

# Winfield Commons Condominium Association Meeting

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## **Officers in Attendance:**

Mark Whitmore - President

Louise Schutt - Treasurer

Cheryl Engelhardt - Secretary

Location: Visitor Parking Area

<b><u>Unit Owners Present</u></b>	<b><u>Unit Owners Not Present</u></b>
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Unit 2 - Jim & Louise Schutt	Unit 8 - Donald Farrelly
Unit 3 - Chuck & Alice Privalsky	
Unit 4 - Mary & Kate Collins	
Unit 5 - Mike & Jan Follis	
Unit 6 - Lynn Fishburn	
Unit 7 - Wendy Moore	
Unit 9 - Mark & Martha Whitmore	
Unit 11 - Sharon Hooper	
Unit 14 - Sam & Linda Greene	
Unit 12 - Dan & Cheryl Engelhardt	
Unit 13 - Harry & Debbie Nielson	
Unit 15 - Lucille Simard	
Unit 16 - Rob & Cara Reimer	

## **1. Call to Order**

The meeting was called to order at 6:15 am by the newly appointed HOA President, Mark Whitmore, who will serve as President until June 2025. At that time, an election will be held to nominate and elect new officers.

## **2. Vendor Management**

Mark Whitmore, Jim Schutt, Chuck Privalsky, and Harry Nielson will collectively manage vendor relations. All vendor-related issues should be directed through Mark.

### **3. Pet Waste Reminder**

Residents are reminded to clean up after their pets to maintain the cleanliness of the community.

### **4. Parking Concerns**

The HOA's insurance company has indicated that improper parking poses a liability risk. Accidents or blocked emergency vehicle access could result in increased insurance rates or potential loss of coverage.

- Residents should park vehicles in their garages and driveways.
- A discussion took place regarding a private arrangement with Luxe MD (the business located in front) for additional parking.
- **No street parking** is allowed within the development.
- **No parking between garages** is allowed unless there has been an agreement between connecting units.
- Long-term guests should park on North Street if additional parking spaces are needed.
- Sharon from Unit 10 raised concerns about long-standing parking practices over the past 18 years and inquired whether the new restrictions are clearly outlined in the insurance policy. Louise confirmed she has reached out to the insurance company and they stated that it is a liability to the HOA. Mark and Louise also contacted the local police, fire department, and code enforcement officer who have also provided confirmation that the entrance road is a fire lane and cannot be used for parking.
- Sharon also expressed concerns regarding vendor parking. Vendors are expected to use designated visitor spaces or residents' driveways. As long as cones are placed to reserve spots, no issues should arise. It was reiterated that road parking is prohibited for all parties.
- Visitor parking is limited to two designated spaces. Additional visitor vehicles should park on North Street.

### **Overnight Parking on North Street**

Barbara, Unit 14, asked if overnight parking is allowed on North Street. It was confirmed that overnight parking is permitted, except during city parking bans.

### **5. Bylaws Committee**

A committee has been formed to review and update the bylaws. Cheryl has obtained boilerplate templates and will schedule a meeting to review them with the committee.

### **6. Special Parking Request**

**Lynn** shared that she is managing health issues and will place a POD in her parking spot to assist with packing some of her belongings.

### **7. Fence Repairs**

Fence posts require replacement. Jim Schutt is handling this, but due to budget constraints, the repairs may be postponed until next year.

### **8. Roof Replacements**

Roof replacements for **Units 11 and 12** are scheduled.

### **9. Tree Removal**

A tree located on the side of Lucille Unit 15 property is under review by the City of Saco. Mark is in communication with the city and expects an update within the week.

### **10. Tree Services**

**Harry** mentioned that Jackson Tree Service is available for any residents needing tree services. Contact Harry for more information.

### **11. Financial Matters**

Louise collected checks for Q4 2024 HOA dues.

### **12. Adjournment**

The meeting was adjourned at 6:40 PM.

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### **Minutes prepared by:**

Cheryl Engelhardt

Secretary, Winfield Commons Homeowners Association