

Longley Trace Condo. Association Meeting
Minutes
ANNUAL MEETING – May 14, 2016

Attendees: Linda Souza (Trustee) Absent: David Vincent (Trustee)
 Patty Mock (Trustee) Joe Pettengill (Trustee)
 Carl Mock (Trustee)
 Robert Hanson (Business Manager)

Mary Spinale (Unit G3), Mark Souza (Unit G1), Eric LaFond (Unit C2), Dolores Miller (Unit E1), Kristine Johnson (Unit H1), Elson Harmon (Unit K8).

The meeting was called to order at 10:10 am. David Vincent and Joe Pettengill (Trustees) were not in attendance, due to family commitments. Robert Hanson conducted the meeting.

1. Two Trustees need to be voted in to replace David Vincent and Patty Mock. Mary Spinale nominated Mark Souza. The nomination was seconded. Christine Johnson was nominated by Dolores Miller and was seconded. Both Mark and Christine were unanimously voted into office as the two new board members.

Next Trustee Meeting: Monday, June 20th at Unit G1 (The Souza's), at 7:00 pm

2. Past Year Notables
 - a. Destruction/loss of our mailbox structure by the plow over the winter. It has been replaced by the plow owner.
 - b. The USPS has requested that owners/renters discontinue putting junk mail/flyers in the "Outgoing" mail slot. Please properly dispose of junk mail and flyers in the trash, not the Outgoing mail slot.
 - c. Sweeping and landscaping for the Spring season is complete. The attendees responded positively to the work in our neighborhood which has been completed.
 - d. New Trash Disposal Contract – this will occur at the beginning of June. Our relationship with the present company, Waste Management is coming to an end. The new proposed contract is with Republic and they have far cheaper rates.
 - e. Status of Units – Evelyn Smith's unit is in the process of being rented, Unit C4 is presently on the market for the past four weeks. Our owner unit occupancy is, presently, 5 units are being rented.
 - f. Camera at Dumpster – this was recently installed by the Board. The purpose is to deter outsiders from illegally dumping waste in our dumpster.
 - g. Insurance Policy – The winter of 2014 and 215 increased our rates by 61%. After considerable negotiating, Robert was able to decrease that increase to 41%. We have a \$2,500 deductible for every claim. A legislative action also allowed insurance companies to increase their rates. We could have increased our deductible instead of increasing the condo fee by \$20 – but this would not work to our benefit if we were to have another winter like 2014/2015 (Robert)..

3. Finances – Actual and Budget: Robert Hanson (Business Manager)

Handouts were distributed to the Board and the group of attendees.

| | Actual 2016 | Budget 2017 |
|-----------------|-------------|-------------|
| Revenue | \$47,814 | \$56,160 |
| Expenses | | |
| Management | \$ 4,056 | \$ 4,056 |
| Legal | | \$ 1,000 |
| Snow & Ice | \$ 4,850 | \$ 8,000 |
| Grounds | \$ 6,505 | \$ 8,000 |
| Electric | \$ 600.49 | \$ 650 |
| Rubbish | \$ 8,963.76 | \$ 7,000 |
| Insurance | \$20,569.00 | \$20,500 |
| Misc/Reimburs | \$ 620.45 | \$ 650 |
| Repairs | \$ 775.00 | \$ 1,000 |
| To Reserve Acct | \$ 4,000 | \$ 5,000 |

4. Group Questions and Answers

- a. Mark Souza (Unit G1) – Is there any way to offset the condo fee increase? Are all unit owners current with their dues?

Answer: Robert Hanson – We are \$2300 behind where we should be. The majority of this dollar amount is in large part due to two unit owners. We are presently putting liens on their property. Once this is resolved, we will receive our money back, paid to the lawyers.

- b. Mark Souza – I know we don't get a lot of services with our dues and I realize the fees are low, but in the 2 years I have lived here, the rates have increased \$40 the first year and now \$20 the second year. Should I expect rates to increase every year?

Answer: Patty Mock – The monthly dues have been pretty stable, except for the past 2 years. During these past few years, we needed to complete the master insurance policy and then we have a very bad winter during 2014/2015. Hopefully since those expenses are now current, we will not increase the dues again for a while.

- c. Robert – The rubbish costs will be decreasing our overall expenses. This will allow us to increase our deposits into our reserve accounts.

- d. Elson Harmon (Unit K8) – Reserves are good for having for those expensive costs such as paving and septic repairs.

- e. Kristine Johnson (Unit H1) – Also, the amount in our reserves effects potential buyers financing capabilities.

- f. Mark Souza (Unit G1) – I wanted to know why the common area next to my unit is now mowed by the landscaper. For the past 2 years, I have been responsible for mowing it.

Answer: Robert – The unit owner in G2 does not mow next to or behind his garage.

Answer: Patty – We can definitely ask the question and find out why this isn't being done. I don't think you should be responsible for a common area.

Answer: Linda – Depending on the lease agreement with the renters in Unit G2, we would need to find out if the renters or the unit owner is responsible for their personal lawn maintenance. I will ask the renters the next time I see them.

- g. Kristine Johnson (Unit H1) – If repairs need to be done to a unit, it should be put in writing and sent to the unit owners, if they do not follow thru, we should make the repairs and charge them for it. Their property in disrepair would be a liability to us all.

- h. Mary Spinale (Unit G3) – I’m concerned about the bears. How can we reinforce bird feeders are removed?

Answer: Linda Souza – Let a board member know if you see a bird feeder hanging and which unit it is. We will have a conversation with the unit owner.

- i. Elson Harmon – There is no light on the front sign (at the mailbox circle), at 9:00 pm at night.

Answer: Patty – We can adjust the light and see if the bulb may have burnt out.

- j. Elson Harmon – Do the emergency services have our most current owner listing information and a map.

Answer: Linda – Yes. The most current information was mailed to the police and fire station approximately 6 months ago.

Answer: Robert – Each fire truck has a map of our neighborhood with the corresponding unit number

- k. Kristine Johnson – There was mention of an offender that walked his dog in our neighborhood and didn’t pick up after he did his business. Has it improved.

Answer: Linda – Yes. We spoke to him without any success, so we sent him a registered letter. We have not seen his dog’s business on our property in recent months.

- l. Eric LaFond (Unit C2) – We can’t post a sign stating you can’t walk your dogs in our neighborhood because there is an easement in our property for people to get to the adjacent conservation land.

- m. Dolores Miller (Unit E1) – The trees from the conservation land are beginning to grow into my porch. What can I do?

Answer: Linda: Contact the Conservation Commission. I had a questionable tree in my back yard. I contacted them and they came right out and provided me with the necessary information. They will let you know if you are responsible or if they are, for cutting the trees down.

- n. Elson – There is a large tree branch blocking the sign that says, “Longley Trace Rd”.

Answer: Robert – That tree belongs to the home owner on Longley Rd. Joe Pettengill has formed a relationship with him and we can have Joe talk to him about trimming the branch. Carl Mock – we will definitely check with the home owner first.

The meeting was adjourned at 10:58 am