

COACHLIGHT CONDOMINIUM ASSOCIATION UNIT OWNER'S ANNUAL MEETING MINUTES

Time and Place: October 21, 2020, 6:00 p.m.
Outside main entrance of Coachlight, Building 72

Trustees Present: Sanjiv Reejhsinghani, VP
Johanna Halbeisen, Treasurer
Marie Ethier-Arnold, Secretary
Natalia Elchishcheva

Trustees Absent: Derrick Feuerstein, President

Unit Owners Present: Susan Enz & Bill Arnold
Also, Present: Donna Golec, Owner of Kendrick Property Management (KPM)
Bob Sears, GM, Field Maintenance

This meeting was called to discuss and review the yearly activity, evaluate progress on maintenance issues and treasurer's report. The following meeting minutes were prepared by Donna Golec.

- The meeting was called to order at 6:00 p.m.
- Quorum 61.96% (required > 51%)
- Approval of October 2019 Minutes.
Voted: Approved by Trustees & Owners in attendance
- Property Managers report, Donna Golec, Kendrick Property Mgt, provided the following review of the Financials...
 1. Year to date Financials for 2020 were handed out & reviewed.
 1. Revenue –
 - As of 9/30/20, only 1 owner in arrears and 1 owner with an outstanding fine.
 - Revenue is on target for year-end.
 2. Expenses – discussed various line items on the 12-month detail & summary Income Statement.
 - Overall, expenses for 2020 are expected to come in at Budget except for General Maintenance. This expense is expected to exceed Budget due to repeated vandalism to exterior door.
 3. 2021 Budget – Prior to Owner's meeting the Trustees reviewed the proposed budget ahead. A motion was made via email to accept as presented. A 2nd email provided further discussion & agreed to motion. All in favor with one Trustee disagreeing.
 - Effective 1/1/21 - 2.5% increase to continue maintenance and contributions to the Reserve for the projected replacement of common area carpets and the parking lot. Both expenses are projected for within the next 5 years. The goal of the Trustees is to have sufficient Reserves (pay a little at a time vs a lump sum Special Assessment).

- Discussion regarding generator that prevents sewer backup during an outage. Funds remain available. Serviced annually. Every Thursday night at 10:00, the system kicks on for testing.
- Property Maintenance report, Bob Sears, Kendrick Property Mgt. – Updated on all the completed, on-going & future maintenance projects.
 1. Completed in 2020:
 1. Interior painting of Building 72
 2. Awnings washed.
 3. Exterior Brick washed.
 4. All exterior Columns repaired & painted.
 5. Trash enclosure repaired & stained.
 6. Common hallway carpets cleaned.
 7. Removed dead trees & planted Japanese Maples.
 8. Trees along the perimeter of the property were all trimmed.
 - One City tree remaining by swamp to be removed by DPW.
 9. Cement repairs to cracks at all entrances.
 10. Annual walk through with Fire Dept –
 - Fire alarms tested.
 - Extinguishers replaced as needed.
 11. Repair & replace laundry room floor as needed in building 72.
 2. Projected for 2021:
 1. Interior painting of Building 74
 2. Upgrade exterior lights to LED.
 - Clean current pole lights & straighten as needed.
 - Goal is to not create any “Night Pollution”. Lights to shine down.
 3. Purchase & evaluate dehumidifiers to be installed in the lower level.
 4. Purchase cameras for common area entrances.
 5. Re-visit the condition of the common area carpets.
 6. Continue crack sealing of parking lot to extend it’s life.
- Old Business:
 1. FHA Status – Ongoing.
 2. Intercom system – On hold. Parts no longer available.
- New Business:
 1. Owner shared a list of concerns to share with all owners. This will be added to the Fall Newsletter & many items were already addressed.
 2. Request by 2 owners for Zoom meetings. This is very popular, but the Association’s governing documents require an Amendment to make the meeting official via electronic means. Several owners do not have email and the Trustees did not feel they would get a min 76% approval vote to pass the Amendment. Trustees will investigate a “split” meeting by having the Zoom option but making sure the meeting itself was in person.
 3. Requests for KPM follow:
 1. Brown spots on common walls. Confirm cause & touch up.
 2. Mice issues. Both buildings to be treated.
 3. Updated quotes for removal of tile in basement laundry then to have the floor sealed. Quotes were provided a couple years ago & due to the cost it was not approved.
 4. Move the Smoker’s cigarette receptacle near rear of building 72 away from the door to reduce the smell entering the building.

- Voting for 6 Trustee positions – 2-year terms:
 1. Re-election – Derrick Feuerstein, Sanjiv Halbeisen, Marie Ethier-Arnold & Natalia Elchishcheva.
 2. New position – Bill Arnold was unanimously approved to one of the vacant positions. His term will be for 1 year to stagger & balance the Trustee terms.

Voted: Motion to maintain existing slate of Trustees plus filling vacant position.
Approved by Trustees & Owners

The meeting was adjourned at 7:00 p.m.

The next Annual meeting has been scheduled for Wednesday, 10/20/21 and will be held at 6:00 at the Coachlight meeting room, Northampton MA 01062.

The next Trustee meeting has been scheduled for Wednesday, 12/16/20. Location to be determined.