

**Little Mill Woods Condominium Association**  
**Board of Directors Meeting Minutes**  
**October 9, 2023**

**Call to order:** Meeting called to order at 5:25 pm.

**Present:** Jody Lyn LaChance, Barbara Leclercq, Tom Noll, Yves Descoteaux, Chris Roy

**Secretary Report:** Members reviewed the minutes from the September 18, 2023, board meeting.

**MOTION:** made by Yves Descoteaux to approve minutes as presented, seconded by Tom Noll; Jody Lyn LaChance, Barbara Leclercq, and Chris Roy in favor.

**Treasurer Report:** Although our budget remains healthy, it was noted that expenses continue to rise. This includes the cost of materials and labor, utilities, and insurance. In addition, unanticipated and emergency repairs affect our bottom line each year. Currently we are over in septic due to a few different issues that occurred this year. We will also be over budget in trash removal by years end due to price increases. The board has been proactive in replacing pavers and blocks over the past two years throughout the community, and although the scope of work) needed was not anticipated, it was a necessary expenditure for the safety of residents. It was noted payment for this work comes out of the reserve account, but those funds are also a part of condo fees. All monthly fees continue to be current.

**MOTION:** Yves Descoteaux motioned to accept the Treasurer report; seconded by Barbara Leclercq; Chris Roy; Jody Lyn LaChance, and Tom Noll in favor.

**Existing Business:**

- **Dryer Vent Cleaning-** Vent cleaning is scheduled for November 16<sup>th</sup>. The board will notify owners via email if that date changes. Kathy Holland will reach out to owners to determine who would like to get their vent cover replaced. The cost of cleaning will be absorbed by the association. The cost (\$30.) to replace vents is the responsibility of the unit owners.
- **Annual Meeting Documents-** Packets were mailed to all residents on 9/29/23. Members discussed procedures for tracking attendance and voting that day. The meeting will be held on October 21, 2023, at 9:30 a.m. in the upper level of the Sandown Town Hall.

**New Business-**

- **Drainage Issues-** Drainage issues at 1&3 Valerie Court were brought to the attention of the board. Drainage from gutters flows onto the walkway and will create a safety hazard in colder months when freezing occurs. Auger viewed the area and submitted a quote to remediate the problem. Approval was voted on electronically and work was completed by Auger. The board ratified its 9/21/23 vote.

**MOTION:** Chris Roy motioned to approve drainage work for 1&3 Valerie Court; seconded by Barbara Leclercq; Yves Descoteaux; Jody Lyn LaChance, and Tom Noll in favor.

The board was recently made aware that 13 Christopher Drive also has similar drainage issues with their gutters. A contractor has been notified and will review this issue as well.

- **Roof Leak-** The board was made aware of a roof leak at 3 Valerie Court. Upon inspection, it was determined that the flashing around the vent pipe was compromised, and water was entering the unit. Augi provided a quote and completed work there. The board ratified its electronic vote of 9/20/23.

**MOTION:** Barbara Leclercq motioned to approve flashing repair at 3 Valerie Court; seconded by Tom Noll; Chris Roy; Jody Lyn LaChance, and Yves Descoteaux in favor.

- **Paint-** Because of the roof leak, some damage was noted on the interior ceiling at 3 Valerie Court. Scott's Painting provided a quote to touch up bedroom ceiling at that unit. The board ratified its electronic vote on 10/4/23.

**MOTION:** Barbara Leclercq motioned to approve the quote from Scott's painting for this work. Chris Roy seconded; Jody Lyn LaChance, Yves Descoteaux and Tom Noll in favor.

- **2024 Budget-** Members reviewed and discussed the LMW 2024 budget. It was noted that we had completed all targeted projects for this year and did well to remain on budget, however with the increases in insurance coverage, contractors, and utilities, it was agreed that monthly fees need to increase to adequately cover future costs and ensure the required 20% of fees collected go into our reserve account as noted in our by-laws.

**MOTION:** Yves Descoteaux motioned to increase condo fees to \$350.00 per month beginning January 2024. Barbara Leclercq seconded; Chris Roy; Jody Lyn LaChance, and Tom Noll in favor.

- **Agenda for Annual Meeting-** Members reviewed the agenda for the upcoming meeting.
- **Holiday-** With the holidays approaching, it was requested that Chris send out holiday decoration guidelines and a reminder that nails and/or screws are not allowed on the exterior of any unit.
- **Adjourn:**

**MOTION:** to adjourn made by Barbara Leclercq, seconded by Tom Noll. Jody Lyn LaChance, Chris Roy, and Yves Descoteaux in favor. The meeting adjourned at 6:26 pm.

The final 2023 meeting will be held at 5:30 pm on November 13, 2023, at the Community Center.

Respectfully submitted,

*Chris Roy*

Chris Roy, Secretary

LMWCONDOASSOC.ORG