER June 9 meeting.

3. BUSINESS MANAGER REPORT (Bob Hanson)

Bob handed out the Annual Report from May, 2013 thru April, 2014. This included Budget vs. Actual dollars spent & received for Condo Fees and the following Expenses, Management, Legal, Snow & Ice, Grounds, Electric, Rubbish, Insurance and Miscellaneous. Total Budget was \$41,588 vs. Total Actual of \$54,283.96.

Bob reported that the biggest concern right now is delinquent condo fees. This pertains to specifically 8 units. Legal action is pending. Presently more than 15% of the community is in arrears. (Kathy Davis mentioned that this percentage will prevent owners from refinancing their mortgages.)

The checking account, reserve account and three CD's total approximately \$26,873.77 in assets for our community.

4. QUESTIONS FROM THE ATTENDEES

Mark Souza: When rubbish contract is up, can we rebid the contract out?

Bob Hanson: If it the price increases significantly, we can rebid. Presently there is no annual contract. It is on a month to month basis and we pay by the week, not by the weight.

Mary Spinale: Will there be any improvement to the snow removal process from last year?

Dave Vincent: This will depend on the winter and snow conditions and amounts. A few spots of the roads were very shady, resulting in thick ice formation and non-melting. I have spoken to the company we use to get an estimate on ice break-up machinery, if necessary for next winter.

Mary Spinale: There seems to be people who are not residents, using our trash dumpster. Can we install a lock with a key for every resident?

Dave Vincent: The problem has not come to the point where the weight limit of our trash forces us to pay a higher weekly cost. Also, it does not appear to be consistently occurring. If we lock the trash and provide keys, residents may lose keys and simply leave trash on the ground. Having a passcode system is very costly.

Dolores Miller: The snow removal contractor is very responsive. If you call him to come plow, he will come right away.

Dave Vincent: We are on good speaking terms and I do call him during bad snow periods. The contractor responds as soon as he is able to arrive (depending on his work schedule that day). He has not let us down.

Kathy Davis: What is a description of the "Legal Cost" line item on the business report?

Bob Hanson: This is legal action for pending delinquent condo fees. After fees are collected, we will be reimbursed for the legal fees.

Nazerine: What is the meaning of the line item "Management" & "Miscellaneous" on the business report?

Bob Hanson: The "Management" item includes internet reimbursement, postage, office supplies and the salary of the Busn. Mgr which is \$3,200/year. The "Misc." item includes odds and ends such as a chain saw, gasoline for the saw, etc.

5. PRESIDENTS REPORT & ACCOMPLISHMENTS IN PAST YEAR(Dave Vincent)

The \$160 condo fee will remain consistent, unless more residents become delinquent in payment of their monthly fees.

There are two units up for sale. Roger Nadeau (Unit H1) and Mike Swanton (D1). Mike will either sell or rent his property (whichever comes first).

The completion of the Master Condo. Insurance was a major accomplishment this past year. Many people worked diligently to complete this task without significant raising the monthly fees.

Tree and branch cutting were also another collaborate process with board members who successfully removed dead and dangerous trees.

6. CONDO. WEBSITE (Joe)

We are working on streamlining the website. It will change from the present site to a more interactive site that also will contain meeting minutes, photographs, community news, etc. This is an exciting time that will benefit the entire community. The board projects this as a short-term goal and will communicate the complete to all residents.

Also, we have requested mulching early this year. This will include repairing grassy areas that were damaged by this past winter's plowing.

Dave: Give website suggestions to Joe. These will be discussed at June Trustees Mtg.

Kathy Davis: Can neighbors ask for extra mulch from the landscaping company?

Bob Hanson: Since our landscaping cost includes mulch and labor, this may not be possible. The labor cost could potentially be rolled into the condo. Assoc. labor cost. Also, the landscaper may or may not have the capacity to meet that request. In summary, this probably is not a good option.

Kathy Davis: I think I could round up neighbors and then approach the landscaping co. across from The Bull Run to see if we could receive a discount.

Dave & Eric: We are planning another "Bulk Trash Pickup Day" in August. We will be looking for volunteers to pickup and rent the truck and then transport trash to the dump. This is a free service that our condo. Association offers to residents. We are charged \$89/ton and will hopefully not exceed that weight. Andrew and Linda Souza will assist during this process. NO HAZARDOUS MATERIAL ACCEPTED. If people do have old TV's, they may be brought to Best Buy and disposed of for free (if they are under 35").

Kathy Davis: Will contact Roger (H1) to see if he has leftover garage door paint and offered to paint Evelyn's door. She suggested publicizing the sale prices of units in order to stir up interest in condo sales, as opposed to rentals.

Mary Spinale: Would like to organize a community event to bring neighbors together. Maybe a pot luck dinner, etc. during the summer months. The Board will discuss this and ways to accomplish this during the June Meeting.

7. HOUSEKEEPING

ACTION: Eric agreed to install seasonal fencing to parking area between units G and I.

NEXT TRUSTEE MEETING:

1. Next monthly meeting will be Monday, June 9th @ 7:00PM Mary Spinale's, Unit G3. **ACTION:** **Trustee Officers/Positions will be voted for during this meeting.** (There was NOT be a May Trustees Meeting, due to the Annual Meeting on May 10.)

Meeting Adjourned at 11:25