

Little Mill Woods Condominium Association

Minutes of the Annual Meeting

October 21, 2023

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.

2022 Annual Meeting Minutes: Copies of the 2022 minutes were distributed to all members of the association along with the notice of Annual meeting.

MOTION: made by John Parent to accept the minutes of the October 22, 2022, Annual Meeting as presented, seconded by Sheila Wotring; motion passed unanimously.

Motion to Roll Over Funds-

MOTION: made by Cynthia Ferguson to roll over any available funds from 2023 to 2024, seconded by Karen Burt; motion passed unanimously.

Treasurer Report: The association did well with budgeted expenditures in 2023. Tom noted due to the increasing costs in contractors, insurances, and utilities, it was necessary to increase monthly dues to \$350 per month effective January 1, 2024. This increase will offset the expected rises indicated above in 2024 and will ensure our reserve account maintains 32% of the total cost of replacement value in it. The board will continue its due diligence to minimize fee increases as much as possible. Owners will be sent the 2023-year end accounting statement as soon as the board receives it which will be late January, early February of 2024.

A copy of the 2024 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 (11) tanks emptied this year and (6) filters were cleaned as required this year. We also had to replace a septic pump at Building 1.
- **Front Entrance & Stringers** –The front landing, including the steps at 1 Valerie Court, had to be completely removed. All new pressure treated stringers, concrete blocks and reinstallation of the composite decking was done. 4 Valerie Court had all composite decking removed from the stairs and reinstallation of pressure treated stringers and additional stringers to lessen the span. Reinstallation of the composite decking with new fasteners and resealing of 6 loose boards.

- **Back deck work** – Replaced (3) deck boards, (2) step boards, (10) railing boards and re-secured (4) railing posts and (4) balusters replaced on a back porch railing.
- **Front Step Blocks** As a result of several walk-about, we found 22 blocks needed replacement throughout the units. This # is down from 84 replaced last year so it seems that the new product is more durable.
- **Front stair landing Pavers** –As a result of a walk-about, we identified 12 units needing paver repairs at the upper level closest to the front stairs. These repairs were made by removing the pavers, filling in the required base products and pavers being placed back and secured with stone dust. Further paver work will be needed soon.
- **Staining/Power washing** – As a result of a walk-about, it was determined that several decks needed to be power washed and stained, (12) units were completed and (9) enclosed decks were also done to include beams, posts, steps, and railings.
- **Erosion issues** – We're pleased to share that with the work done last year and all the rain that the growth of the grass/greenery along the entrance near the post office has filled in and not eroding as much. As frustrating as all the rain was, I believe LMW lawns haven't looked this good in a long time. We had no Cicada nests to treat and there's lots of green to be seen. Silver lining to all the rain!
- **Roofing issues** – We're happy to share that ALL buildings including the Post Office and Community Center now have new roof caps along the roof ridges. The roof caps were in dire disrepair and needed to be replaced. 2 buildings + CC done in 10/22, Buildings 5,6,8 & 9 done in 4/23, and Buildings 1, 2, 3 & 10 done in 9/23. A total of 11 buildings had new roof caps installed along with the PO roof at no charge.
- **Perimeter tree clearing** – We had a perimeter tree clearing done behind Buildings 1 & 8 as trees were encroaching on the unit roofs as well as cleaning up above at the community center parking spaces.
- **Pavement issues around manhole cover** - The sinking pavement surrounding the manhole cover in front of 28 Christopher was repaired. Work was completed by Petra Paving. We'll have a few others to do soon.
- **LMW Gate** – Some panels on the gate off Valerie Court became separated due to heavy winds and were repaired by Fences Unlimited. They also added additional support to the main posts to prevent similar separation in the future.
- **Community Center** – The furnace was due for a cleaning which was done by Palmer Gas and carpet was professionally cleaned twice to remove some stubborn stains. Several items that needed to be removed such as the piano upstairs and old furniture from the basement were removed by Jody via 800-got-junk at her expense while cleaning out her basement.
- **Dryer vent cleaning** - The Board voted to have the association pay for the dryer vent cleaning going forward to ensure that ALL units are done regularly. This will be done every other year and is scheduled for 11/11/23. Kathy Holland has graciously offered to handle this again for LMW working with the vendor. Negligent dryer vent cleaning can result in a fire that could be devastating for all.
- **Grass clippings** - The Board was instructed by Hampstead Water Company to remove all the grass mowing clippings that have been dumped in the woods near the water shed. We were further informed any future dumping there had to cease. The grass piles were removed and will continue to be removed off site after every mowing moving forward. A sign has been placed at the site forbidding all dumping.
- **Gutter drain issues** – The gutters at units 1 & 3 Valerie Court needed to be redirected as the water was washing out the front lawn onto their stair pavers causing an unsafe environment. The Board evaluated the situation with Auger and decided to revamp the gutter drainage underground with piping to the end of the lawn at the street.

