

**Little Mill Woods Condominium Association**

**Minutes of the Annual Meeting**

**October 26, 2024**

**Call to order:** Meeting was called to order at 9:31 am.

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

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

**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 by October 4,2024.

**2023 Annual Meeting Minutes:** Copies of the 2023 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 21, 2023 Annual Meeting as presented, seconded by Susan Ronan; motion passed unanimously.

**Motion to Roll Over Funds-**

**MOTION:** made by Susan Ronan to roll over any available funds from 2024 to 2025, seconded by Steve Paige; motion passed unanimously.

**Treasurer Report:** Due to increasing cost in 2024, and foreseeing the current year, the budget for 2025 has changed, whereby we found it necessary to increase home owner association fees \$15 per month (to \$365/month) beginning January 2025. A copy of the 2025 budget will be mailed or emailed to all residents in the next week. Sorry the budget was not finalized prior to the annual meeting packets being sent out. The board needed to receive some changes for our Master Insurance Policy that will affect the budget. You will see when reviewing the budget for 2025 that the numbers warrant a moderate increase in the HOA due and confirm that we are adhering to putting 20% to the Reserve Fund.

As agreed upon last year, a copy of the final 2024 financials will be distributed to all unit owners once we close out the year end 2024.

**President's Report:** We're excited to report we managed to complete numerous projects this year despite ever continuing rain all. These include:

- **Septic systems** – we had (8) tanks emptied this year and (6) filters.
  - On 1/20 emergency services call for clogged filter 17-19 Valerie Court.
  - On 2/7, emergency service calls 1-3-5 Valerie Court, high level liquids due to no power in the control panel. New control panel installed at 1-3-5 Valerie Court 2/9.
  - On 4/22 at 1-3-5 Valerie Court, pump making noise and not shutting off service call evaluate pump.
  - On 5/6, service call to replace a pump at 1-3-5 Valerie Court.
  - On 9/27 emergency call to 21 – 27 Christopher Dr., filter was clogged.

- I want to remind all unit owners that **NO** type of wipes can be flushed in our toilets as this causes major issues with our septic tanks. They may say that they are “flushable” but for our septic tanks, they are not!!
- **Front entrance & Stringers** – 3 Valerie Court: Replace center and right stringer on the back-porch stairs. 4 Valerie Court: Remove decking and trim on front steps. Replace stair stringers with new pressure treated stringers. Add (3) additional stringers to reduce composite decking span. Re-install decking and trim.
- **Back deck work** – 31 Christopher Drive: Remove storm door on the back deck (save for re-installation). Replace left and right sides trim with new white composite trim. Re-install storm door.
- Other units - Replaced (16) deck boards (5) step railing boards and rescuer. Replaced left side of garage trim with (2) new white composite trim. Replaced right side of garage trim with (2) new white composite trim.
- **Front Step Blocks** – Replacement of 68 blocks at the front entrance of the unit.
- **Front stair landings Pavers** – Pavers were replaced at 1 Valerie Court and 33, 37, 44 Christopher Dr.
- **Staining/Power washing** – a result of a walk about, it was found that several decks needed to be power washed and stained. (7) Units were completed and (8) enclosed decks were also done to include beams, posts, steps and railings. (15) replacement boards from last year were stained.
- **Gutter Cleaning** – Front & back gutters of (10) buildings were cleaned including the Community Center.
  - Spray mildew cleaner on all mold and mildew areas
  - Treat extreme areas twice with cleaner - roof and siding areas with moss on J - channel and shingles
  - Rinse siding, white trim, gutters, decks, fences, windows with very low pressure where the mold above the window ran down to the window, roof areas
  - Due to the severity of the mold and mildew the areas on the roof had to be cleaned from the roof top at close range - 2 treatments
  - Clean out 3 gutters over decks - no gutter guard
- **Power washing of buildings** – Power washing - 10 buildings, Community Center, entry fences, & back decks of 26,28 & 31 Christopher Dr.
- **Gutter extensions** – It was noticed that on 3 units the gutters were not extended down to the ground. The board approved the gutter extensions were done on 42, 46 & 48 Christopher Drive on 10/4.
- **Cicada nests/hornets** – Brochu Pest Solution was contacted to treat the Cicada nests in back of 16 –22 Christopher Dr. and remove the huge hornet nest attached to the gas meter in back of 17 Christopher Dr.
- **LMW Gate** – due to heavy winds, one of the panels on the gate off Valerie Court became separated and was repaired by Fences Unlimited at no charge.
- **LMW Entrance sign** – the board has approved a proposal to have our LMW entrance sign reconditioned in January. The sign will need to be removed for the work which will take approx. 3-4 weeks.
- **Garden Committee** – Again this year, the Board would like to thank all those involved in the Garden Committee for their continued work in the beautification of our LMW community. Some organizational work was done in the basement with shelving. Your work is greatly appreciated!

