

HINKLEY TRACE CONDOMINIUM ASSOCIATION UNIT OWNER'S ANNUAL MEETING MINUTES

DRAFT

Time and Place: November 8, 2021, 6:30 p.m.
Via Zoom

Trustees Present: Bob Boulrice, President
Barbara Lucey, Treasurer
Mike Soref, Secretary

Also, Present: Brenda Eaton
Sandy Wright
Robin Levine
Greg Kline
Patricia Irons
Olivia Yu
Margaret Carsley
Elaine Ciampa
Donna Golec, Owner of Kendrick Property Management (KPM)

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 approximately 6:36 p.m. A quorum of 100% was established.
- 2.0 Welcome by Board Chair – Overview of the past year. Bob said that Kendrick replaced the previous management company in 2021 and we are very satisfied with Kendrick.
- 3.0 Approval of Minutes:
The Unit Owner's minutes convened on November 9, 2020, were reviewed, and approved.
Voted: Motion to Accept-M. Carsley, 2nd-E. Ciampa, unanimously approved by Owners.
- 4.0 Old Business:
 - 4.1 Landscape – Discussion regarding the overall landscape situation and its complexity.
 - Beyond, Landscaping has struggled to maintain consistent help, some functions are not completed to expectations and the costs for work performed exceeds budget. All contractors are struggling to find people to work & when you do find the help you are paying significantly more than in the past.
 - Margaret, who led the owners' landscape efforts, noted that she had one more year for weeding, planting, and oversight of the students hired.
 - Other owners felt this responsibility should be built into the budget.
 - Swale work was added in the past & more will be needed going forward.
 - No mulch added in the past 3 years. This contributes to more weeding.

- KPM to ask Robin, Arborist, if she would provide edging & mulch.
 - Waiting for formal quote for trimming of shrubs & ornamental trees.
- 4.2 Electrical System review & smoke detector – Discussion to move to 10 year sealed in battery systems. The location of the devices makes it difficult to reach to change batteries in regular detectors. Owners to coordinate & approach a local electrician for an estimated price. Concern about location of some devices as steam from the bathroom will set off the device.

5.0 Property Manager's Report:

- Review of the YTD Financials. Disclosure of the monthly financial preparation and contents shared with all Trustees.
- Discussion on the status of the proposed 2022 Budget.
 - Proposed 5% condo fee increase but this budget does not contain funds for edging & bark mulch.
- Explanation & discussion regarding the need for a Reserve account. Funds are used for capital improvements (roofs, driveway) & emergencies (\$10K insurance deductible).

6.0 New Business:

6.1 Dryer vent cleanings – Some owners have ventless dryers and others have standard dryers with vents.

6.1.1 KPM to send dryer vent form to Trustees for approval prior to sending to owners.

6.2 HVAC systems are cleaned from the outside.

6.3 Request to confirm who the contractor was who designed the holding tank

7.0 Officers of the Board of Trustees:

- Motion was made to select the following slate of Trustees effective 1/1/22.
Voted: The following slate of Trustees were nominated and unanimously approved by Owners.

Robert Boulrice, Chairman of the Board, term expires 2022

Michael Soref, Treasurer, term expires 2023

Elaine Ciampa, Secretary, term expires 2024

The next Annual Owner's meeting has been scheduled for November 7, 2022, at 6:30 p.m.

The meeting was adjourned around 7:56 p.m.