

Little Mill Woods Condominium Association
Board of Directors Meeting Minutes
September 18, 2023

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

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

Guest: Kathy Deloge

Secretary Report: Members reviewed the minutes from the August 15, 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: Tom reported we are in good shape. All dues are current. It was noted that two invoices had been charged to the wrong account but were corrected. As reported previously, it is expected that utility and contractor rates will continue to rise, and fees will need to increase to absorb those costs and maintain a healthy reserve. Jody continues to work with Evergreen to ensure timely and accurate reporting.

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:

- **Roof Caps-** Lane Roofing has completed work on the remaining 4 buildings in our development. Everyone now has new roof caps.
- **Front Steps/Board Repairs-**All work has been completed by Augi.
- **Annual Meeting Documents-** This year's annual meeting will be held on October 21st at 9:30 am at the Sandown Town Hall (upper level.) Members finalized dates for mailing packets to unit owners. Info will also be posted at the PO on 9/28/23. Open positions include Board President and Treasurer (3- year terms), and Secretary (2-year term.)
- **Dryer Vent Cleaning-** Jody and Kathy Holland met to review the quote from Dryer Vent Wizard and review work that was previously done by them in 2021. The Board discussed the importance of cleaning each vent on multi-unit buildings. Offering it as an optional service, which some decline, creates a situation where a fire could spread to other units in a building very quickly. We live in an area without fire hydrants or fire ponds, and we depend on a volunteer fire department, which creates an even greater risk. Members agreed that this service needs to be a part of preventative maintenance for everyone moving forward. The only way to ensure this happens is to fiancé it directly.

MOTION: made by Chris Roy and seconded by Yves Descoteaux for the condo association to incur the cost of cleaning all dryer vents in the development on a biennial basis beginning in November 2023. Tom Noll; Jody Lyn LaChance, Barbara Leclercq in favor.

Jody noted there is also an option to replace existing vent covers with a double flapper pest proof vent cover. Many owners did this previously. Kathy Holland will reach out to those who did not to see if they would like to do so this year. The cost to the owner for the vent cover is \$30. Once a

date for the cleaning is scheduled, Chris will notify owners via email.

New Business-

- **Greener Days-** The 3rd application was completed recently. The final winterizing fertilization is all that is left to complete this year.
- **Outstanding work to be completed in 2023-** After review, it was determined that all work the Board had identified for the 2023 year has been completed.
- **Fall Decorations-** The board would like to thank the Garden Committee for their outstanding efforts decorating our development for the fall. It looks great and is much appreciated.
- **Non-Public Session-** With consensus of the board, the President entered non-public session. Session concluded at 6:40 pm with board consensus to move back into public session.

Adjourn:

MOTION: to adjourn made by Yves Descoteaux, seconded by Tom Noll. Jody Lyn LaChance, Chris Royo, and Barbara Leclercq in favor. The meeting adjourned at 6:45 pm.

The next scheduled meeting will be held at 5:30 pm on October 9, 2023, at the Community Center.

Respectfully submitted,

Chris Roy

Chris Roy, Secretary

LMWCONDOASSOC.ORG