

# **PARSON'S POND CONDOMINIUM ASSOCIATION**

## **BOARD MEETING MINUTES**

**June 19, 2023 6:00 PM**

**North Deering Congregational Church**

**In attendance:** Rich Abramson (President), John Romei (Vice President), Susan Isenman (Treasurer), Preston Robison, Terri Colon (Property Manager)

Owners present: Carole Barber, Becky Burns, Dan Warthman, Patty Byers, Bethany Buitenhuys

**Call to Order:** Rich Abramson declared a quorum, welcomed everyone, and called the meeting to order at 6:02 PM

### **Owners Comments and Questions:**

- Rich Abramson shared that following the informational meeting, he contacted Ethan Hipple from the City of Portland and Phil Dube from the Land Trust regarding the concerns that owners expressed at the informational meeting in an effort to determine if there is a mechanism in place to ensure that the residents will remain informed about the plans for the park. Rich stated that he has not yet received a response. He related that he heard the uncertainty that was expressed at the informational meeting, including but not limited to the fence placement and appearance, the trails, and the impact on Parsons Pond.
- This regular Board meeting is an opportunity for us to discuss other issues before the Board.
- Dan Warthman praised the work that the Board has done, especially Rich Abramson and John Romei.

**Approval of Minutes:** John Romei moved to approve the minutes of the April 24, 2023 Board meeting. The motion was seconded by Preston Robison and approved.

### **Treasurer's Report**

**Susan Isenman, Treasurer**

We continue to deposit our monthly contribution to our reserve account of \$5,720.25 and we deposited our 2022 net operating income in the amount of \$2,238.56. As of today, our combined balance in our reserve accounts is: \$168,209.28.

Known expenses that will be coming out of the reserve account:

- The tennis court for which there was a quote of \$10,300 plus nets, etc.
- The rubber mulch and any needed parts for the tot lot
- Priority repairs that are on the punch list. As noted previously, because of the delay in the completion of the painting project we were unable to finish the work that had been planned for 2022. There is \$11,956 remaining in funds from the \$29,500 that had been allocated to be used toward repairs from the 2022 Assessment.

- The report from Criterium Engineers recommends an ending balance in our Reserve Accounts for 2023 of \$173,974. Once we have more information regarding the priority projects and associated estimates, the Board of Directors and Committees will be reviewing and prioritizing projects for 2023 and beyond with consideration of existing reserve funds as well as what will be needed to ensure that necessary maintenance and updates to our property can be completed.

Regarding our operating budget, as noted previously, we are over budget on legal costs, building expenses, snow removal, trash disposal and our cable expenses. Currently, other expense lines are at or below budgeted expectations.

The Finance Committee includes Susan Isenman, Chair, Susan Trusiani-Vice Chair, Rebecca Koerner, Paula Curran and Anna Allen. Our last meeting was held on April 20, 2023. Once the May financial reports are finalized, we will schedule our next committee meeting.

John Romei moved to accept the Treasurer's Report, Preston Robison seconded the motion, and the motion was approved.

## **Consent Agenda**

Follow up will occur with the Buildings and Grounds Committee regarding the status of a submission for a heat pump at 21 Wakely Court.

## **President's Report**

**Rich Abramson, President**

Rich Abramson expressed appreciation to owners who volunteered to work on projects following the annual meeting. The following homeowners were thanked and acknowledged for their volunteer efforts:

- Kim Gordon is in the process of painting the letters on the road signs in blue. An example can be seen on the back of the Cresfield Terrace sign.
- Julie Hale painted the house numbers.
- Sean McCarthy and several of his friends are assembling the Tot Lot.
- Kim Gordon has planted beautiful perennials at the pond.

Rich requested that anyone who wishes to become involved, please reach out.

## **Pond Committee**

**John Romei, Chair**

The Pond Committee consists of John Romei, Chair, Kim Gordon, and Barbara Coye

The fountain is getting closer to the edge of the pond. John contacted Ryan and Tom at Canyon Springs to recenter the fountain.

