

# Winfield Commons Condominium Association Meeting

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## **Officers in Attendance:**

Dan Engelhardt - President

Chuck Privalsky - Treasurer

Cheryl Engelhardt - Secretary

Meeting began at 6:20 pm @ Unit 12

<b><u>Unit Owners Present</u></b>	<b><u>Unit Owners Not Present</u></b>
Unit 1 - Jim & Louise Schutt	Unit 4 - Mary & Kate Collins
Unit 3 - Chuck & Alice Privalsky	Unit 5 - Mike & Jan Follis
Unit 6 - Lynn Fishburn	Unit 8 - Donald Farrelly
Unit 7 - Wendy Moore	Unit 11 - Sharon Hooper
Unit 9 - Mark & Martha Whitmore	Unit 14 - Sam & Linda Greene
Unit 12 - Dan & Cheryl Engelhardt	
Unit 13 - Harry & Debbie Nielson	
Unit 15 - Lucille Simard	
Unit 16 - Rob & Cara Reimer	

**Meeting was called to order & quorum established by Dan Engelhardt**

## **Secretary's Report** - Cheryl Engelhardt

Motion was made by Cheryl to accept the minutes from 2023. Chuck Privalsky approved the motion and it was seconded by Dan Engelhardt.

Any new contact information by owners should be updated with Cheryl.

## **Property Manager's Update** - Harry Nielson

Dryer vents will not be cleaned this year since they were cleaned last year.

Gutter covers were installed in May

We will no longer be using Mainly Grass for fertilizing. Mike Follis, Harry Nielson, Chuck Privalsky and Mark Whitmore have been doing this and it has been saving the association a significant amount of money.

Hedge trimming is also being done by volunteers, Harry Nielson, Chuck Privalsky and Mark Whitmore. Unit 1 opted to trim the bushes around their unit.

Lawn mowing and snow removal will be done by JCB (Toby). The cost is 10% less than last year.

The septic pump system needs to be maintained and checked for potential backflow issues which have occurred in the past. Rob Reiner inquired about having a service contract with the pump company. Chuck will be checking on that and scheduling a service call with Stevens Pump.

Several sections of fencing are in need of repair. Harry has reached out to the contact for fence repair. He has not heard back from him but will reach out again. Eventually 78-80 sections of fencing will need to be replaced.

Harry explained the potential need for gas alarms in all units. Although it is not required by the state, some unit owners expressed concerns about unoccupied units not having them. Cheryl made a motion to require all unit owners to purchase a gas alarm. It was seconded by Mark. Harry will be investigating the cost and making recommendations.

The roof on units 11 & 12 will be done sometime after October 1st

Painting of the ornamental sections of several units is needed for several units. Harry has a contact for this who will be charging a minimal fee compared to most painters. Harry will be organizing.

## **Financial Report** - Chuck Privalsky

Chuck reviewed the **2023-2024** operating budget.

- Fixed expenses were down 1.96%.
- Project costs were up 5.25%
- Income was up by 1.44% due to fees from new owners in unit 16
- Project expenses were up by 48.6% due to the addition of gutter covers for each unit
- Assets balance is currently \$58,189.00

Chuck reviewed the **2024-2025** proposed operating budget. Noted increases were as follows:

- Property maintenance - down by 10%
- Annual electric - up by 6%
- Insurance - up by 20%
- Cash reserve - up by 25%
- Lawn treatment - down by 85%
- Miscellaneous landscaping - up by 10%
- Project money - down by 36%
- Total expenses are \$64,000.00 - up by 12%
- Total income - \$64,000.00 - maintenance due increases

Projects for 2024-2025 budget include:

- Tree work - up 33%
- Fence repair - down 60%
- Power washing
- Painting

**\*\*The condo association quarterly fee has increased to \$1,000.00 per quarter.\*\***

Unit owners have prepaid \$1,100.00 for the first quarter of 2024. This was an overpayment of \$100.00.

**Unit owners will pay \$966.66 for the remaining three quarters of the budget year.**

**Payments are due on: 10/1/24 - 1/1/25 & 4/1/25**

Wendy Moore made a motion to approve the 2024-2025 budget. It was seconded by Alice Privalsky.

**Old Business** - Dan Engelhardt

Board nominations were reviewed. Dan will remain as President. Cheryl will remain as secretary.

Chuck nominated Louise Schutt for the position of treasurer. This was seconded by Alice Privalsky. The vote was unanimous.

Parking issues were discussed. Cars parked on the road leading into the development are being left. Winter snow removal is an issue. A discussion about limiting the number of cars per unit led to other parking related issues and amending the bylaws for the association. A committee was formed to review all existing bylaws and documents for the association. Each committee member will review a section of the bylaws and highlight potential changes that could be made. The committee will then present it to the Winfield Commons officers for review and approval. Committee members for bylaws review are, Wendy Moore, Debbie Nielson, Martha Whitmore, Jim Schutt and Cheryl Engelhardt.

A discussion was held regarding unit owners who are away from their units for an extended period of time (more than one week). In the event of an emergency, contacts should be given to an officer of the association in case of fire or another emergency. Cheryl will contact unit owners regarding this request.

Meeting was adjourned at 7:30 pm

*Minutes prepared by:*

*Cheryl Engelhardt*

*Secretary - Winfield Commons Homeowners Association*

