

**MINUTES OF THE ANNUAL UNIT OWNERS MEETING  
BIXBY COURT CONDOMINIUMS  
THURSDAY, JANUARY 21, 2021, 5:00 PM  
via ZOOM**

Unit Owners Present: Justin Cox and Beth Hannigan (#62A), Matt Ramon (#62B), Ingrid Shockey (#64A), Leonard and Amy Cohen (#4), Howard Polonsky (#6), Jonathon Podolsky (#8), Shearman Taber and Sarah Spencer (#10), Joel Spiro and Leigh Bailey (#12)  
Owners not present or represented by Proxies in hand: Glenn Heim (#64B), Nira Elkins (#14)  
Representing Crossman Property Management, Jeanne Harlow, Jim Sarris

**1. Call to Order**

Justin Cox, president of the Board of Trustees, called the meeting to order at 5:06 P.M. With a few words of welcome.

**2. Review of Fiscal Condition, FY 2020**

Jeanne Harlow presented the "Budget Comparison for the period ending December 31, 2020" which reflects income and expenditure versus the 2020 budgeted amounts, for the month of December and for the fiscal year (1/1/2020 to 12/31/2020).

The condominium association started fiscal year 2021 with a balance in its operating account and in the reserve fund, held in savings. The 2 certificates of deposit which the reserve funds had been invested in came due in fall 2020 and were not rolled over due to market conditions.

Spending exceeded budgeted amounts for legal fees and trash collection. Lower amounts than budgeted were spent on, landscaping and property management. Overall, the association ended the year with a small surplus of \$1,298.

It was also noted that in the current fiscal year ('21) costs for the Association's share of the replacement of the Hawley House stair and walkway and the roof work to be accomplished in the course of that project are being taken from the reserve funds. \$10,000 has been withdrawn thus far, leaving the reserve funds at \$52,431. (\$5,848 remains to be paid from reserve funds for this project).

**3. Proposed FY 2021 Budget**

The 2021 budget was approved. It includes no rise in unit fees.

The company which provides trash pickup, recycling and compost service, Pedal People, just informed the Association of an across-the-board fee hike. Whether to amend the budget to account for this will be discussed at the next board meeting.

**4. Accomplishments of the past year**

- Energy saving projects recommended and supported by MassSave were completed.
- We renegotiated our contract with Pedal People to accommodate actual trash generation without intermittent overages and incomplete pickup runs.
- The Hawley House front steps have been repaired.
- The owner of Unit 64 B had electrical work done, at the Association's request, which brought the wiring up to code.
- Hawley House's exterior lights were replaced.

- Justin Cox digitized all the condominium association's records!
- The Board moved forward on issue of trees and safety.
- As Argus Management closed, the Board evaluated options and completed the changeover to Crossman Property Management.
- The City of Northampton applied cold patch to the pothole at the intersection with Hawley St.
- The Board's alternate year mulch/prune landscape maintenance plan is under review, but the work is being done on that schedule until a decision is made about changing it.
- Physical work is beginning on the Hawley House project. If weather is favorable and materials are available it may be completed in as little as 3 weeks.

## **New Business**

### **5. Election of Board Members**

The Association elected two new members to the board of trustees:  
 Shearman Taber (unit 10) – for a three-year term ending January 2024  
 Ingrid Shockey (unit 64A) – for a three-year term ending January 2024

Howard Polonsky (unit 6) and Justin Cox (Hawley House, 62A) are serving terms ending January 2022. Leonard Cohen (Unit 4) for a full term ending January 2023  
 The Board will select officers at its next meeting.

Note that full board terms last 3 years. If a Board member does not complete a term a replacement will be named to fill out the term.

### **6 Potential projects for 2021**

- Hawley House construction project: finish roof and decks, walkway and stairs
- Bylaw review: Howard Polonsky, Joel Spiro and Justin Cox are current members of this committee.
- Revision of capital planning (reserve study recommendations) Next big project is townhouse roofs;
- Creation of a maintenance chart and regular scheduling (yearly or more often) of Board inspection of all common areas and shared maintenance items;
- Creation of a clear matrix of owner vs. association responsibilities;
- Renegotiating neighbor contribution for snow removal;
- Creation of a digital/online space for archives of Association documents and a common access area for current documents;
- Survey of the lot line at end of the Bixby Ct. driveway
- Evaluation of storm damage to trees on neighboring properties and any needed work

### **7. Adjournment**

The meeting adjourned at 6:30 PM.

Respectfully submitted,  
 Sarah Spencer