

Mill Village East Condominium
Annual Owners Meeting Agenda
Tues, October 24, 2023 6:30pm
ZOOM Meeting ID: 842 4848 5449 Passcode: 889183

I. Call to Order

II. Introductions

III. Review & Acceptance of 10/25/22 Owner's Meeting Minutes

IV. Property Manager's Report

- a. Review YE 2022 financials
 - i. 2022 Taxes were filed
- b. YTD 2023 Financials
- c. 2024 Budget
- d. Maintenance Report

V. Old Business

- a. Driveways – R. Hillier following up with Deerfield Hwy Dept regarding Mill Village Rd Driveways, standing water/winter ice – *In process*
- b. Septic Pumping/Title V completed in 2023:
 - i. Pumping completed for all 10 units
 - ii. Inspection completed for 7 units
- c. Owners Homeowner Insurances - ongoing

VI. New Business

- a. Title V Inspections to be scheduled in 2024
 - i. 3 A&B Evans Rd, 4 A&B Evans, 14 A&B Mill Village Rd
- b. Discussion for setting a restriction on # of rentals
- c. Discussion of exterior change requests – board approval requirements

VII. Owner Concerns/Complaints

VIII. Election of Trustees: Minimum 3, Maximum 5 – 1 year terms

- a. Vacant Position(s) – 2
 - i. Patricia Taylor
 - ii. Cheryl Bucala
- b. Re-election of trustees - 3
 - i. Moira Pulitzer-Kennedy
 - ii. Elaine Cournoyer
 - iii. Richard Hillier

IX. Authorized Signer

X. Adjourn and Next Annual Meeting:

- a. Suggested 2024 Annual Owners Meeting: 10/22/24 6:30pm Zoom

**MILL VILLAGE EAST CONDOMINIUM ASSOCIATION
UNIT OWNER'S ANNUAL MEETING MINUTES**

DRAFT

Time and Place: October 25, 2022, 6:30 p.m.
 Via Zoom

Trustees Present: Richard Hillier, 5B Evans Lane – via proxy
 Kathy Jaycox, 10B Evans Lane
 George & Joan Noyes, 14B Mill Village Road
 Deb Underhill, 26A Mill Village Road
 Christine Bergeron, 1A Evans Lane – via proxy

Also, Present: Cheryl Bucala, 3A Evans Lane
 Elaine Cournoyer, 3B Evans Lane
 Moirra Pulitzer-Kennedy, 4B Evans Lane
 Patricia Taylor, 6B Evans Lane
 Doris Clemmons, 10B Mill Village Road
 Carol Lewis, 22B Mill Village Road
 Sandy Perron, 26B Mill Village Road
 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 & reviewed by Debra Underhill. 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 6:35 p.m. following the Trustee meeting. A quorum of 60% was established.

- 2.0 Approval of Minutes:
 The Unit Owner's minutes convened on October 26, 2021, were reviewed, and approved.
 Voted: Motion to Accept-G. Noyes, 2nd-K. Jaycox, unanimously approved by Owners.

- 3.0 Property Manager's Report:
 - A copy of the 2021-year end financial information provided in original owner's package. No questions came up.
 - Review of the YTD 2022 Financials. Provided overview of the information contained in the monthly financial package to the Trustees.
 - Discussion on the approved 2023 Budget & why it contained a 10% or \$28 per unit increase.
 - Notable work completed, 2021-2022
 - 2022 Deck painting completed
 - 1A & B, 4 A & B, 6 A & B, 14 A& B
 - Owner of 4B moved in June '22. Stated it doesn't appear her deck was painted.
 - Snow's completed fall trimming of unit front bushes and removed 2 problem trees

- Maintenance task addressing loose board, loose deck steps, siding.
- Notable work needed, 2023
 - 4A Evans Ln – Dip in driveway, requires pavement work
 - 2023 Decks painting to be addressed
 - 10 A& B, 22 A, 26 B,
 - 5A requesting deck be evaluated for painting
 - 3A requesting to have trek deck washed
 - 22B and 26 B interested in Treks decking
 - 26A Tree – low & dead branches needing trimming
 - 10B Tree – Dead limbs on top, trimming needed
 - All Maples – Canopy asked to be raised
 - Sumac tree maintenance – requesting clean out plan
 - Summer 2023 – quotes and evaluations of roof expectancy
 - Oldest roofs per S. Perron – 10A&B, 1A&B and 14A&B
 - Other roofs should be about 10 years old.
 - **New** – Quote for power washing all buildings. Last completed in 2017.

