

## **MILL VILLAGE EAST CONDOMINIUM ASSOCIATION**

### **UNIT OWNERS' ANNUAL MEETING MINUTES**

Time and Place: October 24, 2023, 6:30 p.m.

Via Zoom

The quorum for the Annual Owners meeting was 75%.

#### Trustees In Attendance:

Elaine Cournoyer, 3B Evans Ln  
Moiria Pulitzer-Kennedy, 4B Evans Ln  
Richard Hillier, 5B Evans Ln  
Deborah Underhill, 26A Mill Village Rd  
Katherine Jaycox, 10B Evans Ln, via Proxy

#### Owners In Attendance:

Cheryl Bucala, 3A Evans Ln  
Patricia Taylor, 6B Evans Ln  
Doris Clemmons, 10B Mill Village Rd  
George & Joan Noyes, 14B Mill Village Rd  
Petra Ujhelyi, 22A Mill Village Rd  
Carol Lewis, 22B Mill Village Rd  
Sandy Perron, 26B Mill Village Rd

#### Owners by Proxy:

Christine Bergeron, 1A Evans Ln  
Susan & Michael Costa, 4A Evans Ln  
Carrisa Sinclair, 14A Mill Village Rd

#### Others in Attendance:

Donna Golec, owner Kendrick Property Management  
Gretchen Bechta, Property Relations Mgr

The Annual Owners' meeting was called to review the state of affairs of the condominium association, and to provide Unit Owners an opportunity to raise any issues that relate to the ongoing maintenance of the buildings and grounds.

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The following meeting minutes were prepared by Elaine Cournoyer. Any exceptions and/or omissions should be noted by the pertinent party and should be submitted for clarification at the next Annual Owners' Meeting.

### **1.0 Call to Order:**

The meeting was called to order at 6:35pm. A quorum was established.

### **2.0 Introductions**

### **3.0 Approval of Minutes:**

The previous Owners' meeting was held 10/25/22 to discuss the state of affairs in the condo association and ongoing maintenance issues. Minutes for that meeting were reviewed and approved.

**Vote:** Motion to accept Minutes: Cheryl Bucala, Seconded: Deb Underhill.

Unanimously approved by owners

### **4.0 Property Manager's Report:**

#### **Review Year End 2023 Financials.**

- Donna explained the year-end spreadsheet and the importance of keeping a healthy reserve.
- It was stated Massachusetts law requires that a minimum of 10% of the budget must go into reserves annually. This point was disputed.
  - *Post-meeting research found:*
    - *Massachusetts law does not set a percentage: "All condominiums shall be required to maintain an adequate replacement reserve fund, collected as part of the common expenses and deposited in an account or accounts separate and segregated from operating funds." [Mass. General Laws c.183A § 10(i)]*
    - *The 10% figure came from this fact: "Properties whose mortgages fall under FHA, Freddie Mac, or Fannie Mae governance, for example, are only required to have 10 percent of the reserve funded."\**
    - *However, it is good practice to have a healthy reserve fund: "A reserve fund should be between 70 and 100 percent funded, ideally. That means that there is enough money in the account to cover all or almost all of upcoming replacements and repairs."\**  
\*[Mega, Laurie. (2023, Oct 2). *The ins and outs of HOA reserve fund accounting*. Buildium. [www.buildium.com](http://www.buildium.com)]
    - *KPM advises all associations to put a minimum of 10% of operating budget into reserves annually. MVE's 2024 budget allocates 10.85%, which meets this minimum recommendation. That said, KPM believes we do not currently have enough in reserves. With the replacement of three roofs in 2023, MVE spent a substantial portion of reserves. Because (1)the buildings, driveways, and road are aging, (2)repairs to driveways and siding are anticipated, and (3)more roofs will need replacing in the next 5-10 years, it would be wise to consider building reserves back at a faster rate.*
- MVE is making regular deposits into the septic reserve fund.
- 2023 YTD operating expenses are nearly over budget.
- Funds in CD have earned roughly \$750 to date. (Maturity date 1/17/24).

