

Little Mill Woods Condominium Association
Minutes of the Annual Meeting
October 22, 2022

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 via mail and was noted as such 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.

2021 Annual Meeting Minutes: Copies of the 2021 minutes were distributed to all members of the association along with the notice of Annual meeting.

MOTION: made by Barbara Leclercq to accept the minutes of the October 23, 2021 Annual Meeting as presented, seconded by Tom Noll; motion passed unanimously.

Motion to Roll Over Funds-

MOTION: made by Barbara Leclercq to roll over any available funds from 2022 to 2023, seconded by Yves Descoteaux; motion passed unanimously.

Treasurer Report: As anticipated, costs of materials and labor continues to increase, along with insurance and other expenses. Because the cost of contracted services continues to rise, along with the fact that we need to ensure we keep a solid reserve account for capital expenditures, we found it necessary to increase home owner association fees \$20 per month (to \$325/month) beginning January 2023. The board will continue its due diligence to ensure we keep condo fees as low as possible. For clarification purposes, Tom also explained the difference between the operational and capital reserve accounts. Fixed items such as roofs, stairs, the gate, etc. come out of the reserve account. Trash removal and other contracted monthly services come from the operating budget. It is a solid business practice for the reserve account to maintain 32% of the total cost of replacement value in it. As an example, although we have replaced ridgelines on some of the roofs (and will continue to do so as needed to extend roof life and prevent leaks in attics), it is inevitable that we will need to replace all roofs eventually. We had contractors look at roofs recently and they indicated roofs still have some years left in them, but we should start to prepare financially now. If we were to replace them today, the cost would be \$40,000 per roof. That price will most likely be higher when the time arrives to replace them.

A copy of the 2023 budget was distributed to owners in attendance and will be mailed or emailed to those not able to attend.

President's Report:

The following projects have been completed this year;

- **Septic systems** – we had (7) tanks emptied this year and (6) filters were cleaned as required this year. We also had to replace 3 floaters at 17 Christopher Drive
- **Front entrance & Stringers** – we had major issues at 5 Valerie Court, 24 Christopher Drive and 32 Christopher. The front landings had to be removed, both ends of every joist to the rim joist and ledger board was resecured. Installation of joist hangers which were missing and reinstalled composite decking with new fasteners. Secured 13 loose deck boards.
- **Back deck work** – Replaced (10) deck boards, (5) step boards, (1) railing and secured (2) deck boards.
- **Front Step Blocks** –because of several site inspections, we found 84 blocks needed replacement throughout the units.
- **Staining/Power washing** – a result of a site inspections, it was determined that several decks needed to be power washed and stained, (7) units were completed and (7) enclosed decks were also done to include beams, posts, steps and railings.
- **Erosion issues** – the Board addressed erosion issues by the post office and along 7 Christopher Drive at the entrance. Stone was placed in these 2 areas and hydroseed was sprayed along the hill which has grown grass and has minimized the erosion issues we were having in both areas. We also extended the paved swail along 7 Christopher Drive, eliminating the erosion along the street.
- **Roofing issues** – the Board had a professional roofer examine all roofs. The good news is that the roofs have another 10+yrs before needing to be replaced. However, the roof ridges are deteriorating and need to be replaced asap. We found a reputable roofing company that replaced the roof ridges on (3) buildings and the Comm Center. Units 1, 3, & 5 Valerie Court and 32, 34, 36 & 38 Christopher have been done. The company did a great job. We will continue to be diligent in getting the other buildings done in 2023 before we experience any issues.
- **New Street Signs** – the Board replaced the speed limit sign and added an additional “No Outlet” sign at the entrance. They are solid metal with a reflective finish and look great!
- **Garden Committee** – the Board would like to thank all those involved in the Garden Committee for their continued work in the beautification of our LMW community. Your work is greatly appreciated!
- **Pavement issues around street drain** - the Board had to have the sinking pavement surrounding the street drain between 37-38 Christopher Drive which was completed by Petra Paving. We'll have a few others to do as well in the future.
- **Spring/Winter contracts** – the Board renewed the contracts with Auger Property Maintenance for the next 3 years. There was a slight increase as expected.
- **Lamp post issue** – the Board had to replace the photo eye sensor stationed on the side of unit 1 Valerie Court that controls several of the lamp posts along upper Christopher Drive.
- **Revised Proxy form** - the Board revised the Proxy form to require a Notary Public/Justice of the Peace on all completed proxies ensuring the validity of the signatures to follow our Declaration. It seems that the new process went smoothly for all.