Reminder to all owners: All owners are welcome to convert their decks to Treks. The owner is responsible for the difference in cost of the Treks. Roughly \$800-900.00 (\$1,400 Trek costs less staining \$500).

4.0 Old Business:

- a. Driveways - R. Hillier will be following up with Deerfield Hwy Dept regarding Mill Village Rd Driveways, standing water/winter ice.

5.0 New Business:

- 5.1 Septic Pumping/Tile V to be scheduled in 2023 for 5 sets of units.
- 5.2 Owners Homeowner Insurances.

6.0 Owner Complaints:

- Crack sealing – Evans Lane is breaking up.
- Concern about the leach field. Is it failing? Told 25–30-year leach field. Alan Wiese designed, and Mike Murawski installed.
- Sewer backup 26A - KPM to notify the Board regarding the cause (tree roots or ?) of the sewer backup.
 - KPM Fan still onsite with owner (D. Underhill) & available for pickup.
- Dryer Vent cleanings – D. Underhill will reach out to Art Cooper (handled previous cleanout) to set up a time & coordinate with other owners.

7.0 Officers of the Board of Trustees:

- Motion was made to select the 3 returning Trustees & 2 new volunteers joined the team. **Voted:** The following slate of Trustees were nominated by R. Hillier, 2nd-K. Jaycox and unanimously approved by Owners.
 - Debra Underhill, Secretary
 - Katherine Jaycox
 - Richard Hillier
 - New members – Moira Pulitzer-Kennedy & Elaine Cournoyer

The next Annual Owner’s meeting has been scheduled for October 24, 2023, at 6:30 p.m.

The meeting was adjourned around 7:34 p.m.

Mill Village East Condominiums Income and Expense for: 2022

KPM| Properties\Condo Assoc\Mill Village East\Financial\Income Statement

	revised Jan	revised Feb	revised March	revised April	revised May	revised June	revised July	revised August	revised September	revised October	revised November	revised December	revised YTD 2022	Budget 2022
Revenue:														
Condo Fees	5,660.00	5,660.00	5,660.00	5,660.00	5,660.00	5,660.00	5,660.00	5,660.00	5,660.00	5,660.00	5,660.00	5,660.00	67,920.00	67,920.00
Special Assessment-ends 1/12/22	550.00												550.00	550.00
Rent/Garage	208.00	208.00	208.00	208.00	208.00	208.00	208.00	208.00	208.00	208.00	208.00	208.00	2,496.00	2,496.00
Misc. Other Income (Ins claim)	3.80	3.46	3.88	3.64	4.11	3.93	3.82	4.22	4.14	4.39	4.11	4.21	47.71	40.00
Interest Income	75.00	(50.00)	25.00	50.00	25.00	50.00	25.00	25.00	(25.00)	100.00	55.00	25.00	380.00	0.00
Late fee & NSF Income	5,496.80	5,821.46	5,896.88	5,921.64	5,897.11	5,921.93	5,896.82	5,897.22	5,847.14	5,972.39	5,927.11	5,897.21	71,393.71	71,006.00
Total Revenue														
Operating Expenses:														
Accounting			150.00										150.00	135.00
Admin/Overhead													0.00	0.00
Alarm Monitoring													0.00	0.00
Bank Charges											7.11		7.11	0.00
Insurance (Borawski Ins agent)			4,120.24	1,087.77	1,087.77	1,087.77	1,087.77	1,088.92	3,248.76				12,809.00	12,100.00
Insurance claim expenses													0.00	0.00
Legal & Professional Fees													0.00	1,000.00
Licenses & Fees												105.00	105.00	105.00
Management Fees	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	9,000.00	9,000.00
Misc. Expense													0.00	174.00
Property Maintenance:														
Cleaning													0.00	0.00
Electrical Repairs & Exterior Fixtures			105.94										105.94	25.00
Emergency Robo Calls													0.00	0.00
Exterminating													660.00	500.00
General Maintenance	2,620.00	625.00	557.00	57.00	176.55	501.44	1,453.50	70.00	350.00	1,155.90	310.00	7,216.39	4,000.00	
Deck repair/replacement													0.00	0.00
Lawn care/landscaping						2,836.00	2,176.00	1,412.00	1,086.00	6,325.00	2,314.50	16,149.50	13,603.00	
Painting						3,268.10	208.00						3,476.10	0.00
Plumbing													285.00	0.00
Septic Pumping/Maintenance											1,363.50		1,363.50	0.00
Septic inspections last done 2019													0.00	0.00
Snow Removal	870.53	2,931.00	977.00										4,778.53	10,000.00
Rubbish													0.00	0.00
Utilities:														
Electric Service	7.66	7.23	7.00	7.46	7.67	7.23	7.47	7.70	7.23	7.23	7.00	7.47	88.35	100.00
Water & Sewer													0.00	0.00
Property Taxes (Garage & Land)													588.06	1,650.00
Taxes													0.00	10.00
Total Operating Expenses:	4,248.19	4,419.17	6,561.24	2,490.29	2,021.99	5,182.44	8,742.84	3,636.62	5,441.99	8,523.13	4,752.11	862.47	56,782.48	52,402.00
Operating Profit / Loss:	2,248.61	1,402.29	(664.36)	3,431.35	3,875.12	739.49	(2,846.02)	2,360.60	405.15	(2,550.74)	1,175.00	5,034.74	14,611.23	18,604.00
Special assessment deposit to Reserve:	550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	550.00	0.00
Monthly deposit to Septic Reserve:	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00	3,000.00
Monthly deposit to General Reserve:	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	15,600.00	15,604.00
Net (Cash flow):	398.61	102.29	(1,964.36)	2,131.35	2,575.12	(660.51)	(4,146.02)	1,060.60	(894.85)	(3,850.74)	(125.00)	3,734.74	(1,538.77)	0.00
Major Maintenance Reserve Expenses:														
Total Capital Improvements:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,690.00
Total Profit/Loss > less Capital Reserve Dep:	2,248.61	1,402.29	(664.36)	3,431.35	3,875.12	739.49	(2,846.02)	2,360.60	405.15	(2,550.74)	1,175.00	5,034.74	14,611.23	12,914.00
Cash Balances														
Operating Account-ESB													4,619.74	
Reserve Account- ESB													99,326.66	
Septic Reserve Account-ESB													3,100.00	
Available Cash													107,046.40	