### 2024 Budget.

- Property taxes line item: 2024's taxes are estimated high on the budget sheet because we are unsure of when payment will be made for 2023 (i.e. in 2023 or 2024).
- Insurance line item: The estimate for 2024 is probably low because insurance companies are re-evaluating premiums. Our current deductible is \$10k.
- A trustee first noted that they did not attend the three trustee meetings when the budget was discussed. They also asked that it be noted that they felt the increase in the 2024 budget was too high. "COLA has run around 3% and that should be taken into account. Budgeting general maintenance at \$10k should have stayed at the 2023 level of \$4k. Furthermore, this board member believes that at least a few of the homeowners could/would be burdened by the increase."
- Discussed general maintenance line item and reasons for increasing to \$10k from \$4k for 2024. Reasons include: unpredictable tree work (aging trees with dense canopies and shallow roots), anticipated driveway and road maintenance (crack sealing and driveway pooling), and siding replacement (current siding is original to buildings and is becoming brittle). All of these items have not been preventatively maintained for a while, and are going to need to be addressed somewhat soon, whether in 2024 or later.
- Also discussed asking Deerfield to take over responsibility for Evans Lane. This would reduce operating costs significantly.
- Anything extra that we don't spend in 2024 will go into reserves.

### Maintenance Report

- Agreed we'll need to start assessing the condition of siding and driveway/road to determine repair priorities.

### **5.0 Old Business**

- Driveways on Mill Village Rd: Richard and Scott will continue to talk to town about fixing the drainage issues affecting driveways on Mill Village Road. This issue dates back to 2017.
- Septic Pumping: Gretchen reported that all 10 septic tanks were pumped this year, and all will be redone next year. Three more Title V inspections will be done 2024, then there will be a brief break with resumption of inspections in 2026.
- Owners are reminded to call KPM if we see alarms on any septic alarm system.
- Owners' Homeowner Insurances: KPM continues the process of asking for updated insurance declaration page from owners.

### **6.0 New Business**

- Title V Inspections to be scheduled in 2024 (3A&B, 4A&B, 14A&B). No questions.
- Discussion for setting restriction on the number of rentals: Discussed the possibility that insurance premiums might go down if we choose to limit rentals. Also heard of possibilities of investor landlords buying up properties. Decided to continue considering this option.

- Discussion of exterior change requests and board approval requirements. Discussed need for conformity across property because of maintenance needs.
  - Historically, the board chose not to approve added exterior structures to avoid making maintenance of these changes the responsibility of the association.
  - KPM recommends having a formal document (request form) that includes scope of changes and licensed contractor doing the work, to document approved changes to and additions of exterior features.
  - Board will work on assembling a list of exterior items added by owners - such as gardens, clotheslines, patio features - for KPM's reference.
  - (Windows, sliders, storm door, and front door are the responsibility of unit owners)

### **7.0 Owner Concerns / Complaints**

- Sumac around 26 Mill Village Rd: Between the mowed area and the edge of the field, sumac is overgrown and probably needs to be cut with chainsaw. Owner requests that this sumac area be removed, and that mowing be done in the area around the farmers' field. We also discussed that the timing of removal should be scheduled for when the sumac is not in seed, to prevent spread.
- Mice: 26 Mill Village Rd has mice in attic. Asking for exterminator to seal entry ways.
- 22B Mill Village Rd ask whether shrub trimming is an annual task. Board has generally done it on an as-needed basis in order to save on annual trimming costs.

### **8.0 Election of Trustees**

#### Vacant Positions

- Patricia Taylor
- Cheryl Bucala

#### Re-election of Trustees

- Moira Pulitzer-Kennedy
- Elaine Cournoyer
- Richard Hillier

**Vote:** Unanimous vote to approve the above trustees for 2024.

### **9.0 Authorized Signer**

Need to name a new authorized signer to replace Kathy. Cheryl volunteered.

### **10.0 Adjourn and Schedule Next Annual Meeting**

- Next Owners' Meeting: 10/22/24 - 6:30pm
- Next Trustee Meeting: 2/6/24 - 6pm
- Next Walkaround: 5/22/24- 8am;
  - Post-Walkaround Trustee Meeting 6pm same day
  - (Richard will attend remotely if not back from Florida)

Adjourned 8:15pm