

# Little Mill Woods Condominium Association

## Minutes of the Annual Meeting

October 23, 2021

**Call to order:** Meeting was called to order at 9:30 am.

**Roll Call:** Board was represented by: Jody Lyn LaChance, Barbara Leclercq, Yves Descoteaux, Tom Noll and Chris Roy.

**Proof of Quorum:** Pursuant to the by-laws of the Association, a quorum was established and verified by Yves Descoteaux.

**Review of Robert's Rules of Order:** Rules were distributed along with notice of Annual Meeting and were reviewed by Jody Lyn Lachance.

**Proof of Meeting:** I, Jody Lyn LaChance, President of the LMW Condominium Association, do hereby certify that official notice of the Annual Meeting was mailed postage pre-paid to all members of the association, accordance with the Bylaws of the LMW Association.

**2020 Annual Meeting Minutes:** Copies of the 2020 minutes were distributed to all members of the association along with the notice of Annual meeting.

**MOTION:** made by Yves Descoteaux to accept the minutes of the October 24, 2020 Annual Meeting as presented, seconded by Barbara Leclercq; motion passed unanimously.

### **Motion to Roll Over Funds-**

**MOTION:** made by John Parent to roll over any available funds from 2021 to 2022, seconded by Barbara Leclercq; motion passed unanimously.

**Treasurer Report:** As anticipated, costs of materials and labor continues to increase, along with insurance and other expenses. We were able to stay within budget this year but because these costs will continue to increase, along with the fact that we need to prepare for capital expenditures based on the age of our development, it was decided that home owner association fees will increase \$10 per month (to \$305/month.) Finalized budget for the 2022 year was distributed. It was asked and confirmed that the reserve account has 32% of the total cost of replacement value in it.

### **President's Report:**

- Septic systems – We had 10 tanks emptied and 2 filters were cleaned as required this year.
- Deck Boards & Stringers – As a result of pressure treated lumber being available, we were finally able to schedule and repair the many deck boards that needed to be replaced last year. In total, we replaced 13 deck boards, 3 railing boards, and 3 risers in various units.
- Front Step Blocks- 17 units had blocks replaced with a durable style of block.
- Staining/Power washing- 14 open decks and 8 enclosed decks (beams and posts) along with steps and railings were completed.
- Tree Buffer Line-The board worked with Mr. Doherty to have tree buffering installed along the boundary line at 8 Valerie Court and his commercial site, as was promised at Town Planning Board meeting.

- Mr. Doherty planted more trees than required to ensure a proper buffer. He has been very sensitive to our concerns. It was noted that some trees have turned brown. This will be discussed with Mr. Doherty in the spring.
- Street Name Change- The Town of Sandown approved Mr. Doherty's request to change the name of Valerie Way to Bobcat Way to alleviate confusion with Valerie Court. It will take some time for GPS and Google to make this update, however street signs have been changed and buildings are marked with the Bobcat Way address.
- Cicada bee nests behind building 10 were treated twice by Brochu Pest Solutions. This will need to be done every August due to the soil consistency in the back.
- Repairs were completed at 6 Valerie Court from water damage behind the vinyl siding due to improper flashing being installed when units were built. No insurance claim was filed as the cost was under our deductible amount.
- General Liability Insurance-the Board negotiated a new insurance plan and company for Little Mill Woods that affords our community better overall coverage at a lower annual premium.
- Palmer Gas-the Board met with Palmer Gas to discuss entering into a 5-year contract and propane rate options. There was discussion on residential vs commercial rates. It was noted that a contract would affect all unit owners. LMW is at a rate .30 cents lower than offered to new customers and better than current residential/commercial rates. A contract would have to apply to all unit owners. After much discussion, it was agreed to continue with what we currently have in place.
- New Community Involvement- The Board acknowledged and thanked Kathy Deloge for organizing two committees, Garden and Activities, in our community. The Garden Committee planted many flowers around the community and enhanced our front entrance as well. Many owners also enjoy the activities set up that include games and card playing. Thank you to Kathy and to all involved in these groups.
- Dryer Vent Cleaning- Kathy Holland once again took charge of our dryer vent cleaning by researching local companies and finding a new vendor after our long-time vendor retired. 34 units agreed to the cleaning, with a number also opting to have new vent covers installed. The Board noted that this cleaning is an important safety measure that should be done by every unit owner at least bi-annually. This can prevent fires that would affect unit owners and their neighbors. Please take this safety precaution seriously.
- Hampstead Water-recent performed regular maintenance to our well area by cleaning and replacing filters.
- Rules and Regulations-the Board recently reviewed and made some revisions to this document. These changes were minor but were needed for clarification purposes.

*Projects planned for 2022 include:* deck evaluation/board replacement; evaluation of paver repair and replacement; erosion control evaluation; solar sensor lighting on LMW entrance sign; community center clean-up and interior updates.

**Election of Officers:** No new nominations were made from the floor. Write in candidate Susan Ronan was acknowledged prior to this meeting and her name was added to the ballot. Ballots were distributed for vote. After ballots were tallied, it was announced that Yves Descoteaux had been voted in as a duly elected member of the Board of Directors. Thank you to both candidates for your volunteerism.

**Questions from the floor**– John Burt had clarifying questions regarding awnings outlined in the rules and regulations, which were addressed by the board.

**Adjourn:** **MOTION:** to adjourn made by Barbara Leclercq and seconded by Yves Descoteaux. Motion passed unanimously. Meeting adjourned at 10:09 am.

Respectfully submitted,

*Chris Roy*

Chris Roy, Secretary

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***Members of the 2021-2022 Board of Directors:***

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