- **New Lights @ Entrance sign** – (2) solar sensor lights were installed in front of the LMW entrance sign. They have helped to light up our sign and many have commented on how much they like them. Unfortunately, once winter hits they will be covered in snow. We're looking for lights to mount on the sign.
- **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. Decorative fencing was placed around the plantings at the PO to protect them from damage. Your work is appreciated!
- **Patio Furniture** –Patio deck furniture was donated to the Community Center for all unit owners and their guests to enjoy!

The Board of Directors is happy to report that 2023 was a very successful and productive year. They were able to complete many needed projects and improvements for the community despite the rain.

Projects planned for 2024 include: continued evaluation of paver/block issues and replacement; resealing of cracks in pavement along Christopher Drive and Valerie Court; reconditioning of signage at front entrance and community center; gutter cleaning and repairs; power washing of exterior units for mold remediation.

Yves Descoteaux recognized Jody for her numerous contributions this past year including the purchase of solar lights, removal of piano and other items at the community center, and signage throughout the community, all at her own expense.

Election of Officers: There are three 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. She stated that this position was open last year and because no one ran Chris Roy agreed to stay on for another year so that a replacement could be recruited. No one has signed up for this position and no nominations from the floor were made. It was determined that since there were no candidates to vote in for this position, the board would be charged with approving a nominee when one comes forward.
- **President position**- Jody LaChance re-applied for this position. Since there were no other candidates prior to today's meeting, and no nominations came from the floor, it was agreed that Jody is running unopposed and therefore wins the seat of President for a three-year term of office.
- **Treasurer position**-. Tom Noll re-applied for this position. Since there were no other candidates prior to today's meeting, and no nominations came from the floor, it was agreed that Tom is running unopposed and therefore wins the seat of Treasurer for a three-year term of office.

Questions from the floor–

- Is it possible for Auger's crew to shovel decks, even at the expense of the unit owner? Shoveling decks are difficult for many residents.
 - *Jody stated that when asked in the past, Auger indicated this wasn't possible, but she will check again. It was also suggested that posting on the Facebook town page might result in finding some local youths that might be interested in earning some money by shoveling.*
- As a follow-up to the notice sent about placing nails/screws on exterior siding, can clamps be used if they do not put holes in the siding?
 - *Yes, clamps or other fixtures can be used if it does not make a hole in the exterior siding that would allow moisture through and compromise the integrity of the building itself.*
- Has the scope of association insurance coverage changed?
 - *No, the scope remains the same, only the cost of existing coverage has increased.*
- Why is our website requesting a password when trying to download work orders.
 - *No password is required to download documents from our website. Click on the document tab and a list of available documents will appear. Find the one you want and click on it to*

download. The password is only required for the web administrator to upload minutes and documents and to make changes to the website.

Community Center- The community center has had a thorough cleaning thanks to several volunteers who pitched in and got the job done. It was noted that there are lots of books and miscellaneous items that were left on the counter and are available to any interested residents.

Adjourn: MOTION: to adjourn made by John Parent and seconded by Stephen Paige. Motion passed unanimously. The 2023 LMW Annual Meeting adjourned at 10:45 am.

Respectfully submitted,

Chris Roy

Chris Roy, Secretary

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Members of the 2022-2023 Board of Directors:

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