

**LYMAN ROAD CONDOMINIUM TRUST ASSOCIATION
UNIT OWNER'S ANNUAL MEETING MINUTES**

DRAFT

Time and Place: April 6, 2021, 6:00 p.m.
Zoom meeting

Trustees Present: Aprile Gallant
Robert Brick
Kevin McAndrew
Jenny Miller-Sechler
Terry Culhane

Owners Present: Katherine Walker
Jacy Armenti
Jim & Roberta Armenti
Stephanie Osiecki
Isabel Dickson
Mark Stender
Joel Minsky
Andrew Tulis
Alberto & Suzana Moreira

Also, Present: Donna Golec, Owner of Kendrick Property Management (KPM)
Bob Sears, GM Field Maintenance

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.

The following meeting minutes were prepared by Donna Golec. 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.

- 1.0 The meeting was called to order at 6:00 p.m. A quorum of 95.5% was established.
- 2.0 Introductions of all in attendance.
- 3.0 Approval of Minutes:
The Unit Owner's minutes convened on April 3, 2019 were reviewed and approved.
Voted: unanimously approved by Owners
- 4.0 Property Manager's Financial Report – Donna Golec
 - 4.1 Discussion regarding no owner's meeting held in 2020 due to COVID.
 - 4.2 Final 2020 Financials – Shared with all owners.
 - 4.2.1 Revenue slightly higher than budget due to Laundry income.
 - 4.2.2 Operating expenses below budget.

4.2.3 Funds were contributed to the Reserve on a monthly basis.

4.2.4 Roof work completed in early 2020.

4.3 Review of YTD 2021 Financials.

4.4 2020 Tax Return was filed by Dillion & Associates, CPA.

5.0 Property Manager's Maintenance report,

- Discussion regarding the complicated Rat infestation and efforts to eliminate this issue. Nuisance Wildlife Pro's LLC
- Owner noted that the fluorescent light fixture in the basement flickered.
- KPM to send an email to all owners & residents asking if they authorize the sharing of contact information with other owners.

6.0 Capital Improvement –

- Parking lot discussion – Due to Covid, the Trustees and KPM spent a significant amount of time during 2020 & into 2021 gathering information, quotes & evaluating the parking lot. This included taking into consideration the liability of potential hazards. In early 2021, Trustees voted unanimously to approve this capital improvement & to authorize a Special Assessment to cover the cost. Work to be completed beginning of June (weather permitting).
 - Owners agreed the work needs to be completed but request better communication and transparency going forward. The owners were aware that this was on the Major Maintenance Reserve plan but thought they still had a few more years before incurring this expense.
 - Discussion regarding the number of vehicles being parked in the lot vs the street. Capacity to be reviewed.
 - Discussion regarding the use of “portable” tags by owners.
 - Sign for lot – Private Parking Violators will be towed.
 - Parking in the street is allowed except on snow emergencies.
 - Driveway stripes not preferred.
 - Using “dots” to mark spaces.
 - No parking along the west side of the long building. This is only for contractors & service vehicles.
 - Only a couple Units have deed spaces.

7.0 Old Business:

- Flower beds & Vegetable gardens – Subcommittee: Jenny Sechler & Jacy Armenti.
 - Furniture must be removed from the lawns as the Landscape company will not move personal items.
 - No new beds to be added.
 - Evaluate unused beds for new owners.

8.0 New Business:

9.0 Officers of the Board of Trustees:

- Discussion of current slate of Trustees and the value of having representatives who live at the premise.
- **Voted:** The following Trustees were nominated along with their terms and positions and unanimously approved by Owners.
 - A. Gallant, Secretary - 2022
 - R. Brick, President - 2022
 - T. Culhane - 2022
 - K. McAndrew, Treasurer – 2023
 - J. Miller-Sechler, 2023

The next Owner meeting has been proposed for April 5, 2022 at 6:00 p.m. via Zoom

The meeting was adjourned by 7:25 p.m.