

MCCORMICK CONDOMINIUM ASSOCIATION UNIT OWNER'S ANNUAL MEETING MINUTES

DRAFT

Time and Place: November 9, 2022, 6:00 p.m.
Via Zoom

Trustees Present:

Also, Present: Donna Golec, Owner of Kendrick Property Management (KPM)
Gretchen Bechta, Property Relations Manager

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 Melissa Stevens. 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.

- I. Call to Order: 6:08pm
- II. Introduction of Association Owners and KPM –
 - a. Donna Golec, owner of KPM, bought business in 2014. Brings finance and operations experience from previous employment. Loves working with people and numbers. Passionate about working with association owners to keep their homes and their investments in top order. When you work with KPM, you get not just one person, you get the whole team.
 - b. Gretchen Bechta – worked at Chanon Beet company for 20 years before they closed. Been with KPM for 3 years now. Has learned all the different parts of the property management business, now working primarily with condos. Loves working with owners.
 - c. Neville speaks about his experience working with the McCormick Board. Has received excellent support thus far from KPM. With other property management companies, it was difficult to get communications. So far with KPM, it has been much easier to be in touch and communicate. Bob Sears (KPM maintenance) has been around weekly and is great to work with. This past year has felt like flying solo. With KPM's help, we look forward to hearing and supporting owners with your joys and concerns.
 - d. Welcome to new McCormick owners on the Zoom. More new owners now than McCormick has had for many years.
 - e. Donna – important to keep in mind that while we do our best to act swiftly on any and all issues, contractors are completely overwhelmed and understaffed. KPM has had a hard time finding help as well. But we do our best to service all our clients. If you see something that needs attention, please put in a request with us and we will take it up to the Board.
- III. Acceptance of Annual Meeting Minutes November 9, 2021: One abstention from Sarah Cohen only because she wasn't there at the meeting. Approved/accepted.
- IV. Property Management Reports
 - a. Financial Review:

- i. 2022 YTD Income Statement in packet – Donna Golec explains: at end of every month, KPM downloads bank statements, reconciles all 3 bank accounts, and prepares a financial package which includes:
 1. bank statement
 2. reconciliation
 3. copies of all bills paid that month
 4. bills listed and where they were charged to
 5. owners listing of aged receivables
 6. income statement which details various “buckets” for all incomes and expenses, which then feeds into the budget.
 - a. Revenue: condo fees, special assessments, interest earned from Reserve account.
 - b. Operating Expenses: expenses that happen regularly on an annual basis (insurance, general maintenance, utilities)
 - c. Capital Improvements: for larger items such as roofs; an item that has a life of more than one year and a cost of at least \$2,000 generally.
 - d. Bank account balances as of end of October:
 - i. \$5,259 in operating account
 - ii. \$110,225 in Reserve account
 - iii. \$500 + \$5,000 in two checking accounts at GSB
 - ii. Budget 2023 – has been approved by the Board
 1. Many costs are going up
 - a. Insurance prices going up due to increasing replacement costs,
 - b. labor rates going up,
 - c. diesel costs going up,
 - d. landscaping & snow removal costs going up (includes diesel vehicles)
 2. To maintain value of properties, must show a healthy sufficient reserve account: at least 10% of operating expenses going into reserve each year. KMP tries to estimate what work can be done / cannot be done within budget while meeting reserve deposit requirement. For 2023, given increasing costs of labor and materials in the marketplace, the Board chose to increase condo fees 6% and cut some expenses to work within budget and meet reserve requirements.
 3. Discussion around having a Reserve Study done by an outside company. Can be taken up with the Board and if they want to do that, KPM can arrange. Cost generally ranges between \$3,000-\$10,000. In contrast, KPM is building a multi-year budget which can be just as helpful as a Reserve Study.
 - a. KPM to build multi-year budget and once complete disseminate to Board
- b. Property Maintenance Review
 - i. Projects completed in 2022: list provided to all attendees
 - ii. Projected Projects for 2023 & beyond
 1. Renew flooring in lobby and elevator entry areas
 2. Repair falling rear garage walls
 3. Exterior painting – has been on hold for a couple of years. Can the Reserve account be used for this. Depending on Mother Nature, exterior painting usually has about 5-7 year life. McCormick hasn't

had it done for ~15 years. The south side of the building was most recently done in 2014. Would like quotes for each side of the building. Rotten wood may need to be replaced too. Concerns about damage the scaffolding would do to plantings.

4. When it rains on 5th and 4th floor entrance to elevator metal ceiling water seeps into the ceiling and drips on floor. Ceiling is peeling. Floor gets wet. Humidity/ condensation...?
5. Washing machines – more efficient ones tend to be front-loaders but life expectancy is less. Bob has been asked to look into this.
6. Porch lights have been left on for weeks. Timer needs to be reset? Bob will take a look.

V. Old Business

VI. New Business

- a. The salt spreading that's been done manually around the doors, etc has been a problem. Big lumps and piles of salt being left around. Request for better, even spreading and finer salt overall. Environmentally and pet-friendly options wanted.

VII. Election of Trustees – 1 year terms

- a. Trustees returning for re-election: Neville, Suzanne Leila
- b. New Candidate: Claire Potter
- c. All in favor of these 4 candidates being elected.

VIII. Adjournment: 6:51pm

- a. Next annual meeting scheduled for Thurs, November 9, 2023 @ 6pm via Zoom.