

Longley Trace Condo. Association Meeting
Minutes
May 11, 2019 Annual Meeting

Attendees:	Mark Souza, President	Linda Souza, Clerk
	David Vincent, Trustee	Elson Harmon, Trustee
	Kristine Johnson, V.P./Treasurer	
	Robert Hanson, Business Mgr	
Unit Owners In Attendance:		
	MaryEllen Owen, Unit C1	Mary Spinale, Unit G3
	Helen Vincent, Unit F1	Sandra Millis, Unit I1
	Nasrin Parsaei, Unit B9	Dolores Miller, Unit E1
	Eric Lafond, Unit C2	Kathy Davis, Unit K6

Next Meeting: Board Meeting -- Tuesday, June 18, 2019 at Linda's, at 7:00 PM

Sign in of attendees and President's welcome at 10:00 AM meeting called to order.

The President, Mark reviewed the agenda to be discussed and began by explaining the Jan. 1, 2019 increase in monthly maintenance fees. Master insurance for the association is by far the largest expense costing over \$25K annually at the present time. Robert stated that industry standards report an 8% increase in master insurance annually. Our community is now over 20 years old and not only does maintenance need to occur, but expense repairs are necessary, such as the septic pumps. Another significant expense are deductibles paid on insurance claims when damage occurs due to an act of God. Additionally, building up the cash reserves, legal fees and common area repairs need to be recognized as well. Robert will specifically cover our association finances later in the meeting.

Significant accomplishments over this past year were, the formation of a finance subcommittee consisting of David and Kristine, with Robert providing records for analyzing. An internal audit was conducted for FY15,16, 17. We will continue to audit the records on an annual basis within 30 days of the Annual Meeting.

The Board replaced one of the community septic pumps. There are four pumps. The one that was replaced was done so due to a failure light that triggered the alarm. The three other pumps were inspected and estimates for replacing the remaining pumps were obtained.

The association insurance company, Norfolk and Dedham met with the Board. Liability, insurance premiums and bylaw adherence were all discussed. The insurance rep. stated that ALL UNIT OWNERS MUST HAVE H06 LIABILITY AND CONTENT INSURANCE. Proof of insurance must be sent to Robert in accordance with our bylaws. You may include this in your monthly maintenance fee payment. The H06 insurance must name Longley Trace Condo Association on the policy in addition to the unit owner.

The landscapers performed significant cutting back of overgrowth from the past many years which was impeding on the roadway.

The Board has spent considerable time over the past 12 months reviewing the revised bylaws. They are ready for attorney review, before they can be sent to each unit owner. The Board is waiting until the Fall of this year, most likely, until funding is adequate to cover the legal cost of this project. (Kris has the name of an attorney that she will request an estimate on this task.)

Septic tanks are slated for emptying and inspection this Summer. Robert has sent this request out to bid.

Illegal dumping is continuing to be a problem in our dumpster. Owner/renters are refusing to adhere to our rules. TV's, rugs, minifrig's, and more have been put in the dumpster. Because of this, the weight of the dumpster increases, causing our monthly fee to increase. Every time a mattress or illegal item is dumped – it costs the association extra money. In addition, people are throwing cardboard boxes in the recycle bin without breaking them down. This adds more area and results in less items being able to be recycled. (Robert will put a sign at the mailboxes reminding people to only dump "HOUSEHOLD TRASH BAGS IN DUMPSTER & BREAKDOWN CARDBOARD BEFORE PUTTING IN BIN." Linda will post a sign stating "ALL OTHER TRASH MUST BE PAID AND PRIVATELY DISPOSED OF. D&D WASTE IN FITCHBURG IS LOCAL AND REASONABLY PRICED.")

These previous major accomplishments are of course in addition to monthly meetings, the business of operating the association business such as bidding contracts for repairs, maintenance, etc., and much more.

Business Manager Finance Report: Presented by Robert Hanson

		FY19 Budget	FY19 Actual	FY20 Budget
Revenue:	\$	62,400.00	64,596.66	70,200.00
Taken from				
Reserves:	\$		19,474.83	
Expenses:				
Management:	\$	4,056.00	4,056.00	4,056.00
Legal	\$	400.00	888.00	1,200.00
Snow & Ice	\$	9,000.00	5,750.00	7,500.00
Grounds	\$	8,000.00	7,600.00	8,000.00
Electric	\$	700.00	713.00	750.00
Rubbish	\$	5,500.00	7,128.74	7,000.00
Insurance	\$	22,500.00	25,793.00	27,000.00
Misc/Reimb	\$	500.00	672.04	500.00
Repairs	\$	14,000.00	24,173.08	15,000.00
BAD Checks	\$		200.00	
Reserve	\$	4,000.00	4,000.00	4,000.00

Open Group Discussion:

A unit owner asked how many of our 26 units are rented. The answer is eight. This is 70% owner occupied.

The question of bonfires was asked. A few years ago, the Board instituted a rule stating that open fires were prohibited. In order to further investigate this question, Linda will contact the Shirley Fire Dept and Norfolk and Dedham Insurance to provide input. The Board vocalized concern over adjoining townhomes and the smoke nuisance to other owners that fires pose. With this in mind, the Board will further investigate and post the response at the mailboxes for unit owners to see.

An owner asked, what happens when another unit owner violates the rules or refuses to pay their monthly maintenance fees. Owners that are not compliant with their fees will be contacted. After three months, they are sent to our attorney and a lien is imposed on their property until they make restitution.

A bulk community trash day was raised. The past two years we have not held a bulk trash day due to low interest. It costs the association to rent the truck and pay to dispose of bulk trash. If there is enough interest now, we will obtain an estimate from D&D Waste and inform owner and renters alike.

Maintenance and mulching of the C units was asked. A C Unit owner stated years ago, this area was included in the landscaping scope of work. Now, it is not being maintained. AT THE JUNE BOARD MEETING, WE WILL DISCUSS OBTAINING THE SPECIFIC SCOPE OF WORK FROM LANDSCAPERS TO SEE WHAT IS BEING MAINTAINED. THIS WILL BE COMPARED TO THE MAP TO ENSURE ACCURACY.

The attendees all voiced appreciation to this Board for time and energy they have spent on keeping costs low and working diligently in the best interest of all who live in our community.

The meeting was adjourned at 12:00 PM.