

SUNDOWN CONDOMINIUM ASSOCIATION ANNUAL MEETING MINUTES

Saturday, January 30, 2021

Marc Houle opened the meeting at 9:07 am welcoming everyone.

First order of business was to perform a roll call. 25 units were represented in person or by proxy.

After the roll call, each board member introduced themselves.

The secretary (Barbara DeAngelis) cited the proof of the notice of the meeting.

Pat Rowell read the previous meetings minutes. After reading the minutes, Mark Granoff made a motion to approve the minutes. Mike Andriski seconded the approval.

Seven units were sold last year. Barbara introduced the new owners; 7A (Nick and Michelle DiTomaso), 7B (Ann Lee), 12A (Dan and Lois Shaughnessy), 15C (Kathleen Hill), 22B (Mike and Deb Andriski), 59B (David and Elaine Dalton), 63C (John and Renee Chapman).

Marc gave a year in review.

- 4 building roofs were completed (buildings 12, 15, 35 and 63). All of the roofs have been completed over the past few years.
- CertaPro repaired substantial wood rot to the buildings and repainted buildings 7, 12, 15, 22, 35, 42, 59 and 63.
- The fence was damaged again in December by the state plowing Route 11B. We will contact American Fence for a quote to repair this spring.
- All building exteriors were treated for insects this past spring and fall. We recommend that every unit have the interior treated yearly.
- For new owners, Plantation Beach is deeded to each unit. The yearly maintenance fee is required from all owners.
- Marc reminded all owners of the importance of maintaining the interior temperature at 55 degrees.
- Owners were encouraged to check with their insurance agent for appropriate coverage of the interior. Mark Granoff spoke to the high cost of repairing his unit after a flood. Both Marc and Pat spoke about a phone app to control water flow.

Marion Monson (Treasurer) presented the financial report and thanked owners for their timely payment of condominium fees.

The proposed budget for 2021 is \$92,639.00.

The landscaping budget has been increased due to a few factors:

- \$4300.00 for additional tree removal by our tree expert.
- At the request of several owners, the board approved the use of a pet friendly salt pellet on the main road in winter.
- Planting of new trees and bushes
- Hauling excess snow from the complex (heavy equipment is required)

There was a surplus from the 2020 maintenance budget. \$13,110.20 was transferred into the reserve fund.

Maintenance items expected for 2021:

- Repair and rebuilding of some street drains.
- One deck divider needs repair, and another needs to be rebuilt.
- We need to repair the fence along 11B.
- Inspection of the building for any rot damage to the siding.
- We plan to have catch basins cleaned (every 2 years).
- The dryer vent cleaning is scheduled for every 3 years.

Marion reported that our insurance rate has increased \$118.00 per year due to the increase in

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our fidelity bonds amount.

The Attorney/ accounting category has increased due to the rewriting our Declaration and ByLaws.

Marion broke down the roof payments and painting payments from our line of credit.

We used \$173,423.00 of the \$200,000.00 line of credit approved at our last annual meeting.

She provided a copy of the line of credit amortization to 11/1/20. The line of credit has a fixed interest rate of 5.75%. The minimum term of the line of credit is 60 months. If the line of credit is paid before 60 months, a penalty would be incurred.

The reserve balance as of 11/1/2020 is \$66,783.13.

The Board of Directors has recommended the proposal to continue the condominium fee at \$395.00 per month for the 2021 year.

Election of board members was requested by the owners.

The attorney hired to rewrite our Declaration and ByLaws was not able to be present. Marc informed owners that a zoom call would be scheduled with the attorney. All owners will be provided the information to join the zoom call.

He proceeded to explain some of the information mentioned after the attorney reviewed our existing ByLaws. The attorney stated that our current ByLaws clearly define a distinction regarding the property boundaries that separate each unit and common area.

The windows and doors should have always been the responsibility of unit owners.

There was one window and one door repair requests received in 2020 prior receiving knowledge that this should be each unit owner's responsibility. Marc mentioned that the board will honor its word to repair these items.

Other items discussed / explained.

- Laconia assesses taxes on each unit and 1/31st of the associations common area.
- Proposed reserve transfer fee would be payable by buyers.
- Responsibility for chimney repair will have be answered by the attorney.
- Deck replacement will be paid by the association and back charged to the unit owner.
- Board of Directors needs to create uniform standards for windows, doors and decks.
- COI is required for work done by others on each unit.
- Work required by the association on limited common area that only benefits one or a limited group of owners, would be back charged to those units.
- Mark Granoff noted that the prior ByLaws offered ambiguities. New draft is commendable.
- Elaine Dalton noted the new by-law draft "reads better" and mentioned that the most impactful part of the new ByLaws is where it describes and or affects the right of ownership.

Members were asked if they would like to form a committee to help determine how to best spend money added to the landscaping budget. Five (5) members volunteered: Elaine Granoff, Deb Andriski, Charlene Alabiso, Lois Shaughnessy and Michelle DiTomaso.

The election results of the board members were announced. Marc Houle, Marion Monson, Barbara DeAngelis, Pat Rowell and Mark Granoff have been elected to serve on the board.

The proposed budget for 2021 was approved.

The meeting was adjourned at 11:12 am.

Respectfully submitted,

Barbara DeAngelis, Secretary