The flowers are coming up nicely. Effort was made to plant perennials with staggering blooming times.

Rich Abramson recommended that we have a sketch of the area with a description of the plants and labels.

John praised Kim Gordon for all of her work with the plants at the pond. The association has not paid for the plants or the work.

There was a suggestion that we put a table and chairs near the pond.

## **Pool Committee**

## **Becky Burns, Chair**

Becky thanked Terri Colon for her continuing work with the pool committee and her help putting together a comprehensive plan.

Thank you to MaryAnn Shupe for her previous tenure as chair, her continuing service on the committee, and her ongoing diligence in day-to-day operations of the pool.

Becky reported that the pool is open. We had a great opening weekend and first week before the more recent uncooperative weather arrived. We continue to have some heater and sand filter issues and have changed the sand in the filter.

A newsletter with the news of opening and a reminder of the rules was created and distributed.

A large focus of the committee this last month has been to define the parameters of a comprehensive care plan for the pool and gather quotes for that plan. We are expecting to propose a project that will include: (1) new pavers to replace the current ones that create safety concerns; (2) inserted tubes as proper anchors for the pool cover, so that we don't recreate the safety issue, with new pool cover that will fit with the new anchors; (3) new privacy fence to replace the aging fence; (4) landscaping necessitated by the fence replacement and desire to lower landscaping maintenance requirements; (5) project management services by Foreside; and (6) a small amount of new furniture to be purchased during season-end sales. Along with defining parameters, we have spent considerable time selecting preferred materials and components for each of these items.

We have firm quotes for the pavers, tubes and covers. We have estimates and are awaiting final quotes for the fence and landscaping. Project management fees will be a percentage of the total expected cost.

We expect to be finalizing quotes over the next week or two, and we hope to be able to present a recommendation to the board in time for a board workshop before the July meeting. We have been talking with the contractors about doing the work immediately following the end of the pool season in early September 2023.

Becky thanked Jody Douglass for her past service on the committee. We welcome Preston Robison and Elizabeth (Bunny) Polansky as new members of the Pool Committee.

It was asked whether any of the existing pavers would be able to be utilized. It was related that we wouldn't save any money because that type of paver is no longer used and would not be able to be replaced. We will be using the existing bricks that are around the border of the pool.

Carole Barber related that she noticed that some of the blue mosaic tile in front of the pool steps is missing. She was unable to find the tile in the pool. Terri Colon will follow up.

**Buildings and Grounds Committee****Sean McCarthy and Bruce Roberts, Co-Chairs**

No Report

**Community and Communications Committee****Susan Isenman, Chair**

On behalf of the entire committee, Susan expressed appreciation to MaryAnn Shupe for her past leadership and all that she continues to do to make a positive difference for our community.

- The Welcoming Committee Members are Susan Isenman, Chair, MaryAnn Shupe, Carole Barber, Jeannine Lefevre. 20 Parsons Pond Drive is under contract. Once the sale is complete and we have contact information for the new owners, Susan will provide initial outreach to them via email to welcome them and describe our process. When they have moved in, Jeannine and Carole will contact them to drop off a welcoming packet and then schedule a follow up meeting to answer any questions that they may have.
- Addition to the report: Carole Barber and Jeannine Lefevre dropped off the welcoming packet to the owner at 59 Parsons Pond Drive and hope to schedule a follow up visit in the near future.
- Thank you to MaryAnn Shupe for composing and distributing our latest newsletter in June. These newsletters have been a great way to share information with our community.
- MaryAnn Shupe and Carole Barber work on the website. We are in the process of updating the committee lists and other documents to be posted on the website. This is a great resource for current policies, forms, meeting minutes and the owner directory.
- Our Community Events committee consists of Susan Isenman, Chair, MaryAnn Shupe, Patty Byers and Liz Mapes. Braddish Court will be hosting the next Pond Party on Wednesday July 12<sup>th</sup> with a rain date of Thursday July 13<sup>th</sup>.