Projects planned for 2023 include: evaluation of paver repairs/replacement; roof ridge replacement on 2-3 buildings; Community Center projects such as carpet cleaning/service on furnace, etc.; solar sensor lighting for LMW sign at entrance; resealing of pavement cracks along Christopher Drive/Valerie Court; recondition the LMW sign at entrance.

Based on her professional experience in flooring, homeowner Kathy Holland recommended having the flooring at the Community Center professionally cleaned because of moisture issues the center experiences. Home rug shampooers do not have the suction power that commercial units have and will leave moisture in the rug which will exacerbate the issue.

John Burtt's passing: Jody paid special tribute to John Burtt, Past President of the Board of Directors, and dear neighbor, who passed away on August 27, 2022. John served on the LMW Board for many years giving of his time, hard work and commitment to our community. His leadership was instrumental to the success of the board. We will be forever thankful for all that John did for LMW, and extend our sincere condolences to his wife, Karen and to his family.

Election of Officers: There are two open positions on the board this year.

- **Secretary position**-Jody asked if there were any nominations from the floor for the vacant Secretary position as no one is running. There were no nominations from the floor. Jody requested, and Chris Roy confirmed, that she would remain on as Secretary in an interim capacity for the next year.
- **Director position**- No new nominations were made from the floor. Barbara Leclercq and Mike Deloge are candidates for this open position. One ballot per unit was provided to owners present. Proxy forms were opened, and one ballot was provided to each proxy designee. After ballots were tallied, it was announced that Barbara Leclercq had been voted in as a duly elected member of the Board of Directors. Thank you to both candidates for your interest and volunteerism.

Questions from the floor- Ron Stoner spoke on behalf of family member Patricia Flanagan. Ron had some clarifying questions about the plowing and landscaping contract with Auger. Members stated that significant increases in the cost of gasoline, sand/salt, and wages for employees necessitated the increase in the contracted price. We negotiate a three-year contract for these services. Auger most likely had to absorb losses over this past year or two because of these costs. There is no indication these costs will decrease any time soon, therefore he had to build those increases into the new contract price. The board had previously put this out to bid, but no one could meet the specifications we need as an over 55 development; or is large enough to do the job the way we need it done. Auger is next door, very responsive, and has done an excellent job during the winter months, which is a top priority for the safety of our community. It was noted that contracted services across the board have felt similar financial impacts which have resulted in increased costs to consumers.

Ron also discussed the budget and asked if owners could receive an end of year financial statement to have a more detailed breakdown of costs throughout the year. The board noted these are done through Evergreen Property Management and agreed that the end of year statement could be provided to residents.

MOTION: Ron Stoner motioned that LMW owners receive the end of year financial statement beginning with the 2022 statement and annually thereafter. Kathy Holland seconded, and the motion passed unanimously.

Maura Pennisi asked about the reserve account end of year statement and was informed that both operational and reserve accounts would be reflected in the statement owners have just voted to receive.

Adjourn: **MOTION:** to adjourn made by Kathy Holland and seconded by Ed Beauvais. Motion passed unanimously. Meeting adjourned at 10:35 am.

Respectfully submitted,

Chris Roy

Chris Roy, Secretary

LMWCONDOASSOC.ORG

Members of the 2022-2023 Board of Directors:

President- Jody Lyn Lachance

Email: Jlachance.littlemillwoods@gmail.com

Cell: 603-401-7758

Treasurer- Tom Noll

Email: tomnoll@hotmail.com

Cell: 714-552-2706

Secretary- Chris Roy

Email: summersno@yahoo.com

Cell: 603-231-9019

Director- Barbara Leclercq

Email: mieme@comcast.net

Cell: 603-867-4016

Director- Yves Descoteaux

Email: Yvesnortheast@gmail.com

Cell: 603-490-4323