

BIXBY COURT CONDOMINIUM ASSOCIATION BOARD OF TRUSTEES MEETING MINUTES

Time and Place: January 13, 2022, 4:30pm
 Via Zoom

Trustees Present: Howard Polonsky
 Shearman Taber
 Ingrid Shockey

Also Present: Donna Golec, Owner of Kendrick Property Management (KPM)
 Gretchen Betcha, KPM Condo Coordinator & Office Manager
 Ashley Healy, KPM Account Manager

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 Board of Trustees Meeting.

- 1.0 The meeting was called to order at 4:32 pm.

- 2.0 Approval of Minutes:
 Prior Minutes not available for review.

- 3.0 Property manager & maintenance reports: Since KPM just started management 1/1/22, the following were provided by the Trustees.
 - 3.1 Snow/Ice clearance – Discussion regarding owner’s request to not use salt on the new deck off the back of the Hawley House (HH) due to the affects on dogs residing at the property. This is a new contractor, Shumway. No sanding or salting has been done since December storm activity. Owners & Trustees can contact KPM office directly when they identify issues.
 - 3.1.1 KPM to –
 - 3.1.1.1 Add sand buckets to back doors of HH for owners to sand as needed.
 - 3.1.1.2 Contact Shumway to determine other options or only to use sand on the deck. Salt or sand\salt combo is fine for the remainder of the property.

 - 3.2 Maintenance review
 - 3.2.1 Identification of the top projects for 2022.
 - Staining of new deck on HH.
 - Painting\staining of front porch railings & other areas on Bixby Court buildings.
 - Unit #14 – Roof inspection & repair of missing shingles on west side.
 - Front steps of units #12 & 14 – S.R.S currently repairing #8 and his work order did not include the other buildings. The steps are dipping.

- Water meter issue on HH. Currently under one meter & in one owner's name. The cost is split ¼ amongst the HH owners.
 - Recommendations –
 - Contact Water dept or Plumber for clarification if the house can have 4 meters? It may not be cost effective.
 - Water bill should be in the Association's name. Bills split ¼ & charged to HH owners accounts.
 - Document in the Rules & Regulations how this is handled for transparency to all owners.
- HH has common hallway with two-hard wired smoke detectors & 5 light bulbs (info provided post meeting). The common area is cleaned & maintained by the owners of HH.
- Clarification on the number of Electric meters? May only be 4.
- Gas company performed updates two years ago & placed gas meters outside.
- Knob & Tub removed from all units & sealed the attic with Mass Save grant approximately a year ago in HH.

3.2.2 Previous Capital improvements & other

- 2021 – New deck (2 Egress) added to the back of HH by William Turomsha Builder.

3.3 YTD Financial review

3.3.1 KPM has online access to both Florence Bank accounts.

3.3.2 KPM recreated the Association's 2021 Income Statement.

3.3.3 Proposed 2022 Budget –

3.3.3.1 Discussion regarding the projected condo fees

3.3.3.1.1 Fees not having been increased in many years.

3.3.3.1.2 Needing to bring fees in line to cover annual operating expenses & contribution to the funding of the Reserve.

VOTE: To increase the monthly condo fees by 10% effective 02/01/2022 to support the Association's annual budget for 2022. Motion: Ingrid Shockey, 2nd: Howard Polonsky, All in Favor, None Opposed

3.3.3.2 Review of operating expense line items and the need to maintain the premise. These line items to be adjusted by D. Shearman Taber and presented to the Trustees for a final vote.

3.3.3.3 Funding to the Reserve in preparation for roofs in the near future, driveway\road replacement, fences & other areas.

3.3.4 2022 will be about learning the property, the owners & developing a long-range Major Maintenance Reserve (MMR) plan for capital improvements.

4.0 Old Business:

4.1 Legal issues –

4.1.1 Status of litigation #8 – Brief discussion. Update shared from the Association's Attorney, Gary Daddario, on the 3 options available. Tabled to next Trustee meeting.

- 4.1.2 Identification of exactly who is responsible for what between owners & Association. KPM recommendation to have all the governing documents evaluated by an Attorney for clarification of where things legally stand today. Tabled till next Trustee meeting.

5.0 New Business:

- 5.1 Discussion on plans for the Owner's meeting, agenda, minutes & templates for going forward to be shared with Trustees.

The next Board of Trustee meeting – TBD. KPM will communicate directly with the Board via email should anything come up.

The meeting was adjourned at 6:39 p.m.