**Policy Committee****John Romei, Chair**

John reported that the last meeting of the Policy Committee had to be cancelled. When it is rescheduled, items for discussion include:

- Guest parking
- A consistent landscaping policy

The Committee members include: John Romei, Chair, Bruce Roberts, Vice-Chair, Kim Gordon, Dan Warthman, and Carole Barber.

John requested that owners please share thoughts regarding policies with the committee members.

**Property Managers Report****Terri Colon, Property Manager**

Terri reported that she has contacted Bartlett Tree Services.

Terri has been working to get definitive quotes for the components of the pool package.

Terri related that Sean McCarthy emailed her to request that she contact CR Services regarding necessary work. Terri will follow up with Chris at CR Services.

Terri reported that she has received the final quotes for the roofs. She will send the estimates to Rich Abramson, Bruce Roberts and Sean McCarthy.

There was a question as to how many roofs we plan to do at this time. There are 3-5 rear roofs that need to be done at this time. A phased in approach had been discussed. The roof assessments and estimates will need to be reviewed before a definitive decision is made.

## **New Business**

Rich Abramson reviewed the five recommendations that were made by owners at the June 13, 2023 Informational Meeting. The Board of Directors had discussion regarding each of the suggestions followed by a vote as to how to proceed.

1. Create a committee to form recommendations for consideration by the Parsons Pond Board of Directors about different perspectives and a possible meeting with the City of Portland and the Land Trust.
  - John Romei related that he and Rich Abramson have had meetings with Ethan Hipple and the Land Trust and that the meetings have gone well. They have been given assurances that Parsons Pond will have meaningful input regarding the appearance and location of the fence.
  - Both Rich and John live on Cresfield Terrace and have developed a rapport with Ethan Hipple and the Land Trust and have had their input welcomed.
  - The focus of the Parsons Pond Board of Directors needs to be on what is best for all 59 units in our Association.
  - John Romei moved that we continue to be represented by the current committee of Rich Abramson and John Romei. Susan Isenman seconded the motion and the motion passed.
2. Approach Mrs. Haverty to consider an easement to Parsons Pond.
  - The property is under contract and the closing date is near. A change would be in violation of the contract.
  - Susan Isenman moved not to approach the current owner to request an easement. Preston seconded the motion and the motion passed.
3. Start legal action to take the current encroached upon property by Adverse Possession.
4. Consult with an attorney to see whether an Adverse Possession Action might be warranted (one hour consult)
  - Recommendations #3 and #4 were considered together.
  - John Romei related that the only property that could possibly meet the criteria is 4 Cresfield Terrace.
  - John Romei and Bruce Roberts do not feel that this situation meets the criteria for Adverse Possession. Martin Tartre was uncertain.
  - John related that it is unlikely that a competent attorney would bill for only one hour for a consultation about this situation.

- If a lawsuit were filed to take land that isn't ours, it would only impact one property and possibly part of another.
  - A lawsuit would provoke an adversarial relationship.
  - IF we did win the lawsuit, we would need to pay taxes on the land and pay large legal fees.
  - The land is not ours.
  - John Romei moved not to seek consultation with an attorney and that we not move forward with legal action to take the encroached upon property by adverse possession. Preston Robison seconded the motion and the motion passed.
5. Seek a meeting between the Parsons Pond Board of Directors, Ethan Hipple from Portland Parks and Recreation, and the Portland Land Trust.
- In his communication to Ethan Hipple and the Land Trust, Rich Abramson inquired as to ways that the residents of Parsons Pond may be kept informed as plans move forward and the park is developed. They have expressed a willingness to work collaboratively.
  - The decision was made to defer action regarding scheduling a meeting until return communication is received from Ethan Hipple and the Land Trust.

**Adjournment:** Susan Isenman moved to adjourn the meeting. Preston Robison seconded the motion, and the meeting was adjourned at 6:59 PM.

Respectfully submitted by Susan Isenman, Treasurer for Susan Trusiani, Secretary