

Sundown Condominium Association Annual Meeting 2021 Minutes      Held February 6, 2022

Barbara DeAngelis opened the meeting at 9:05, welcoming those in attendance.

A roll call was performed. There were 10 units represented in person. There were 9 proxy votes. Of 31 units, 19 were represented.

Members of the Board of Directors were introduced with Charles Mihle on zoom. Marion Monson, Barbara DeAngelis and Mark Granoff were present.

Minutes of the last annual meeting were moved, seconded and passed unanimously.

New members since the last annual meeting include Renee and Jack Chapman in 63C, Larry Roberts in 22A, Craig Howland in 22C and Eric and Tracey Lonnqvist in 36C. None were present.

Mark Granoff gave the Year in Review. He began by thanking the volunteer Board of Directors for their hard-working efforts. Marion Monson and Barbara DeAngelis were thanked for their work to preserve and improve Sundown. Charles Mihle headed the new street lighting project and was in regular contact with the city and state over water management issues. This required comprehensive effort. He then addressed major items accomplished this year:

- New Declaration and ByLaws passed and submitted to the state. Work done by Attorney Robert Ducharme, the existing Board, and former Board member Pat Rowell.
- Fence repairs along Route 11B by Mark Granoff. Materials ordered \$800. Labor was free!
- Certapro did trim and rot repairs.
- Street lights were repaired with an extensive wiring effort. The cost of \$27,385 was paid from our reserves. The work was done by TNT Electric of Laconia.
- The Landscaping Committee did much sprucing up of our property.
- The Standards Committee was formed.
- Dryer vents were inspected and cleaned out externally.
- Spring and fall spraying for ants was performed
- Budgeting and accounts payable was maintained.

Cheryl Dickinson, chair of the Landscaping Committee, spoke via zoom about the work done by her committee. It included removal of weeds, planting perennials and dwarf trees, as well as pruning. Hopefully, much of the planting will survive this winter.

Dan Shaugnessey, chair of the Design Standards Committee, spoke of the template he created for doors, storm doors, windows, house lights and other aspects which all owners are responsible for now. The goal is to have consistency among buildings in our complex.

Marion presented the proposed 2022 budget and explained that new this year is a copy of unit insurance must be submitted by 3/6/22 and the annual mortgage form is due 3/6/22. Any unit planning to have over \$1000 in construction must notify the Board IN WRITING. Anyone with a change in the status of their deed must notify Marion. She checks deeds twice yearly.

The financial report is for 14 months, reflecting 2 months of 2020 and 12 months of 2021. The cost of revising our 35 year old Bylaws and Declaration (with the recording fees and attorney fees) was \$6,479.00. Building maintenance totaled \$7,235.00. As previously mentioned, the emergency street lighting project was our largest non budgeted item. The money for this was removed from our reserve account. Sundown collected \$1,185.00 from real estate transfer fees sold in 2021. Collected fees were placed in our reserve account.

The Line of credit is now beginning the third year of monthly payments. After 12/31/2022, there are 2 years remaining on our five-year loan. The open balance is \$105,577.75.

The 2022 budget has increased by 5% to 7% to cover inflationary costs. Swale cleaning and catch basin cleaning are scheduled for this year. There are some fence/divider issues requiring repair. These are part of the maintenance category.

The capital expenses planned are \$7,000 for painting and carpentry on buildings. We have estimated \$8,000 to resurface our main drive, walkways and parking keys.

Our largest expense is landscaping. This includes tree removal, mulch, fertilizing, lawn care, snow removal, flower pot care and more. We propose to replace the drip stones around some buildings and at the entrance.

It is the suggestion of the Board of Directors to keep the condo fees at \$395.00 monthly. This should allow us to keep up the maintenance and care of our wooden buildings, while continuing to build our reserve account. Currently, all units are up to date on payments.

The proposed budget and condo fees passed unanimously.

No one volunteered to be President, after much discussion. The current Board will remain in place and discuss how to get a fifth member, ideally a President.

A discussion with a representative of Comcast will be held by the Board. It will be up to individual units to choose to tie in or not. Members present were definitely in favor of pursuing this.

Questions were related to the unregistered car(s) of our neighbor on Ashley Drive and the practice of dumping grass clippings in summer close to our property from another neighbor on Ashley Drive. In response to the Design Standards report, Lois Shaughnessy feels the need to update our external light fixtures to make them uniform. The Board agreed to discuss this. The cost would be borne by Sundown, initially, then assessed back to each owner.

The meeting adjourned at 10:30 am.

Respectfully submitted,  
Barbara DeAngelis, Secretary