

Sundown Condominium Association
Annual Meeting March 22, 2025
Via Zoom

The meeting was called to order at 10:00 am Eastern Time.

Board members present included, Mark Granoff, President; Marion Monson, Treasurer; Charles Mihle, Member at Large.

The President opened the meeting to welcome participants and provide information Regarding the process for the all Zoom meeting. He also introduced the Members of the Board to participants.

A roll call by unit was conducted by Marion. 18 units were represented at the meeting. and an additional two units were represented by proxy. Mark requested approval of the March 2, 2024 Annual Meeting Minutes; and welcomed the new owner of unit 22A. Mark also expressed the Sundown community appreciation to Barbara DeAngelis who is stepping down from the Board. He thanked her for the many years of hard work and dedication she has given to Sundown. She was a very valuable part of the Sundown board and will be greatly missed. Mark addressed that we have two positions open on the Board of Directors. One for Secretary and one for Member at Large.

The President presented the Year in Review report.

- Foundation repair at Building 59, unit D has been completed. The cost was \$1,619.00. Mark expressed that we contacted Granite Gate Estate multiple time with request for reimbursement from them for the repair. All with no avail. The Board of Directors determined after legal consultation that the cost of service by the County Sherrif into Massachusetts exceeds our bill. Due to this cost no further action was taken. We may peruse this in 2025 with legal counsel.
- Tree work with Arbor Tech was conducted at building 7, 15 & 27 and by the mailboxes. Old growth pine and locust trees were removed and significant pruning was undertaken at a cost of \$9,000.00.
- Certapro Painters performed trim and rot repair/painting on buildings 7, 15, and 36. Power washing was conducted on building 59 & 63.
- Sprayed to control carpenter ants and bees was conducted in both spring and fall.
- Repair of the fence was performed by Mark at 12A due to car crash in 2024.
- Mark spoke about Sundown's obligation with regard to the established sewer line Escrow account. The account has been established for \$5,000.00 with Bank of NH.

Budgeted Project 2025

Mark presented a list of projects that will be addressed in the 2025 Budget.

- Arbor Tech Tree Service – will perform tree work including trimming, pruning and limited tree removal to help with the overall Arbor health of Sundown.
- Incremental paint and repairs will be performed by Certa Pro once a walking assessment has been conducted by Mark and CertaPro.
- Ice damage repairs will be conducted at unit 59A.
- Siding and roof leak repair will be conducted at unit 22C.
- Dryer Vent cleanout's from outside will be performed.
- Insect spraying with Kevin from Suncock Pest Control will be performed in spring and fall.
- Minor fence repairs with material we have in stock will be performed in the spring.
- We will assess the mail box receptors and determine cost for replacement versus repair for 2026 Budget.

The Budget Report and Financials presented by Treasurer included:

- All unit owners are up-to-date with condo fees payment as of 12/31/2024.
- Additional income included a \$790.00 transfer fee from the sale of Unit 22A. These funds were placed in the reserve account. Sundown was also reimbursed \$1,100.00 from the insurance company for the driver that caused damage to our fence in January 2024.
- Sundown's largest expense is landscaping. The GLL contract will expire in April of 2026. Our ground maintenance cost for 2024 was \$30,750.00. Our cost for 2025 will be \$31,878.00. Mulch has increased from \$4,250.00 to \$5,000.00 for the 2025 year. The landscaping category also included tree removal work for 2025 at a cost of \$13,470.00. The category also included our fertilizing program, flower barrel service, \$300.00 for snow removal above our contract with GLL. And \$500.00 for the Landscape Committee
- Insurance cost for 2025 Budget year has increased from \$21,370.07 to \$23,950.00. This is a 12% increase in insurance costs for the 2025 year.
- The 2025 Budget included dryer vent cleaning at a cost of \$2,800.00 which was last performed in July 2021. This will be for outside cleaning only.
- Swale Cleaning will be performed in 2025 at a cost of \$1,700.00. The last swale cleaning was performed in October 2022.
- Our 2025 budget represents \$12,000.00 for paint and rot removal with CertaPro.
- We have met our obligation regarding the sewer requirement for an Escrow Account for our sewer line. This \$5,000.00 has been placed into an account for 10 years with Bank of New Hampshire

- Our line of Credit for roof replacement with Bank of New Hampshire has been Paid in full as of November 2024.
- A discussion followed about roof and painting. One roof is 11 years old as of 2024. We will need to start the process of repainting our building again. The Buildings were painted in 2019. Hence the importance of building our reserve account. Marion noted that the BOD goal is to have a well-funded reserve. Keeping in mind that reserve funds help in the essential planning of future repairs and budgeting. We want to build our reserve so we can continue on a maintenance schedule and preserve our community.
- The Board proposed that we maintain the monthly condo fee at \$395.00 per month and continue to build our reserve account.

Cheryl Dickenson, Chair of the Landscape Committee, provided a review.

- Reported on the condition of the front beds, the addition of flowering plants., and the evaluation of trees by the arborist.
- The Committee also discussed plans for tree work, pruning of rose bushed and other areas. Mark and Cheryl discussed plans for future tree growth and planting. Mark thanked Cheryl for the committee's work.

Voting for the two open positions on the Board of Directors was conducted. There were no volunteers for the Secretary position. This position will remain open. Charlene Alabiso, from Unit 7C volunteered for member at large. The position received 14 votes with 1 abstention and zero objections. The motion was carried to have Charlene serve on the board as member at large. The Board also presented on the floor a vote to accept the 2025 Budget and the continuance of the \$395.00 monthly condo fee and the request to build the reserve account. All voted in favor with no abstention or objections. The motion was carried.

The meeting was opened to owner participation and questions. Only one owner participated.

- Steve Garinger, Unit 59D inquired if Members at Large are able to vote during Board member meeting. Mark responded yes.
- Mr. Garinger also asked if checks had a second signature line. Marion said yes.
- Marion took the opportunity to remind the members about our website. SUNDOWN.US. She expressed how this site contains our latest version of the Declaration and Bylaws. As well as a host of information (past newsletters, Annual reports). She instructed people to take our documents from the website and have their insurance company review the material to ensure that they are carrying proper insurance values on their unit. As the BOD is not able to provide you with figures on what to carry. This is against our Director's and Officer insurance policy.

The floor received a motion to adjourn the meeting. The meeting was adjourned at 11:01 AM