

Minutes of ANNUAL Meeting - Longley Trace Condo Association (LTC)

Date: May 9, 2015
Location: Hazen Memorial Library – Shirley MA
Present: David Vincent (Trustee, President)
Joe Pettengill (Trustee, V. President)
Linda Souza (Trustee, Clerk)
Robert Hanson (Business Manager)
Carl Mock (Trustee)
Patty Mock (Trustee, Treasurer)

Kristine Johnson, Unit H1, 978-340-5551
Mary Spinale, Unit G3, 978-425-2095
MaryEllen Owen, Unit C1, 978-425-0224
Eric LaFond, Unit C2, 508-981-2696
Dolores Miller, Unit E1, 978-425-9712
Helen Vincent, Unit F1
Elson Harmon, Unit K8, 978-425-5660

The meeting was called to order at 10:00 AM.

1. Board Introductions (listed above)
2. Trustee Nomination: Linda Souza was nominated by Mary Spinale for another 3 year term. It was seconded and unanimously agreed upon. Linda will begin serving this new term as clerk in June.
3. Past Year in Review:
 - a. Dave discussed extra snow plowing necessary this past winter, due to the large amounts and numbers of snow storms. The audience was in agreement with the quality and quantity of snow removal for safety sake of all residents. Elson Harmon stated he began to see water damage in his home due to ice dams, so he hired a contractor to break the dams and alleviate serious future damage. He also mentioned his front deck in the center is bowing. He will investigate the cause and report repairs necessary to this board. He questioned the large orange barrel situated across from his unit, adjacent to the meadow. It was explained that a snow plow knocked off a septic cover. It is going to be replaced next week and the barrel will then be removed.
4. Accomplishments:
 - a. A new website was designed and is being maintained by Joe Pettengill. There are beautiful photographs of the neighborhood, recent meeting minutes for review as well as current notifications for residents to be aware of. The majority of the audience responded that they are pleased with and have visited this site. Finally, Joe stated that there were over 300 visitors to the site this past month!
 - b. Budget vs. Actual Spending accuracy & Monthly Condo. Fee Collections (see Business Manager Report/Bob Hanson)
5. Property Damage:
 - a. Unit D1 had their rear deck come away from the house and break in half. It is assumed this was due to the large amount of snow on the deck. It has been replaced satisfactorily.
 - b. Units A5 & A7 has a septic issue. Emergency pumping of the septic system was necessary to correct the problem. This occurred during the Feb/March timeframe. The actual damage was due to septic collections backing up into the two units. It was discovered that this building (Unit A)

did not have accurate title V paperwork reported. In conclusion, Unit A's D-Box will be replaced this Spring season.

6. Streets Cleaned, Landscaping & Physical Neighborhood Appearance:

- a. Dave stated that the streets were swept two weeks ago by the landscaping company. They are expected to return for remulching and freshening up the landscaping, next week. Patty asked the audience for comments on the mailbox circle's garden area. It is planned for trimming back and replanting of new growth. She requested if the audience would like to keep it in a similar state to what it is now (rustic) versus a more formal appearance. The audience responded with a rustic look which is cleaned up, branches trimmed and additional lighting. Kristine added that flowering corn flowers, hostas and daisies would be nice. Elson also mentioned the "11 Longley Road" sign at the entrance. He stated it was crooked. Patty added that she would like to clean the white fencing at the entrance as well. Dave stated that money was spent on perennial plantings at the meadow. He requested that dogs not travel thru this particular area.
- b. Elson commented the mailbox area, as well as the rest of the neighborhood, is extremely dark. Kristine commented that after 11:00 PM, the mailbox lights are not on. Elson brought up the ability for emergency vehicles to locate individuals at each unit, due to the darkness. If poles were to be installed with street lights, they would need underground wiring. It is a very expensive endeavor for our community, stated Bob. Dave suggested residents could use solar lighting at ground height to provide inexpensive and functional lighting as long as it is in keeping with the consistency of the neighborhood. He then stated that there is a ground light which is buried and will simply need to be repositioned. Also the board will look into estimates for new directory signs indicating unit numbers, in order to provide visitors and emergency personnel with clear directions to units. Dolores stated that a few years ago, a directory of names with corresponding unit numbers, was sent to the police and fire departments. The board will provide this information to these departments. Kristine suggested an additional column for "emergency contact" should be added to this list in case an owner is away or not available.

