

Longley Trace Condominium Association Annual Meeting

May 12, 2018

Hazen Library, Shirley

Attendees: Mark Souza

Paula Lapinskas

Kristine Johnson

David Vincent

Robert Hanson, Business Manager

Linda Souza (Absent)

Meeting was called to order at 10:07 AM by the President.

Major accomplishments over past fiscal year reviewed by Paula to include:

- Mark reported on the process whereby dangerous trees that were identified by an arborist were removed from various locations throughout the complex. Residents were advised to please report trees that appear to be rotting, dead or potentially dangerous to Trustees.
- Mark reported on the replacement of old septic pumps: Two pumps were approximately 22 years old. Once the winter thaw occurred, those pumps were replaced. The other two are not as old but plans will be made to replace them as necessary preventative maintenance.
- Paula explained that the Bylaws are in the process of being reviewed and updated/revised by the Trustees. Once finished, they will be sent to all owners for final review & comments. Then they will be reviewed by an attorney for finalization.
- Paula discussed the confusion surrounding whether unit owners are required to have HO-3 (single family) vs. HO-6 (condominium) insurance policies as mandated by the Bylaws. It was determined that all units are required to have a HO-3 policy. Discussion of historical change to insurance requirements ensued and it was agreed that Bob would set up a meeting with Insurance Agent and the Trustees next month for clarification and discussion of other insurance issues.
Owners will be requested to provide the Manager a copy of their Insurance Declaration Page as soon as possible.
- Paula emphasized the following reminders: Condo fees are due by the 5th of the month, no leaves should be in the dumpster, breakdown cardboard boxes before placing in the recycle bin, make sure that all trash is bagged before putting in the dumpster, no open fires allowed on the property, curb your dog's waste, provide rules & regulations to renters, call 911 for any emergency situations not a Board member.

- Business Manager Bob Hanson presented the Financial Statement to the Board and Owners. Major expenditures included repair of electrical service to G building, septic pump replacements and Title 5 Septic Certification.
- Discussion ensued about the process of approval of large expenditures prior to the Manager arranging services except in the case of emergencies. Trustees will initiate a policy for this process.

NEW BUSINESS:

- Mary Spinale asked about addition of outside lighting in the island outside of her unit as she is concerned that it is a safety issue. There was a discussion of the possibility of adding solar-powered lighting to the area and the Board will consider options at a future date.
- Elson Harmon advised that the sign at the road needs painting. The Board agreed and will look into it. Paula reported that the street sign at end of the complex road was removed and that the Town agreed to replace it. She will follow up with the Toan.
- Paula and Nazrin stated that road sand and winter brush needs to be removed from the common areas. They both feel that landscaping and mulching is not applied consistently throughout the complex and request that this situation be reviewed.
- Paula and Nazrin had complaints regarding the Master Insurance policy coverage of roof damage and leaking that occurred over the winter and the handling of the claim by the insurance company in a timely manner. This topic to be further discussed by the Board.
- General discussion ensued regarding having a big bulk trash pickup day and community clean-up day.
- Discussion of process to respond to owner emails to Longley Trace Trustees due to complaints of owners not receiving any response to inquiries. It was agreed that Bob should answer these emails with copies of all correspondence to Trustees email for continuity of communications and to ensure that all inquiries are replied to.
- Trustees were asked to post website notifications of Trustee Meetings in case an owner wishes to attend. Owners were asked to send any concern and it will be addressed as an agenda item if appropriate for review by the Board. If owners are planning to attend a Trustee meeting, please let us know in advance as we meet at Trustee homes within the complex.

There being no further business, meeting was adjourned at 11:33 AM.

FY18	May	June	July	August	Sept.	October	Nov	Dec	Jan	Feb	March	April	FY18 budget	actual	FY19 budget
	4,882.64	7,413.09	9,999.13	7,337.81	8,718.45	11,051.35	7,062.12	11,687.20	9,891.75	9,853.72	6,662.31	9,519.26			
REVENUE	5,640.00	5,250.98	5,180.00	4,440.00	5,148.37	3,940.00	7,437.79	6,612	3,600	5,200	5,600	3,803	62,400	61,852.14	62,400
EXPENSES															
M'gment	338	338	338	338	338	338	338	338	338	338	338	338	4,056	4,056	4,056
Legal	200												400	200	400
Snow & Ice						500		150	2,600	1,850	1,850	150	9,000	7,100	9,000
Grounds	2,100.00	840.00	840	840	840		840					2,500	8,000	8,800	8,000
Electric	54.91	49.42	50.32	50.99	49.31	50.14	52.89	35.79	82.8	42.09	38.78	79.38	700	636.82	700
Rubbish	416.64	417.12		830.77	417.12	422.09	421.82	425.06	512.23	515.92	516.27	515.22	5,500	5,419.26	5,500
Insurance			5,613.00			5,619.00		5,619.00		5,619.00			22,000.00	22,470	22,500
Misc/Reimb.		20			171.04				105				650	296.04	500
repairs												2,500	1,500	2,500	14,000
to reserve		1,000	1,000	1,000	1,000	1,000	2,000	1,000					4,000	8,000	4,000
											balance forward 4/31/18:		7,239.65		