

Sundown Condominium Association Summer Informational Meeting
June 30, 2019

Our President Marc Houle welcomed everyone and opened the meeting at 8:34 am. Owners present introduced themselves. Twenty-four (24) unit owners were present.

Marc displayed the power point presentation which had been mailed to all owners. This gave an outlook of where we are financially and projected the costs to operate a healthy condominium complex for the next ten years, as well as making sound decisions every year.

Following the presentation, a comment /question period was held.

Q— Re: our reserve funds, what is the recommended reserve?

A— A minimum of \$75,000-\$100,000. The amount that should be allocated toward the reserve is 20% of the monthly condo fee (example: if our fees were \$300.00, 20% extra should be collected and applied to the reserve, making the condo fee \$360.00). 10% is the minimum.

Q—What is our reserve today?

A— \$17,000. It should be between \$75,000 and \$100,000. We can accomplish this by planning ahead, managing our resources and having a viable 10-year plan.

Q—If windows and doors are currently covered, what was done at 22B this year?

A—Two casement windows in the rear of the unit were totally replaced with double-hung windows which match the windows on the second floor. These are the windows below the arches. The arches were not in need of replacement. The frame of the windows had rotted, requiring a complete replacement. On an informative note by an owner, it was stated that most of the complex has Anderson/ThermaTru products. As such, in many cases only the sash needs to be replaced. The same is true of doors as the door sills are adjustable. That being noted, in some of the older buildings the sills are so old and compromised, they are no longer adjustable, making replacement the only option.

Q—Why doesn't the front door recently replaced on 59A match the others?

A— The wrong door was delivered and installed. The contractor and the owner have both been notified of the error. The correct door will be installed in the next few weeks.

Q— How is the damaged fence being paid for?

A— The uninsured driver who damaged some sections of fence is adhering to a monthly payment plan agreed to by the Association.

Q— How much insurance should unit owners have on their units in case of a major disaster such as flooding within the unit?

A— The Association cannot mandate an amount. In light of recent events (2 units flooded **not** due to low temperatures), \$125.00 per square foot is recommended for replacement from studs in. Those who have recently experienced these disasters spoke of their losses and the costs associated with inadequate insurance coverage. It was mentioned that the water damage removal process by a company like ServPro can consume much of one's coverage. It was suggested that units be insured for the full value of their unit. Be sure your insurance agent has the full ByLaws with all the amendments.

Q—Is there a device to alert owners of potential water leaks?

A—The owners of 42C, 7C and 36B explained what they have recently purchased and installed. These include shut off valves that can be remotely or automatically shut off. There are also sensors that can be located near toilets, water heaters and other water sources. Some of the options allow for wi-fi connectivity for remote monitoring and control.

Q—Since buildings 59 and 63 have sprinkler systems, they cannot just turn off the water. Therefore, should they turn off water to all toilets, sinks and water heaters when away?

A—Yes. That seems to be the only reasonable solution.

Q—The state of NH laws regarding condominiums have changed. How does this affect us?

A— Several of State laws have been changed or added. This is one of the reasons our ByLaws need to be changed.

**Example: 2016 New Hampshire Revised Statutes Title XXXI -TRADE AND COMMERCE
CHAPTER 356-B CONDOMINIUM ACT**

356-B:40-c Adoption of Budgets and Special Assessments.-

I The board of directors, at least annually, shall adopt a proposed budget for the unit owners' association for consideration by the unit owners. Not later than 30 days after the adoption of a proposed budget, the board of directors shall provide to all the unit owners a summary of the budget, including any reserves, and a statement of the basis on which any reserves are calculated and funded. Simultaneously, the board shall set a date not less than 10 days or more than 60 days after providing the summary for a meeting of the unit owners to consider ratification of the budget. Unless at that meeting 2/3 of all unit owners or any larger number specified in the declaration reject the budget, the budget is ratified, whether or not a quorum is present. If a proposed budget is rejected, the budget last ratified by the unit owners continues until the unit owners ratify a subsequent budget.