**Mill Village East Condominiums
Income and Expense for: 2023**

KPM|Properties\Condo Assoc\Mill Village East\Financial\Income Statement

	Jan	Feb	March	April	May	June	July	August	September	October	November	December	YTD 2023	Budget 2023
Revenue:														
Condo Fees	6,220.00	6,220.00	6,220.00	6,220.00	6,220.00	6,220.00	6,220.00	6,220.00	6,220.00	6,220.00	6,220.00	6,220.00	55,980.00	74,640.00
Special Assessment-ends 1/12/22													0.00	0.00
Rent Garage	229.00	229.00	229.00	229.00	229.00	229.00	229.00	229.00	229.00	229.00	229.00	229.00	2,061.00	2,748.00
Misc. Other Income (Ins claim)	30.00							60.00					90.00	0.00
NSF fee	4.62	48.57	105.81	95.13	110.38	100.79	104.64	60.00					772.25	50.00
Late fee	100.00	50.00	50.00	25.00	50.00	50.00			97.90				325.00	0.00
Total Revenue	6,553.62	6,547.57	6,604.81	6,569.13	6,609.38	6,599.79	6,553.64	6,613.41	6,546.90	0.00	0.00	0.00	59,226.25	77,438.00
Operating Expenses:														
Accounting		175.00											175.00	175.00
Admin/Overhead													0.00	0.00
Alarm Monitoring				(507.00)	507.00								0.00	0.00
Bank Charges	7.11		1,274.00	(1,274.00)	2,500.20	2,480.20	1,243.10	1,243.10	14.22	1,243.10			21.33	0.00
Insurance (Borowski ins agent)				1,059.03									8,709.70	13,000.00
Insurance claim expenses													1,059.03	0.00
Legal & Professional Fees													0.00	500.00
Licenses & Fees													0.00	105.00
Management Fees	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00			6,750.00	9,000.00
Misc. Expense						222.28							222.28	2.00
Property Maintenance:														
Electrical Repairs & Exterior Fixtures													364.11	500.00
Emergency Robo Calls													0.00	25.00
Exterminating													0.00	500.00
General Maintenance		500.00		150.00	507.85	1,915.00	5,000.49	1,153.67					8,727.01	4,000.00
Deck repairs/replacement							721.19						1,221.19	4,500.00
Lawn care/landscaping					99.00	2,288.00	2,599.00	1,716.00	5,552.59				12,254.59	12,000.00
Trimming shrubs & trees							484.49	2,387.37	814.00				1,850.00	3,000.00
Painting													3,685.86	2,000.00
Plumbing							1,750.00	6,160.00					7,910.00	2,250.00
Septic Pumping/Maintenance -yearly													2,700.00	3,500.00
Septic inspections-last done 2019							3,450.00		2,700.00				3,450.00	0.00
Power Washing													7,611.84	10,000.00
Snow Removal	1,180.34	1,885.00	2,172.00	2,374.50									0.00	0.00
Rubbish													93.16	100.00
Utilities:													0.00	0.00
Electric Service	9.23	10.49	10.49	10.73	10.49		20.73	10.50	10.50				0.00	0.00
Water & Sewer													1,338.81	1,250.00
Property Taxes (Garage & Land)	669.41			669.40									0.00	0.00
Taxes													0.00	0.00
Total Operating Expenses:	2,616.09	3,320.49	4,206.49	3,232.66	4,374.54	7,555.48	15,297.81	14,156.05	13,284.30	0.00	0.00	0.00	68,143.91	66,407.00
