

**The Columns at Rockwell Place
Annual Homeowners' Associate Meeting
Wednesday, May 1, 2024, 6:30pm
Minutes**

- The was a quorum for the meeting.
 - Owners of 11 units were present.
 - 58% of owners were represented either by being present or proxy selection.
 - KPM has a list of owners in attendance and the proxies.
- The meeting was recorded. KPM has a copy.
- The meeting started with an introduction of KPM (Donna Golec, Melissa Stevens), the Board (Trish Allen, Jenn Meeropol, Brian Lynn), and new residents (Lisa Lippiello, Arielle Perry).
 - Melissa has overall responsibility for Village at Hospital Hill; KPM trying to achieve continuity.
 - Suggestion about a welcome letter with tips for new owners (e.g., where the garbage is). Melissa said she could send the existing welcome letter to Becca Chase, and Becca volunteered to provide what she felt was missing, with input from Lisa.
- Last year's minutes were accepted by hand vote.
- Property management report. (Donna)
 - 2023 taxes have been filed. Generally, KPM has the information to the CPA by the third week of January.
 - Overview of 2023 income and expenses. (See the expenses included with agenda.)
 - Goal to break even.
 - Use income and expenses to budget for the next year.
 - Overview of 2024 income statement and expenses.
 - Plug for using Buildium. Putting documents on it.
 - Donna will talk to trustees about possibly making monthly income and expense statements available.
 - Unexpected events in 2024, e.g., fire extinguishers needed to be inspected and replaced. Also unexpected electrical repairs.
 - Maintenance report included with expenses. It lists notable work for both 2023 and 2024.
 - UPS for fob system is complete; expense will show up in next statement.
 - Have some mortar to work that is estimated at \$3000 that is not budgeted. Not an emergency. Board hasn't decided to move ahead.
 - Front door was coated by Rockwell, but it is not in great shape.
- Old business. (Jenn)

- Rocky when property manager absorbed some of the maintenance costs. Want to avoid onerous increases, while balancing costs.
- Only method of being able to cover additional costs is raising condo fees.
- Use of special assessments was brought up. Pluses and minuses. Don't raise rates, but still need to be disclosed when selling property. Donna: true cost should be reflected in the condo fees, but some things (e.g., repaving parking lot in the future) might be handled by a special assessment.
- Gas-free landscape quote we received was almost twice the cost of all other options. Board decided to select a less expensive provider, Omasta, for significant cost savings from either the gas-free option or from using last year's provider, Bay State West.
- Automatic front door opener, an item from the past, was discussed. Prior estimate was \$5000 (or more). Board still concerned about the expense, not moving ahead for now.
- Side discussion: maybe another meeting (or two) throughout the year? Donna should be able to get budget estimates in August. Goal is for an HOA meeting in September; talk about some of the items that require more discussion (e.g., the door).
- Reminder that key lock boxes need to go in the rear. Will be removing those in the front. Should notify realtors (and maybe keep theirs in the front).
- New business (Jenn)
 - Reminder to notify KPM when units are going to go on sale. This allows new owners to be contacted, receive welcome packets.
 - Board is putting \$50K of reserve money into a certificate of deposit account.
- Election, terms of board (Melissa).
 - Thanks to Pat and Becca for running!
 - Pat Davison will be the new board member; term begins in June and ends in 2027. Ratified by a show of hands.
- Other.
 - Some members would like to get hard copies of the financials next year.
 - Suggestion for a social in June.
 - Would like a list server.
- Next annual meeting, tentatively May 7, 2025, at 6:00pm