

Courtyard Condominium Association  
2022 Annual Owners Meeting Minutes

**DRAFT**

Time and Place: 06/21/2022 6:00 pm  
Courtyard Condominiums Outside Common Area

Trustees Present: Susan Zarchin  
Nancy Kromka

Owners Present: Fahad Alroumi  
Simon Huang  
Suzi Timmerman  
Elizabeth Alcaide  
Sanjiv Reejhsinghani  
Megan Malaney  
Janet Greenblatt  
Torin Moore  
Geneva Hanke

Owners Via Proxy: Nancy Cote  
Kristy Daniels & Sandra Orsulic  
Michele Barale

Also, Present: Donna Golec (Owner of Kendrick Property Management (KPM))  
Gretchen Bechta (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.

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The following meeting minutes were prepared by Donna Golec/Gretchen Bechta & reviewed by Nancy Kromka. 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 5:58 p.m. A quorum of 69.5% was established.
- 2.0 Approval of Minutes:  
The Unit Owner's minutes convened on June 22, 2021, were reviewed, and approved.  
**Voted:** unanimously approved by Owners
- 3.0 Property Manager's Financial Report – Donna Golec
  - 3.1 Summary of Financial – Income Statement 2021 & how the year ended.
    - 3.1.1 Revenue higher than budget due \$71K Insurance Claim payment booked in December 2021. Payments for the work are going out in 2021 & 2022.

- 3.1.2 Operating profit in FY2021 reflect an overstated profit and FY2022 will reflect a corresponding loss as insurance claim bills are paid.
- 3.1.3 Funds were contributed to the Reserve on a monthly basis.
- 3.1.4 Rebuild of the Farmhouse porch was completed in FY2021.
- 3.2 Review of YTD 2022 Financials.
  - 3.2.1 Farmhouse walkway budgeted for FY2022
  - 3.2.2 Power washing budgeted for FY2022
  - 3.2.3 Costs of all items are increasing and will be considered for the FY2023 budget

#### 4.0 Property Manager's Maintenance report,

##### 4.1 Insurance Claim Discussion

- 4.1.1 Importance of avoiding future claims to ensure insurance coverage remains in the standard market. Having to insure in the non-standard market will cause the Association's premium to triple in cost.
- 4.1.2 The benefits of a higher insurance deductible were discussed. An Association is considered favorable with a higher deductible as it reduces the number of small claims risk and puts responsibility with the owners. KPM to confirm & share with owners the Association's current deductible & to evaluate if it needs to be raised to \$5,000 or \$10,000
- 4.1.3 Baystate Restoration provided comprehensive report for the restoration project based on original construction.
- 4.1.4 Owner's personal HOA Insurance to cover Association deductible, liability plus personal property. If cause of insurance issue is deemed originating from a specific unit, that unit is billed the deductible.

##### 4.2 List of Items by Priority

- 4.2.1 Sidewalk for front Farmhouse – in process.
- 4.2.2 Repair swale in pavement causing improper storm water runoff in front of garages on the North\east side of lot. KPM to investigate & gather a quote or 2 if possible.
- 4.2.3 Investigate units to determine if they have a main water shut off for their specific unit only. Trustees to coordinate.
- 4.2.4 Common entrance stairs: rubber treads were painted and now peeling. Alternatives to be explored on how to remove paint.
- 4.2.5 500 West Street sign – KPM to make sturdy.
- 4.2.6 Lighting for West Street sign – Trustees to purchase a couple of solar lights to test.
- 4.2.7 Repairs to curbing & walkway for Mail house – KPM to review if this can be fixed in house otherwise to check with Greenscapes (Steve).
- 4.2.8 Perimeter landscape issues, cutting back & trees. Trustee spoke to Greenscapes (Steve) regarding the following for his punch list.
  - 4.2.8.1 Perimeter shrubs overgrowing.
  - 4.2.8.2 Tree in center island\mail house is dying & may need to be removed this Fall '22.

#### 4.3 Items tabled

- 4.3.1 Garage doors – If an owner has any repairs needed, Raynor Doors out of Easthampton recommended by another owner.
- 4.3.2 Beautification projects.
- 4.3.3 Driveway – keep crack sealing to preserve life.

#### 5.0 Old Business:

##### 5.1 Amendments to Master Deed & Trust

- 5.1.1 Rental Limitations
- 5.1.2 Rental Policy
- 5.1.3 No Smoking Policy
  - 5.1.3.1 Amendment to be drafted by legal and distributed to owners for review and voting. 67.4% approval required to amend master documents
  - 5.1.3.2 Motion made by Unit10 to increase the rental limitation back to 30% (6 units), 2<sup>nd</sup> by Unit 4. 2 approve, 12 against. Motion denied.
- 5.1.4 Association authorized legal to create Amendments for signature & filing at Registry of Deeds.

#### 6.0 New Business:

##### 6.1 Landscape and Garden Care Discussion

- 6.1.1 Very satisfied with Greenscapes
- 6.1.2 Board to provide spec sheet of work to be included in contract renewal

#### 7.0 Officers of the Board of Trustees (min 3, max 7, 3-year terms)

##### 7.1 Discussion of current slate of Trustees and open positions.

- 7.1.1 Returning Board Member – Nancy Kromka, term ending 2023
- 7.1.2 Re-election Board Member – Susan Zarchin, term ending 2025
- 7.1.3 Vacant Position – Torin Moore, term ending 2024

7.2 **Voted:** The following Trustees were nominated along with their terms and positions and unanimously approved by Owners.

8.0 2023 Owner Annual meeting proposed for June 26,2023 6:00pm, rain date 6/27/23

The meeting was adjourned by 7:22 pm