

**MOUNTAINVIEW CONDOMINIUM HOMEOWNERS' ASSOCIATION**  
**ANNUAL MEETING MINUTES**  
**JUNE 5, 2024**

**Approved**

The annual meeting of the Mountainview Condominium Homeowners Association was held at 59 Mill Village Road, South Deerfield, Massachusetts.

Those members attending in person were: Nanci Schwartz (65A), Mariellen & Bill Hayre (16B), Scott Nelson (65B), James Heflin (69B), and Edie & Dan Yates (59), and Yanhua Deng (69A).

Those members represented by proxy were: Jeremy Laprade (10A), Jessica Mann (10B), Kathleen Sullivan (14B), Kristin Prophet (61A), and Silvina Richards (61B),

Also present were: Donna Golec and Gretchen Bechta from Kendrick Property Management (KPM).

Gretchen called the meeting to order at 6:03PM and with 73.76% of unit owners in attendance (in-person and by proxy) declared a quorum.

The minutes of the June 15, 2023 annual meeting were reviewed and unanimously approved as presented.

**Property Manager's Report**

Donna reviewed the 2023 financial statements and the year-to-date 2024 numbers. While the financial statements indicate a net operating income of \$20,820, funds were transferred to the capital reserve account and the septic reserve account, essentially creating a slight operating deficit for the year of \$817. Funds (approximately \$8K) were taken from the reserves to retire the driveway loan in mid 2023. Two unit owners are still repaying their share of the special assessment for the driveways and those funds (approximately \$3,400) will go directly to the reserves.

The septic reserve is up to \$9,500 as of the end of 2023 and Donna stated that ideally, we should build that reserve to around \$200K.

Donna next reviewed the year-to-date statements for 2024 and presented a pro forma statement through the end of the year. In that statement it shows a \$2.6K operating deficit after taking into consideration contributions to the capital and septic reserves of \$10,056 and \$1,200, respectively. Obviously, the capital reserve can only be funded up to the point of a zero-dollar bottom line so it's possible we won't be able to fully fund the capital reserve this year.

Dan mentioned that we moved \$30K from the reserve money market (which was paying almost no interest) into two, 8-month CDs at Greenfield Co-op that are paying 4.75%.

A discussion ensued regarding the recent bill for damage resulting from a failed sump pump in one unit, the amount of which (\$4K+) exceeded our entire annual maintenance budget. Our Master Deed states we are not responsible for any damage resulting from a failed association owned sump pump, but the insurance section of that Master Deed contradicts—at least the way the insurance companies/adjusters interpret it—the “not responsible” section. It was discussed that we should engage with an attorney to review those sections of the Master Deed to amend the insurance language to line up with the section absolving the Association of responsibility for damage from a failed sump pump, or other damage that should be covered by a unit owner’s insurance.

Septic pumping was discussed and there were five units that had their tanks pumped and inspected. All tanks passed the inspection. Looking forward, we now have to have tanks inspected every three years so the schedule for 2025 is as follows:

Units 14A&B and Units 16A&B will be pumped only  
Units 69A&B will be pumped and inspected

The estimated cost is \$2,700

Donna reviewed a very preliminary budget for 2025 in which she included a 3.5% (\$12 per month increase for all units except for 59, which will have a \$15 increase).

It was agreed that we would not have any power washing done in 2024 and that the funds budgeted for that would be reallocated to legal fees so we can engage counsel to review the insurance issue.

Donna also talked about roof replacement and the potential for the need to levy a \$50,000 special assessment (approx. \$3.3K per unit) to pay for those roofs. While we do not have a price yet, for budget purposes we are estimating \$200K in total and a possible starting year of 2026. We will be investigating this further in the future. Any special assessment would probably not happen until 2028, or 2029, depending upon how well we are able to continue building our reserves in the meantime. Unit owners are reminded that the Association only covers the cost to replace the main roof and all enclosed porch roofs are the responsibility of the unit owner.

### **Old Business**

There was no old business to discuss

### **New Business**

James asked about installing paving stones by his unit and was advised he just needs to submit a design to KPM, which will then forward that to the Board for consideration. Nanci reminded everyone present of the requirement that any plans to make changes to landscaping must be presented to the Board for approval.

## **Election of Trustees**

Our by-laws require a minimum of three trustees and a maximum of five. Nanci Schwartz, Jeremy Laprade and Dan Yates, have all agreed to stand for reelection to a one-year term, and Bill Hayre has submitted his notice of interest to join the trustee board.

After brief discussion Nanci Schwartz, Jeremy Laprade, Bill Hayre and Dan Yates were unanimously elected to serve as trustees until the 2025 annual meeting.

No date has been set for next year's annual meeting, but it is likely to be right around this same date and will be held again at #59.

There being no further business to discuss the meeting was adjourned at 6:57PM.

Respectfully submitted,  
Dan Yates

## **Contact Information:**

Trustees:	Nanci Schwartz	<a href="mailto:nanci927@comcast.net">nanci927@comcast.net</a>
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## **Kendrick Property Management (KPM):**

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413.253.0285

If you experience an **emergency** situation (flood, fire, septic, etc.) contact KPM immediately at 413.253.0285. If the event occurs after business hours, KPM has an after-hours service who will contact the on-call KPM Maintenance Staff.