Operating Profit / Loss:	3,967.53	3,227.08	2,398.32	3,336.47	2,234.84	(1,055.69)	(8,744.17)	(7,542.64)	(6,737.40)	0.00	0.00	0.00	(8,915.66)	11,031.00
Special assessment deposit to Reserve:													0.00	0.00
Monthly deposit to Septic Reserve:	250.00	250.00	250.00	250.00	250.00	250.00	250.00	0.00	250.00	0.00	0.00	0.00	2,000.00	3,000.00
Monthly deposit to General Reserve:	669.25	669.25	(14,330.75)	(32,910.75)	669.25	669.25	669.25	(3,900.00)	(8,530.75)	0.00	0.00	0.00	(56,326.00)	8,031.00
Net (Cash flow):	3,298.28	2,557.83	16,729.07	36,247.22	1,565.59	(1,724.94)	(9,413.42)	(3,642.64)	1,793.35	0.00	0.00	0.00	47,410.34	0.00
Major Maintenance Reserve Expenses:														
Total Capital Improvements:	0.00	0.00	15,000.00	33,580.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48,580.00	5,680.00
Total Profit/Loss<Less Capital Reserve Dep:	3,967.53	3,227.08	(12,601.68)	(30,243.53)	2,234.84	(1,055.69)	(8,744.17)	(7,542.64)	(6,737.40)	0.00	0.00	0.00	(57,495.66)	5,341.00
Cash Balances														
Operating Account-ESB													2,822.64	
Reserve Account- ESB													13,017.04	
Septic Reserve Account-ESB													5,100.00	
CD - ESB													30,751.06	
Available Cash													51,690.74	
Aged Receivables as of 9/30/2023														
Post Date Allocation													0.00	
0-30 Days:													50.00	
31-60 Days:													0.00	
61-90 Days:													0.00	
Over 90 Days													0.00	
													50.00	

Mill Village East Condominiums

Budget 2024

KPM\Properties\Condo Assoc\Mill Village East\Budgets\

Approved 8%

Budget 2024

Revenue:

Condo Fees	80,640.00
Special Assessment	
Rent Garage	2,964.00
Misc. Other Income (Ins claim)	
NSF fee	
Interest Income	1,100.00
Late fee	0.00
Total Revenue	84,704.00

Operating Expenses:

Accounting	175.00
Admin/Overhead	
Alarm Monitoring	
Bank Charges	
Insurance (Borawski Ins agent)	12,936.56
<i>Insurance claim expenses</i>	
Legal & Professional Fees	500.00
Licenses & Fees	105.00
Management Fees	9,000.00
Misc. Expense	382.44
Property Maintenance:	
Electrical Repairs & Exterior Fixtures	500.00
Emergency Robo Calls	25.00
Exterminating	650.00
General Maintenance	10,000.00
<i>Deck repairs/replacement</i>	
Lawncare/landscaping	15,500.00
<i>Trimming shrubs & trees</i>	4,000.00
Painting	1,000.00
Plumbing	
<i>Septic Pumping/Maintenance -yearly</i>	4,700.00
<i>Septic Inspections-timed with pumpings</i>	2,100.00
Power Washing	0.00
Snow Removal	10,000.00
Rubbish	
Utilities:	
Electric Service	130.00
Water & Sewer	
Property Taxes (Garage & Land)	2,000.00
Taxes	

Total Operating Expenses: 73,704.00

Operating Profit / Loss: 11,000.00

Special assessment deposit to Reserve:

 Monthly deposit to Septic Reserve: 3,000.00

 Monthly deposit to General Reserve: 8,000.00

Net (Cash flow): 0.00

Major Maintenance Reserve Expenses:

Total Capital Improvements:

Total Profit/<Loss> less Capital Reserve Dep: 11,000.00