

LEMUEL BLOOD CONDOMINIUM TRUST ASSOCIATION UNIT OWNER'S ANNUAL MEETING MINUTES

Time and Place: December 4, 2019, 4:00 p.m.
25 Union St., Unit 1, Northampton MA 01060

Trustees Present: Amy Trombley
Amy Campbell

Owners\Trustees Absent: Janet Grimes

Also, Present: 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 4:17 p.m. A quorum of 75% was established.
- 2.0 Owner Complaints or Concerns:
 - Via phone discussion-Unit owner #3 (unable to attend) expressed concerns for improving landscaping, fence falling apart and the deteriorating condition of the sidewalk.
- 3.0 Approval of Minutes:

The 2019 Minutes convened on January 15, 2019 & June 25, 2019 were reviewed and approved.

Voted: Motion to Accept-A. Trombley, 2nd-A. Campbell, unanimously approved by Owners.
- 4.0 Property Manager's Finance Report:
 - 4.1 YTD Review & any questions regarding 2019 Income & Expenses
 - 4.1.1 KPM to contact Pancione regarding backup for the \$930 Landscaping paid in the 1st half of the year.
 - 4.2 Insurance discussion regarding the Agent & new Carrier.
 - 4.2.1 KPM to contact Borawski Insurance (Agent for KPM) for a review & any potential rate savings?
 - 4.2.2 Owners approved changing Agents to Borawski Insurance for continuity and expertise.
 - 4.2.3 Owners prefer to keep Vermont Mutual.
 - 4.2.4 Once new policy is available, electronic copy to all owners.
 - 4.3 Proposed 2020 Budget discussion & review.
 - Increase monthly condo fees by 10% effective 1/1/20 for increased operating expenses and establishing a monthly funding of the Reserve.

Voted: Motion to Accept- A. Campbell, 2nd-A. Trombley, unanimously approved by Owners.

5.0 Property Manager's Maintenance report:

5.1 Fence – Section located behind unit 3 has been braced.

5.2 Snowstorm – Discussion regarding the use of a plow vs snowblower. KPM to follow up with contractor for improved services. Clean up required. Driveway narrow at the entrance than widens.

5.3 Insurance inspection –

- Hand railing – Searching for a match otherwise remove existing and install a set. Existing railing would be used at another location on the property.
- Clearance around heating system – complete.
- Overhanging branches. This tree may be removed if found to be dead & a danger to the property – in process (weather & scheduling).

6.0 Capital improvements\Quotes: Requested quotes for 2020 actions...

6.1 Painting – Unit 1, Front porch is down to bare wood. White trim across the whole building.

6.1.1 Jerry Bannister, previous contractor.

6.2 Fence assessment by local fence contractor regarding the following –

6.2.1 Any risk or liability to do nothing?

6.2.2 Can specific sections be repaired or replaced without having to address the whole fence?

6.2.3 Does the fence provide any security or safety to the building?

6.2.4 Review the Master Deed for any mention of the Fence belonging to the Association?

6.3 Extermination – Contact Minuteman for a prepayment plan to save 10%.

7.0 Old Business:

8.0 New Business:

- Upgrade of the properties CO\Smoke Detectors due to inspection found outdated devices. To preserve the premise and safety of the occupants, the Owners **voted & approved** a mandatory upgrade for all 3 units. This project is to be completed no later than 4/1/20.
 - Identify if a group purchase can be made for devices?
 - Confirm if the installation may be completed by either KPM or a licensed Electrician?
 - The above materials & labor are an owner's expense.
 - Owners to count the number of detectors in their unit & submit to KPM if they wish to be a part of the program. An owner has the option to complete independently.
 - Owners **voted & approved** to have KPM complete an inspection of all units to certify the completion of this project on or before 4/1/20.

9.0 Officers of the Board of Trustees:

- Current slate of Trustees all returning – A. Trombley, A. Campbell & J. Grimes.

The next Owner meeting will be scheduled for December 2, 2020. Time to be determined.
The meeting was adjourned by 6:00 p.m.