

## EDGEWATER GARDENS CONDOMINIUM ASSOCIATION ANNUAL OWNERS MEETING MINUTES

Time and Place: April 18, 2018, 7:00 p.m.  
American Legion, meeting room.

Trustees Present: Judy Falcetti, President  
Linda Schmitter, Secretary  
Kathy Lynch, Treasurer  
Angela Cerruti  
Donald Welch

Owner Attendance: Association members attendance sheet on file with Kendrick Property Management (KPM)

Also Present: Donna Golec, Owner of Kendrick Property Management (KPM)  
Scott Savino, Property Manager & Operations for Field Maintenance  
Attorney Wilson

The annual Unit Owner's meeting was called to review the state of affairs of the condominium association, and to provide an opportunity for Unit Owners to raise any issues that relate to the ongoing maintenance of the building and grounds.

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The following meeting minutes were prepared by Donna Golec and Linda Schmitter. Any exceptions and/or omissions should be noted by the pertinent party and should be submitted for clarification at the next Unit Owner's Annual Meeting.

- The meeting was called to order at 7:07 p.m. A quorum of 51.04% was established between attendance and proxy votes.
- Approval of April 18, 2017 Minutes.  
**Voted:** Motion made and seconded to approve minutes. Minutes approved by a majority with one opposed vote.
- Introductions of the following:
  1. Board of Trustees
  2. Owners
  3. Kendrick Property Mgt. (KPM)
    - Donna Golec introduced herself as owner and operator of KPM with extensive experience in finances, real estate, and property management.
    - Scott Savino introduced himself as our Property Manager, Operations Manager for KPM and background in criminal justice.
    - Donna informed the Association that good communication is vital and provided members with information on KPM website.

- Owner Complaints:
  1. Communication
  2. Recycling
  3. Smoke flowing to common areas
  4. Condo fee increase in 2017
  5. Bank account activity
  
- Property Management\Finance report, Donna Golec.
  1. Review of YTD 2018 Financials
    - New Bank accounts
    - Review of prior property managers Jan & Feb records
    - Development of the 2018 Budget
    - Explanation on the Major Maintenance Reserve
    - Description of the monthly financial package & it's contents to the Trustees.
    - She reported that our account with the Water Department is paid in full and going forward they will be paid automatically with electronic payment. Donna fielded questions and concerns voiced regarding OnSite Management's performance. Donna shared her position with the Association, that regardless of what concerns or complaints there were regarding the past management company, the financial issues have been resolved and that it is more important to look forward with a positive outlook.
  
- Property Managers maintenance report – Scott Savino.
  1. Addressing safety issues immediately
  2. Fire Device testing
  3. Spring clean up
  4. Curb repairs
  5. Driveway repairs
  6. Automatic Laundry contract – new machines with option for use of either cash or debit/credit cards.
  7. Explanation on communication for maintenance requests & maintenance report. He was asked about the contract with GTC landscaping. The contract expires February 2019. At that time, he will put the landscaping contract out to bid for the Board of Trustees to vote on. Several questions regarding condo maintenance repairs were voiced and Scott informed anyone with issues to see him after the meeting to have their concerns recorded. He stated that it is important to let maintenance know of any concerns by emailing or calling.
  
- Association Member Questions and Concerns:
  1. Dept of Public Works & Holyoke Water Works accounts are current.
  2. Rental units – Owners must send copies of leases to KPM.
    - Too many rental units lower the value of the overall property.

- The maximum of fifteen (15) units are leased. Scott informed the Association that they will be sending out questionnaires to owners to obtain a full list of tenants. Owners are required to send a copy of any leases by May 31, 2018 to KPM.
  - 3. Recycling - Recycle bins were removed due to non-recyclable items including food, dog feces, etc. being discarded in recycle bins. D. Welch responded: The City was going to impose a \$100 fine for every bin with non-recyclable items in them. At one time there were twelve (12) bins, which would have amounted to a \$1200.00 fine for one week. The Board of Trustees voted to have the recycle bins removed. This issue can be reviewed again by the Board in the future for reconsideration.
  - 4. Mildew/Mold in basements – S. Savino reported that the current dehumidifiers were not adequate for the basement spaces and that purchasing larger capacity ones is something the Board may have to consider. In the meantime, they can be set to run longer.
  - 5. Dog waste – S. Savino also reported that dog feces is a big issue. He reminded Association that dogs must be kept on leash always and owners are responsible for picking up dog feces. Fines will have to be incurred if it is noted that owners are not picking up their dog's feces.
  - 6. Cleaning – S. Savino reported that MCC cleans the common areas every week dust and empties trash in the cellars every other week. Notify KPM if you feel this isn't being done.
- New Business:
    1. Discussion regarding the use of Parking Stickers for assigned parking spaces.
    2. Use of Newsletter – frequency & content.
    3. Second hand Smoke filtering to common areas and other smells (I.e. Litter box) that will lead to fines imposed against the owner.
  - Election of Trustees – One owner submitted a request to run for a Trustee position along with all four existing Trustees up for re-election.
 

**Voted:** Owners submitted confidential ballots. The following four owners were voted in for a two-year term.

    1. Donald Welch
    2. Kathy Lynch
    3. Linda Schmitter
    4. Angela Cerruti

The meeting was adjourned at 9:20 p.m.

The next Annual Owner's meeting is tentatively scheduled for Wednesday, April 17, 2019 at 7:00 p.m.