

Courtyard Condominium Association
2019 Annual Meeting Minutes

Present: Brandon Braxton, Nancy Kromka, Craig Cote, Nancy Cote, Suzi Timmerman, Nev Hanke, Susan Zarchin, Michele Barale, Torin Moore, Elizabeth Alcaide, Janet Greenblatt

Property manager: Jim Sarris, Argus Property Management Company

Proxies Assigned: Stephan Pavlos, Shahrzad Moshiri, Bill Gillen, Barry Poret, Aaron St. John

Total allowable votes = 15. Quorum was established to conduct meeting.

Total yes votes necessary to amend Courtyard Master Deed = 67% of beneficial interest.

Meeting Started: 6:10 PM

Order of Business:

- 1) Welcome and introductions
- 2) Acceptance of 2018 Minutes: Motions, Acceptance, Passed
- 3) President's Report: Motions, Discussions, Acceptance, Passed
- 4) Treasurer's Report: Motions, Discussions, Acceptance: Passed

New Business:

Rental Limitation Amendment Motion: Lower total rentals cap to 30%. Not to exceed 6 units at any given time. Motion, Discussions, Votes = Unanimous vote either in person or proxy to pass amendment = 15 yes votes, 0 no, 0 abstained = Passed

Note: Current owners that rent may continue to do so with "Assent to Rent" application form signed by Trustees and/or Property Management of Courtyard Condominiums in advance of occupancy.

Current rental owned units afforded survivor deed rights if estate plan entails the unit is bequeathed to survivor spouse, direct heir, legal children, grandchildren, etc.

Any other change of ownership would fall under Rental Limitation Master Deed Guidelines.

For Realtors: Responsible for verification of unit status, disclosure of terms of purchase sell restrictions with regard to rental limitation, assessments and any and all other disclosures.

For Owners: Responsible to verify unit status with regard to rental limitation, terms of sale, any outstanding assessments and restrictions and all other disclosures.

For all others: Responsible for disclosers of terms of sale, ie (owner occupied buyer(s) only), rental limitation status, assessments and all other disclosures prior to listing.

To avoid any confusion or litigation, we urge and welcome all inquires in advance. Please verify status through property management, board of trustees and Hampshire County Massachusetts Registry of Deeds.

Board of Trustees Majority Motion: Amend Master Deed/Declaration of Trust so that the Board of Trustees must be composed of an owner occupied majority at all times. Motion,

Discussions, Votes = Unanimous vote either in person or proxy to pass amendment = 15 yes votes, 0 no, 0 abstained = Passed

No Smoking Motion: Amend Master Deed/Rules and Regulations that Courtyard Condominiums be 100% smoke free environment, phase out any grandfathered units and become smoke free environment effective 8/1/2020.

Please note: "No Smoking" applies to all smoking but not limited to cigarettes, cigars, both medical and recreational marijuana, etc. Motion, Discussion, Vote = Unanimous either in person or proxy to pass amendment = 15 yes votes, 0 no, 0 abstained = Passed

Other new business:

Elections:

- 1) Brandon Braxton resignation from Board of Trustees duly noted and accepted. Many thanks for years of service.
- 2) Nomination to fill vacancy to Board of Trustees. Susan Zarchin nominated. Unanimous vote either in person or proxy to elect. = 15 yes, 0 no, 0 abstained = Passed
- 3) Motion to request Nancy Kromka and Craig Cote continue tenure as Board of Trustees. Unanimous vote either in person or proxy to reelect = 15 yes, 0 no, 0 abstained. Passed

Other:

Numerous complaints of occupants (most notably) smoking marijuana noted by abutting residents, and other residents. Please be advised; All rules and regulations apply to all 20 units, both owner occupied and renters.

Moreover, all renters have acknowledged by "Assent to Rent" forms that they have been conspicuously notified, have read, understand and agree to all terms and conditions and the board of trustees and property management have retained signatures(s) that demonstrate they accept all terms of rental agreements and shall conform and comply to all rules and regulations.

Any other restrictions, by-laws and owner information may be found in Master Deed, Amendments and Declaration of Trust. To that end, all not necessarily noted in rules and regulations are the responsibility of all owners to be in compliance.

Please be advised that any breach of rules and regulations may be met with 1st offenses written warning, 2nd offense, \$25 fine and any other repeated offenses, \$25 fine per offense payable on demand by owner.

Aforementioned apply to all residents and guests of residents.

All amendments, updated rules and regulations shall be drafted by The Courtyard Condominium Trust, vetted by our attorney, filed in Hampshire County Massachusetts Registry of Deeds and kept on hand by board of trustees and property management.

Until such time, please be advised as of 6/26/20, these changes take effect.

Meeting adjourned : 7:32 PM