

# SPAULDING CONDOMINIUM ASSOCIATION UNIT OWNER'S ANNUAL MEETING MINUTES

**DRAFT**

Time and Place: November 2, 2023, 6:00 p.m.  
Via Zoom

Trustees Present: Susan Leary  
Saida Safie  
Jennifer Bednarczyk

Unit Owners Present: Michelle Thomas & Scott Pascoe  
Rodrigo Zamith

Also Present: Donna Golec, Owner of Kendrick Property Management (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 & Jennifer Bednarczyk. 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 6:06 p.m.
- 2.0 Quorum 62.50% (required > 51%)
- 3.0 Approval of Minutes: Reviewed the Unit Owner's minutes convened on November 3, 2022. **Voted**: Motion to accept the Minutes by, S. Safie, 2<sup>nd</sup>. J. Bednarczyk, unanimously accepted.
- 4.0 Property Manager's Financial Report:  
D. Golec provided the following overviews –
  - Financial overview for the year-to-date 2023
  - Review & discussion of the proposed 2024 Budget. Moved to the Maintenance report to discuss items completed in 2023 & plans for 2024 for incorporation into the budget. Clarified how the budget was determined which utilized year to date actual expenses & estimated expenses for the remainder of the year. Management fee to remain the same for 2024.
  - Reviewed the monthly contribution to the Reserve and the need for a healthier Reserve balance. The Reserve also supports the insurance deductible should a claim be filed that belongs to the Association. Discussion regarding the history of lesser amounts being contributed to the reserve. In recent years, the community has agreed to grow this fund to reduce the size of future special assessments for capital improvements. Reserve should not go below \$30,000 if possible.  
**Voted**: Motion to accept the 2024 Budget with a 5% condo fee increase. Motion made by R. Zamith, 2cd. by M. Thomas and approved unanimously.

Manager's Maintenance report:

- The following items were completed in 2023:

- Exterior construction - \$4,600 roof repairs.
- Eversource transmission line project completed. The board coordinated the pavement and drainage repair (Eversource reimbursed the Association for this cost).
- Mailbox maintenance.
- Work orders completed:
  - Sump pump in unit 83.
  - Exterior lights.
- The following items were flagged to address in 2024:
  - Evaluate & have crack sealing to preserve the driveway - Spring
  - Request for evaluation of condition of siding & additional repairs (Corey) prior to full staining.
  - Quotes for staining one building at a time & both buildings together.
  - French Drain (Steve) if not completed in Fall 2023 – still some funds from Eversource left in reserve for this work, any small difference to be paid by Association

#### 5.0 Old Business:

- Legal review-who is responsible for what & any needed updates for the insurance. On hold.
  - S. Safie to develop a list of approved exterior areas that are the responsibility of an owner. This list will become part of the Rules & Regulations, so all future owners are aware of their responsibilities for maintenance.
    - Decks, Patio's & Fences.

#### 6.0 New Business:

- Discussion on the flat area (owned by Eversource).
- Investigate High-Yield savings account opportunities for the Association – R. Zamith will take the lead.
- The board sends to new owners, tenants & assistants supporting owner the map for snow parking.
- KPM to move to once-a-month property inspections.
- KPM to contact the Town of Amherst, water/sewer bill for unit #77 (outside water spigot).
- Discussion regarding exterior lights that are consistently run over. The Board no longer wants these lights to be replaced.
- Donna to assign a specific manager for our property – she will let us know if it is Gretchen or Melissa.

#### 6.0 Officers of the Board of Trustees: For the 2023-2024 year, the following owners were voted in and approved unanimously.

- Saida Safie
- Jennifer Bednarczyk
- Michelle Thomas

The next Annual Owner's meeting is scheduled for **{FILL IN}** 2024, at 6:00 p.m.  
 The meeting was adjourned at 7:55 p.m.