7. Business Manager Report: Bob provided the following annual budget information.

2014-2015	Budget	Actual	Budget 2015-2016
Balance		\$ 7,076.80	\$ 6,080.65
Revenue	\$49,920	\$55,946.80	\$50,000
Expenses:			
Management	\$ 4,256	\$ 4,056	\$ 4,056
Legal	\$ 4,000	\$ 2,713.23	\$ 2,000
Snow/Ice	\$ 6,750	\$ 8,275	\$ 7,500
Grounds	\$10,000	\$ 7,400	\$ 8,000
Electric	\$ 550	\$ 597.93	\$ 600
Rubbish	\$ 9,200	\$ 9,195.18	\$10,000
Insurance	\$14,200	\$14,115	\$14,200
Misc.	\$ 350	\$ 719.50	\$ 500
Repairs	\$	\$ 5,971.11	\$ 2,500
Reserve	\$	\$ 4,000.00	\$ 4,000
TOTAL	\$49,306	\$57,042.95	\$53,356

Dave asked for the budget to be voted on. It was unanimously approved. Bob explained the budget and answered questions pertaining to the budget as follows;

The actual legal spending this year, of \$2,713.23 was due to the hiring of lawyers to collect on unit owners who were in serious arrears of their monthly condo. fees. The budgeted legal fee for the upcoming year of \$2,000 is in order for the by-laws to be reviewed. In the category of repairs, there is a cost of \$5,971.11 which has been spent. \$2,500 was the deductible on our insurance company in order for claims to be made this past winter, as well as the septic repairs on Units A5 & A7. Presently, there is a little over \$10,000 in reserve as well as four CD's and a checking account. Bob has been our Business Manager since March of 2014. Many hours of investigational work has had to take place in order for Bob to find answers on some financial matters.

MaryEllen asked how much money was in savings for an emergency. Bob responded \$29,938.22 as of May 1, 2015. She questioned whether or not the condo. fees should increase, in order to bring up our emergency spending amount. Bob and Dave reported that condo. fees were last increased in 2013. They went from \$120/month to \$160/month. Which is what they still are.

Eric suggested we create a target dollar amount for our savings. For example, \$50,000 over the next 5 or 6 years. Bob agreed with the target savings amount theory, but stated that we are not an ordinary condo. environment. We do not have or need FHA approval (which is very costly) and therefore we do not need extraordinary savings. Carl agreed and thought that saving four to five thousand a year would be ideal. Looking at our actual revenue and forecasting, this is exactly what Bob is doing.

Elson asked what the longevity of the roads were. Eric stated that there was a loan taken out approximately 5-6 years ago to repave and repair our roads. It was estimated that the longevity would be 10-15 years. Elson felt this would be a good reason to increase condo fees, if necessary.

8. Questions/Comments from the Audience:

- a. Mary stated that she believes outsiders are coming to our neighborhood and using our dumpster for their trash. Kristine suggested getting a "dummy" camera with corresponding sign in order to deter this activity.
- b. Mary stated that we should have signs that dogs need to have their waste picked up by owners, and that these signs should be in plain sight. Dave commented that we are a private way, but have public access for the conservation land located adjacent to us. Linda agreed to find out the cost of such signs. Elson stated he would not like to see such signs, but it would be acceptable if they were small in size. Bob recommended not putting up a sign, unless you are able to enforce it. Kristine stated that people who do not pick up after their dogs will most likely be the same people who break the rules. Joe believes that property owners are good about picking up after their dogs. It is outsiders who appear to be the offenders.
- c. The board reminded the audience that it is once again bear season. Please remove bird feeders and be aware of bears in the neighborhood.

The meeting ended at 11:10 AM.