- **FinCen mandatory regulations** – The Beneficial Ownership Information Report (BOIR) under the Corporate Transparency Act (CTA). The CTA requires certain types of U.S. and foreign entities to report beneficial ownership information to the Financial Crimes Enforcement Network (FinCEN), a bureau of the U.S. Department of the Treasury. As you may or may not know, the gov't has implemented this mandatory program in an effort to monitor money laundering within business entities and they chose not to make HOA's such as LMW exempt. LMW board members must comply and submit the required reporting along with copies of valid identification by 12/31/24. As Board members change, the new member will need provide required documentation to ensure continued compliance.

The Board of Directors is happy to report that 2024 was a very successful and productive year. Members feel that so much was accomplished for the community.

Thanks to my fellow Board members Yves, Barbara, Chris and Tom for your continued support and assistance, I appreciate all that you do throughout the year and would like to reiterate that I couldn't do it without all of you.

Regarding the projects that are slated to be performed in 2025, in addition to the annual block replacements, power washing, front steps and deck work, they are a few;

- Paver replacement/repairs will be evaluated again for further work
- Seal the cracks in the pavement along Christopher & Valerie
- Seal the driveways of each unit
- Recondition the LMW entrance sign & Community Center sign which is aging
- Dryer vent cleaning at all units, performed every other year

**Election of Officers:** At the commencement of this meeting, the candidate for Director, Yves Descoteaux, is currently unopposed. Unless there are any nominations for candidates from the floor, ballot voting and proxies will not be required.

- **Director position-** No new nominations were made from the floor. Yves Descoteaux will be serving another 3-year term as a Director. Congratulations to Yves.
- Jody also noted that Chris Roy has agreed to fill out her term as secretary.

**New Business:** There were no motions from the floor.

#### **Questions from the floor–**

- Sheila Wotring noted that our dumpsters are rusty and asked if they could be replaced? She also suggested that we establish a subcommittee to look at block replacements. Jody noted that the board would consider that.
- Susan Ronan stated that she is interested in the Secretary position. That position will be open next year.
- Maura Pennisi asked what the health of the septic system are and what is the lifetime. Barbara responded that we are diligently doing maintenance as recommended by the septic contractor and following their guidance. It is not easy to predict the life of the systems and the life does depend in part on residents following guidelines such as not using “flushable” wipes which are not flushable in the systems we have here.

- Roger Marquis asked what are the expected major expenses we see coming. Jody replied that roof replacement is the largest item estimated at around \$30K per building. We did spend money as noted to extend the life of the roofs based on the vendor recommendation. Ed Beauvais suggested we look at metal roofs when we start replacing them. Barbara noted that leach field at 1,3,5 Valerie may need replacement as well as the other fields eventually. Redoing the steps, given the uncertainty of replacement blocks, and road repair are other items that will need to be addressed in the future.
- Jody mentioned that we looked at redoing grass landscaping but the costs would be prohibitive. She reminded residents that we did a survey of interest last year and more than 2/3 of respondents were not interested in spending money on this issue. The poor base when these units were built is the root cause.
- Jody put out copies of the work request and architecture request forms (also on website) and asked that residents use the forms unless it is an emergency. She also asked that text, phone and email contacts be limited to 8AM to 8 PM Sunday thru Saturday.
- Sheila Wotring commented about Auger workers smoking and leaving cigarette butts on our common areas (a violation of the contract). Cindy Ferguson suggested they limit smoking to inside their work vehicles and Jody agreed to discuss this with Auger.

**Adjourn:**     **MOTION:** to adjourn made by Barbara Leclercq and seconded by Kathy Holland. Motion passed unanimously. Meeting adjourned at 10:17 am.

Respectfully submitted,

**Tom Noll for Chris Roy**

Chris Roy, Secretary

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***Members of the 2024-2025 Board of Directors:***

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