

Longley Trace Condo. Association Meeting
Minutes
ANNUAL MEETING – May 6, 2017

Attendees: Joe Pettengill (Trustee)
Kris Johnson (Trustee)
Mark Souza (Trustee)

Absent: Linda Souza (Trustee)
Robert Hanson (Business Manager)

Mary Spinale (Unit G3), Mark Souza (Unit G1), Joe Pettengill (Unit F2), Elliott Chick (Unit H1), Dolores Miller (Unit E1), Sandy Millis (Unit I1), Elson Harmon (Unit K8), Kathy Davis (Unit K6), Cheri Crowell (Unit E2), Kris Johnson (Unit H1)

The meeting was called to order at 10:15 am. Mark Souza conducted the meeting.

- Finances – Actual and Budget: Prepared by Robert Hanson (Business Manager)
Presented by Joe Pettengill. Handouts were distributed to the Board and the group of attendees.

	<u>Actual 2017</u>	<u>Budget 2018</u>
Revenue	\$55,200.89	\$56,160
Expenses		
Management	\$ 4,056.00	\$ 4,056
Legal	\$ 200.00	\$ 400
Snow & Ice	\$ 8,850.00	\$ 9,000
Grounds	\$ 6,917.50	\$ 8,000
Electric	\$ 649.54	\$ 700
Rubbish	\$ 4,965.50	\$ 5,500
Insurance	\$21,657.00	\$22,000
Misc/Reimburs	\$ 1,117.00	\$ 650
Repairs	\$ 7,035.63	\$ 1,500
To Reserve Acct	\$ 3,000.00	\$ 4,000

The category of “Repairs” was discussed. The majority of the \$7,035.63 was spent on the Title V pumping and inspections that were due. This issue arose over the winter during the sale of one of the units. That is when the Board was notified that the septic needed to be inspected in order to be in compliance.

Elson asked “What were the actual expenses”. The Board answered, “\$58,450 and the revenue was only \$55,200.89”

The pumps needing replacement was addressed by the Board. There are four pumps, all of which are approximately 20 years old and at the end of their lives. By increasing the monthly maintenance fee by \$20, up to \$200 a month the association will be able to have enough money to cover the costs of the pumps and their installation.

The Board stated that the monthly maintenance fee will be \$200 per month, beginning June 1, 2017.

- The Board discussed the need for two additional Board members, since Joe is retiring and Carl resigned. Mary Spinale nominated Paula Lapinskas and Dolores Miller seconded it. Paula was unanimously approved. Then Kathy Davis and Cheri Crowell expressed interest in the final Board opening. Since Kathy already has previously served on the Board, she deferred to Cheri. Kathy nominated Cheri and was unanimously approved.
- The Board presented the new policy on No Open Fires. This new policy has been in effect for two months and has been posted at the bulletin board, by the mailboxes. Kathy Davis voiced her opposition to the new policy. The Board reminded her of the close proximity of the townhouses and the woods surrounding them.
- Household trash in the dumpster was addressed by the Board. They requested that all unit owner and renters bag their trash before disposing in the dumpster. The audience was reminded to only throw out household trash/garbage and not dispose of construction equipment or furniture into the dumpster.
- Group Questions and Answers
 - Elson requested that Board members publicize their contact information on the website. The Board is not comfortable with publicizing this personal information which is not password protected.
 - Sandy asked about the leadership of the Board. The Board informed the audience that at the next Trustee meeting of Board members, positions will be discussed and then appointed.
 - Elson requested that once the Board is finalized, that all members contact information is disseminated to unit owners.
 - Kathy requested that rule changes be also highlighted at the same time the Board officers are communicated to owners.
 - Kathy requested if anyone was aware of Longley Trace owner(s) renting their unit as an Air B&B? No one has heard of any such action. It should also be known that it is clearly stated in the bylaws that there will be no businesses conducted in the Longley Trace association.
 - Kathy asked if there is a rule prohibiting laser lights. The Board has not been aware of any such issue in our neighborhood.
 - It was asked if there is a handbook of rules and regulations that unit owners sign as acknowledgement of the bylaws before they rent out their unit. The answer is no.
 - Kathy asked what is the owner occupancy percentage. To the best of our knowledge there are 6 renters. This would make the percentage 23% of the total units.
 - Mark thanked Joe for his many years of service and also thanked him for continuing to operate the website for the association.

The meeting was adjourned at 11:40 am