

Courtyard Condominium Association
2023 Annual Owners Meeting Minutes

APPROVED

Time and Place: 07/11/2023 6:00 pm
Courtyard Condominiums Outside Common Area

Trustees Present: Torin Moore
Nancy Kromka

Owners Present: Simon Huang
Suzi Timmermann
Sanjiv Reejhsinghani
Megan Malaney
Michele Barale
Janet Greenblatt
Genevra Hanke
Lillian Gordon
Margaret Wilson-Stayton
Torin Moore
Nancy Kromka
Aaron St. John

Owners Via Proxy: Kristy Daniels & Sandra Orsulic
Steven Pavlos
Susan Zarchin
Elizabeth Alcaide
Barry Poret

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.

The following meeting minutes were prepared by Donna Golec & reviewed by Nancy Kromka and Torin Moore. 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 6:15 p.m. A quorum of 85.1% was established.
- 2.0 Introduction of Owners and Kendrick Property Management.

2.1 Donna Golec provided an update on the new property management software, Buildium, coming available soon.

3.0 Approval of Minutes:

The Unit Owner's minutes convened on June 21, 2022, were reviewed, and approved.

Voted: unanimously approved by Owners

4.0 Property Manager's Financial Report – Donna Golec

4.1 Summary of Financial – Income Statement 2022 & how the year ended.

4.1.1 At the end of 2021, revenue higher than budget due \$71K Insurance Claim payment booked in December 2021. Payments for the work were completed in 2022 which reflected an unusual loss for the year.

4.2 Review of YTD 2023 Financials.

4.2.1 Expenses higher than budget due to unexpected water leaks & repairs. Recommended not to file small claims due to very large claim filed in 2021. Association absorbing the costs vs filing claims.

5.0 Property Manager's Maintenance report,

5.1 Spring walk around, KPM & Trustees, identified a punch list of items to be addressed as best as possible due to scheduling with contractors.

5.1.1 Review of Property Maintenance projects & Capital improvements

5.1.1.1 Eave blown off building 1

5.1.1.2 Powerwash all buildings (including bldg. 1 lower brick flashing and bulkhead)

5.1.1.3 Front entrance sign

5.1.1.4 Skylights review: Association responsible for roof and supporting material, Owners responsible for skylight

5.1.1.5 Rear balcony review Unit #6

5.1.1.6 Bush trimming, building 1 and building 2

6.0 Old Business: None.

7.0 New Business:

7.1 Amendments to Master Deed & Trust

7.1.1 Rentals:

7.1.1.1 Lease terms, currently 30 days minimum. The owners were satisfied. Trustees to include in their next meeting agenda.

7.1.1.2 Discussion regarding current state of behavior at rent units. Owners are only to receive one warning then \$25 fine per occurrence in accordance with the Rental Rules.

7.1.2 Skylights:

7.1.2.1 Discussion regarding the legal interpretation of glass as owned by owner's vs skylight as part of the roof. Owners agreed that the

skylights would be considered part of the roof as no one wanted an owner to purchase a cheaper grade skylight that could affect the integrity of the building which is insured by the Association.

7.1.2.2 Updating the Master Deed with an Amendment will be addressed in the 2024 Budget for funding.

7.1.2.3 KPM to reach out to contractors for bids to purchase & install all 13 skylights as they are starting to fail or have failed.

8.0 Officers of the Board of Trustees (min 3, max 7, 3-year terms) 8.1

Discussion of current slate of Trustees and open positions.

8.1.1 Returning Board Member – Torin Moore, term ending 2024

8.1.2 Re-election Board Member – Susan Zarchin, term ending 2025.

8.1.3 Re-election Board Member – Nancy Kromka, term ending 2026.

8.2 **Voted:** The following Trustees were nominated along with their terms and positions and unanimously approved by Owners.

9.0 2024 Owner Annual meeting proposed for June 24,2024 6:00pm, rain date 6/25/24.

The meeting was adjourned by 7:52 pm