

COACHLIGHT CONDOMINIUM ASSOCIATION
UNIT OWNERS' ANNUAL MEETING MINUTES

Time and Place: October 20, 2021, 6:00 p.m.
 Outside main entrance of Coachlight, Building 72

Trustees Present: Derrick Feuerstein (72-215), President
 Sanjiv Reejhsinghani (72-314), Vice-President/Secretary
 Johanna Halbeisen (74-206), Treasurer
 Marie Ethier-Arnold (72-111)
 Bill Arnold (72-111)
 Natalia Elchishcheva (74-202)

Trustees Absent: None

Unit Owners Present: Susan Enz (74-205) & Kevin J. Brown (74-102)

Also Present: Donna Golec, Owner of Kendrick Property Management (KPM)
 Bob Sears, GM, Field Maintenance, KPM

This meeting was called to discuss and review the yearly activity, evaluate progress on maintenance issues as well as evaluate the treasurer's report. The following meeting minutes were prepared by Sanjiv Reejhsinghani, VP/Secretary.

- The meeting was called to order at 6:00 p.m.
- Quorum of 67.24% (required > 51%)

- Approval of October 2020 Annual Meeting Minutes.
 - Natalia made motion to accept the October 2020 Annual Meeting Minutes; Marie seconded.
 - **Voted:** Approved by Trustees and Owners in attendance.

- Property Manager's Report, presented by Donna Golec, Owner, KPM, with review of financials as follows:
 1. Year-to-date Financials for 2021 were handed out and reviewed:
 - a. Revenue:
 - i. As of 9/30/21, one owner had an outstanding balance/arrearage.
 - ii. Revenue is on target for year-end 2021.
 - iii. As of 9/30/21, there was approximately \$6,436.52 in the Operations Account, and \$144,454.74 in the Reserve Account.
 - b. Expenses:
 - i. Operating expenses are expected to exceed budget by approximately \$10,000.00, due to painting costs that were paid out of the Operating Budget but planned in the Major Maintenance and Renovations (MMR).
 2. 2022 Budget: Prior to Owners' Meeting, the Trustees reviewed the proposed 2022 budget.
 - a. KPM advised an increase of approximate 2.5% in HOA fees from 2021 to increase continued maintenance contributions for long-term projects, including Major Maintenance and Renovations (MMR) such as: replacement of flooring/tiles (vinyl or epoxy) in laundry room of building 72; replacement of common-area carpeting (\$44,400.00 was initially budgeted by KPM in 2022 for this); and comprehensive parking lot/driveway paving project.
 - b. KPM also advised an increase of 2.5% in HOA fees from 2021 so there could be a \$25,000.00 amount put into the Reserve budget, as in previous years, to reduce the risk of needing to employ a special assessment.
 - c. KPM also advised an increase because: insurance companies are increasing premiums due to the cost of materials to re-build; contractors are struggling to hire therefore they are paying higher wages; and KPM continues to pay competitive salaries to retain its property management team.
 - d. Discussion by Trustees and Owners, led by Trustee Bill Arnold: Trustees and Owners discussed the ongoing effects of COVID-19 in respect to employment/wage gaps created by those owners forced to go on unemployment in 2020-2021, as well as those persons who are on fixed-incomes.
 - e. Motion on whether to raise condo fees or keep them the same as in 2021 was deferred to Trustee Meeting on 10/20/21, following the Annual Owners' Meeting.
 3. Meeting Minutes: Donna indicated that KPM could no longer compile the meeting minutes because it is the property management company, so Sanjiv appointed as temporary Secretary.

- Property Manager's Maintenance Report, presented by Bob Sears, GM, Field Maintenance, KPM, with review of completed/ongoing maintenance items, as follows:
 1. Interior painting of Building 74 update: Hallway painting almost completed.
 2. There have been new exterior doors installed on Buildings 72 and 74, except for exterior right-side door of Building 72.
 3. Exterior doors painting (Building 72 and 74) is in process.
 4. Board had voted to approve large gutters and downspouts to be installed on the rear of both buildings (Building 72 and 74) at the 7/14/21 Trustee meeting. These have not been done yet, but they have been scheduled.
 5. Common-area carpets were cleaned in 2021; they are being looked at for further maintenance.
 6. Continuation of crack sealing of parking lot to extend its life. Last time the parking lot was fully paved was in 1996, at a cost of \$110,000.00.
 7. Possibility of adding dehumidifiers to the bottom floor of each building is being assessed.
 8. Cameras were purchased and installed in the parking lot area.
 9. Bike shed cleaned out and older, abandoned bikes were put in the storage room(s). Notice regarding 12-month notice on abandoned bikes given out.
 10. Two trees were planted on the property.

- Property Manager's Maintenance Report, presented by Bob Sears, GM, Field Maintenance, KPM, with review of prospective maintenance items for 2022:
 1. Exterior doors painting (Building 72 and 74) to continue.
 2. Continue crack sealing of parking lot to extend its life.
 3. Threshold door sweeps will be added to all units to keep hallway smoke from coming into peoples' units from the common hallway areas.
 4. Large gutters and downspouts to be installed on the rear of both buildings.
 5. Board to continue to monitor and/or replace Building 72 laundry room flooring/tiles.
 6. Re-visit the condition of common-area carpets, as needed.
 7. Continue to collect parking permit stickers, as needed.

- Election of Trustees: Two Trustees up for re-election, Johanna Halbeisen and Bill Arnold, although Bill was elected in 2020.
 - Motion made by Natalia to add Kevin as a Trustee, seconded by Marie. All in favor of re-electing Johanna and Bill as Trustees, and for adding Kevin as a Trustee.

Meeting Adjourned at 6:34 p.m.

Next Annual Owners Meeting suggested for 10/19/22.