II The board of directors, at any time, may propose a special assessment. Except as otherwise provided in paragraph **III**, the assessment is effective only if the board of directors follows the procedures for ratification of a budget described in paragraph **I** and the unit owners do not reject the proposed assessment.

III If the board of directors determines by a 2/3 vote that a special assessment is necessary to respond to an emergency:

a. The special assessment becomes effective immediately in accordance with the terms of the vote.

b. Notice of the special assessment shall be provided promptly to all unit owners.

c. The board of directors may spend the funds paid on account of the special assessment only for the purposes described in the vote.

Q—The Association ByLaws currently prohibit generators. If a unit owner wants/needs one, how is this accomplished?

A- The ByLaws would have to be changed. If 2/3 of owners are in favor of it, it would be permitted. Permanent generators use propane. In trying to maintain the aesthetics of our community, propane tanks would have to be placed behind fences/shrubs as almost all buildings have little additional land for such purposes. If portable generators are granted in the residency rules or ByLaws, these would only be allowed during an emergency, and would need to be located behind each unit. Permanent generators would require a permit

from the Laconia Fire Department and be installed by a licensed electrician.

Q—To change the ByLaws with full owner input (before voting) do owners communicate with Board?

A— **Yes. Owners are asked to submit ideas for changing to the sundown president email address by September 1, 2019. (sundownpresident@sundown.us) The Board will prioritize and consolidate these ideas to send to Mr. Geringer who volunteered to draft them before being sent to our attorney in NH.** The ideas will be reviewed and distributed to all of the owners. The response of the owners will help determine the recommended ByLaw changes. After Mr. Geringer has reviewed these changes, he can begin drafting our ByLaws. Once completed, it will be submitted to our NH attorney for review and then voted on by the members. There will be an expense to complete this process and it will be time consuming. However, once the ByLaws are rewritten, thus being readable and easily understood, much of the existing confusion should be eliminated. Many owners stressed that the re-writing of the ByLaws is CRITICAL.

Q—There are wet areas behind 63C, impeding sale of the unit. What can be done?

A— Sundown has paid to correct this problem twice. Neither of the times did it work. We were told that there is ledge immediately under that area. Our landscaper will be asked to do an assessment of the area to suggest any possible remedies.

Q—Areas by my unit require seeding. Will the landscapers do it?

A—Our contract specifies that the landscapers only reseed areas damaged by snowplowing. An estimate will be asked for by units 59A and 59D. If so, those areas will need to be watered regularly by owners. Many owners have purchased their own seed and watered it.

Q—The non-landscaped area behind building 12 is a mess. What can be done?

A— This area is not covered by contract. Our landscaper has been asked for an estimate to clean out leaves, small growth and dead trees from that area as requested by the owners. We are awaiting that estimate.

Q—On what are we proposing a vote at the annual meeting?

A—The new ByLaw document (if completed prior to the meeting, which may include removing windows and doors in individual units from the association's responsibility to repair or replace), the use or installation of generators. The 2020 budget will be presented during the meeting and voted. Please review the earlier question on state changes.

Q—Is the Board planning a special assessment at this time?

A—We are hopeful that if we remove windows and doors from the responsibility of the Association, we can limit our financial risk and thus limit the need for a potential assessment in the future.

The Board informed those present that our insurance company performed an on-site inspection of the complex. Any noted infractions pertaining to particular unit owners and those pertaining to the Association have until August 15, 2019 to resolve the concerns.

A round of applause was held for Vin Martino, past President. Another round of applause was held for Charles Mihle, who volunteered and completed painting of the Sundown sign.

The meeting was adjourned at 10:25 am.

Owners present at the meeting who are impacted by the in-ground oil tank removal process stayed to hear new information on the topic.

Respectfully submitted,
Barbara DeAngelis, Secretary