

# COACHLIGHT CONDOMINIUM ASSOCIATION UNIT OWNER'S ANNUAL MEETING MINUTES

**DRAFT**

Time and Place: October 19, 2022, 6:00 p.m.  
Coachlight, Building 72, meeting room

Trustees Present: Derrick Feuerstein, President  
Sanjiv Reejhsinghani, Secretary (connected via conference call)  
Johanna Halbeisen, Treasurer  
Marie Ethier-Arnold  
Natalia Elchishcheva  
Bill Arnold  
Kevin Brown

Unit Owners Present: Libby Arny, Jeremy Ober, Marijon Shearer, Timothy Maciel, Wayne Eastman, Renato Bartoli, Susan Enz, Arlene Kirsh, Joseph Wright & Renata Shepard.

Unit Owners by Proxy: See list at KPM

Also, Present: Donna Golec, Owner of Kendrick Property Management (KPM)  
Bob Sears, GM, Field Maintenance

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This meeting was called to discuss and review the yearly activity, evaluate progress on maintenance issues and treasurer's report. The following meeting minutes were prepared by Donna Golec & reviewed by Derrick Feuerstein.

- The meeting was called to order at 6:10 p.m.
- Quorum 78.3525% (required > 51%)
- Approval of October 2021 Minutes.  
**Voted:** 1<sup>st</sup>. K. Brown, 2<sup>nd</sup> W. Eastman, Approved by all Owners in attendance
- Property Managers report, Donna Golec, Kendrick Property Mgt, provided the following review of the Financials...
  1. Year to date Financials for 2022 were provided & reviewed.
    1. Revenue – On target for year-end to match Budget.
    2. Expenses – Expected to come in under Budget.
    3. Capital Expenses – Replacement parking lot to be completed Oct.'22
    4. 2023 Budget – Prior to Owner's meeting the Trustees reviewed the proposed budget ahead. No increase in condo fees.
    5. Reserve funds – Contributions are being targeted for new roofs on both buildings. The goal of the Trustees is to have sufficient Reserves (pay a little at a time vs a lump sum Special Assessment) to cover this upcoming capital improvement.
- Property Maintenance report, Bob Sears, Kendrick Property Mgt. – Updated on all the completed, on-going & future maintenance projects.

1. Completed in 2022:
    1. Larger gutters for the back of the building installed.
    2. Clean out of the storage areas to reduce the risk of mold. This is an on-going project in conjunction with owners.
    3. Door sweeps were purchased to reduce the common area hallway airflow. This is also an on-going project in conjunction with owners.
    4. Discussion on the parking lot schedule & would it be better to move to Spring '23.
  2. Other property maintenance discussions:
    1. Projection of roof replacement project around 2024.
    2. KPM to add a couple of clean spray bottles near the washing machines to allow owners to periodically clean out the inside of the machines.
      - KPM to contact CSC (owner of machines) to identify how often they clean the machines?
      - KPM to create & add a sign above machines – Courtesy to other owners do not leave cloths sitting in the machines & they are to be removed promptly.
    3. Sewer backup discussion – Units 105 & 106 had sewer backup approx. 2 weeks ago. 2<sup>nd</sup> time in 3 years. Fletcher to provide camera footage of cause & location of the break. Update to be provided to the owners & the Board.
    4. Cameras in the main entrances to be adjusted to point towards the doors.
    5. Commercial dehumidifier – One approved to start. Cost of having to manually empty residential size dehumidifiers will pay for the commercial in just over 1 year. Commercial dehumidifiers will auto drain.
    6. Keeping an eye on excess spending – Garden sign, manually emptying dehumidifiers & other misc.
    7. Condition of 3 Trees – KPM to reach out to Tree Warden.
- Old Business:
    1. Parking Stickers – Asking owners to register their cars for 2 reasons. If a vehicle needs to be moved & eliminating non-residents from using the parking lot. Not mandated to apply stickers.
  - New Business:
    1. Solar panels – Rules may have changed. In the past the benefit was only to the individual owners & did not favor HOA's. Board to investigate in 2023.
    2. Mini-Splits\Heat exchangers – Due to expected high electric costs & the age of the Coachlight ceiling electric heat, investigate additional options.
    3. EV Stations – Discussion regarding if National Grid would support. Should a wire be trenched under the driveway for future use?
  - Voting for 6 Trustee positions – 2-year terms:
    1. Returning Trustees with terms ending 2023 – Johanna Halbeisen, William Arnold & Kevin Brown.
    2. Re-election – Derrick Feuerstein, Sanjiv Halbeisen & Natalia Elchishcheva. Leaves 1 vacant position.
    3. New position – Joe Wright was unanimously approved to one of the vacant positions.

**Voted:** Motion to accept the new slate of Trustees plus filling vacant position.  
Approved by all Owners.

The meeting was adjourned at 7:00 p.m.

The next Annual meeting has been scheduled for Wednesday, 10/18/23 and will be held at 6:00 at the Coachlight meeting room, Northampton MA 01062.