

LYMAN ROAD CONDOMINIUM TRUST ASSOCIATION UNIT OWNER'S ANNUAL MEETING MINUTES

DRAFT

Time and Place: April 2, 2024, 6:00 p.m.
Zoom meeting

Trustees Present: Holly Ackerman
Isabel Dickson
Joel Minsky
Terry Culhane

Owners Present: Jacy Armenti
Daniel Hart
Matt Drake
Jim Armenti
Kevin McAndrew
Andrew Tulis
Aprile Gallant
Alison Sinkler

Also, Present: Donna Golec, Owner of Kendrick Property Management (KPM)
Melissa Stevens, 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.

The following meeting minutes were prepared by Joel Minsky. 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 6:05 p.m. A quorum of 75% was established.
- 2.0 Approval of Minutes:
The Unit Owner's minutes convened on April 3, 2023, were reviewed, and approved.
Voted: unanimously approved by Owners
- 3.0 Property Manager's Reports – Donna Golec
 - 3.1 Introduction of Melissa Stevens and new workflow
 - 3.1.1 Melissa Stevens is KPM's property relations person for Lyman Rd.
 - 3.1.2 New Buildium software for maintenance requests and accounting.
 - 3.1.3 Insurance, Master Deed and Declaration of Trust available online.
 - 3.2 Review of notable completed work.
 - 3.2.1 Dehumidifiers in basement of 19-29
 - 3.2.2 Rear exterior lights repaired
 - 3.2.3 Basement junk removal
 - 3.2.4 Water leak repairs on 19-29 bulkhead and roof

- 3.2.5 Masonry work; front steps replaced on 31 and 19-29 brick repointing by Western Mass Masons
- 3.3 2024+ notable projects
 - 3.3.1 Laundry room – on hold
 - 3.3.2 Painting – on hold
- 3.4 Review of 2023 Budget
 - 3.4.1 Some expenses exceeded budget
 - 3.4.2 Didn't meet goal of reserve fund capital additions
 - 3.4.3 Ended with approximately \$25,000 reserve, \$10,000 operating.
- 4.0 Old Business
 - 4.1 Parking lot lines – Decided not to pursue.
- 5.0 New Business
 - 5.1 Discussion of target size of financial reserve, and how to fund
 - 5.1.1 Committee formed to research/ discuss including Terry Culhane, Jacy Armenti, Joel Minsky, and Alison Sinkler.
 - 5.2 Welcome letter for new owner and/or residents.
 - 5.2.1 To be addressed by Daniel Hart, Aprile Gallant, and Holly Ackerman.
- 6.0 Board of Trustees:
 - 6.1 Returning Board: Joel Minsky, Isabel Dickson
 - 6.2 **Voted:** The following Trustees were nominated and unanimously approved by Owners.
 - 6.2.1 Holly Ackerman
 - 6.2.2 Terry Culhane
 - 6.2.3 Andrew Tulis

The meeting was adjourned at 7:13 p.m.