

MINUTES ANNUAL MEETING  
MAY 3, 2016  
**MOUNTAINVIEW CONDOMINIUM ASSOCIATION**

Attending: Scott Nelson (65B), Kathy Sullivan (14B), Carol Crafts (59), Cheryl Daggett (10B), Nanci Schwartz (65A), Tim Viles (14A), Bill & Mariellen Hayre (16B)  
Donna Golec and Bob Sears (Kendrick Property Management Company).

Meeting was called to order at 6:07 p.m. Additional proxy nominations were submitted giving us a quorum of unit owners.

**Minutes from 2015 Annual Meeting.** Reviewed. A motion was made and seconded to accept these minutes.

N. Schwartz began the meeting by explaining that the primary objective of the Board of Trustees is to build up our reserve account so that the Association can meet its maintenance objectives and look at our long term needs. Some items, such as repaving driveways, may need to be put on hold and put off to the future. D. Golec further emphasized the need for planning of projects and she handed out a 5-year capital improvements plan.

**Property Manager's Report.** D. Golec of Kendrick Property Management updated us as to our financial situation.

The major item that is affecting our financial situation is an insurance claim for burst water pipes in Unit 10A. The Association is responsible for damage to the structure of the unit. The Association was awarded insurance money for the needed repairs. This claim may cause us to see an increase to our insurance rate. Kendrick Property Management will contract out the work and oversee the repairs. A separate category has been created on our financial statements to track and account for the work that is being done.

A discussion followed regarding the Association's liability for malfunction of mechanical items. The Mountainview Condominium Master Deed (which can be found on the Kendrick Property Management website) outlines what the Association is responsible for and what unit owners are responsible for. This summer, our insurance proposal will go out for bid.

Our budget is in-line with our income. We currently have a small profit due to the fact that one of our units has paid up back due arrears.

There was a discussion regarding our septic loan and the balance remaining. One unit was sold and their portion of the septic loan was paid off and the monies applied to our loan principle. K. Sullivan asked if the loan could again be recalculated in order to further reduce our monthly deficit. One objective of the Board of Trustees is to pay off this loan. It was also suggested that we look at depositing the monthly difference into our reserve account for the use in future projects. No definitive action was taken at this time.

D. Golec asked B. Sears to give us an update on the general maintenance of our property. Bob said that we have completed a number of large projects and that the immediate concern will be small repairs to our property.

D. Golec brought up a question regarding windows and the replacement of them. As our units age, windows may need replacing. Replacement windows should maintain the same look as we now have – vinyl outside and wood inside. Windows are a unit owner's expense to replace.

**Old Business.**

N. Schwartz brought up the fact that we have yet to purchase a reserve sump pump for the Association. This sump pump would be used in emergency situations (i.e., when stores are closed and a pump cannot immediately be purchased) and will be stored in C. Craft's garage.

Items outside of Unit 14B (septic cover and broken spigot) are on Bob's list for repair.

Repaving of the ends of the driveways along Mill Village Road. Pioneer Stone has indicated that they will honor their quote from last year, if the work is done this spring.

**New Business.**

The town has indicated that they will be responsible for cleaning out the swale along Mill Village Road.

W. Hayre said that he would contact Kevin Scarborough of the town DPW regarding the installation of a "No Outlet" sign to be erected at the entrance to Boynton Road. The concern is the number of children who are playing at the far end of the street.

The disposal of cigarette butts along Boynton Road was brought up and it was noted that cigarette butts should be disposed of properly.

There was a discussion of units being left unattended. It was suggested that if a unit owner will be away for a lengthy period of time, especially during the winter months, that it would be prudent to have someone periodically check your unit. The trustees are hoping to avoid further claims due to burst water pipes. If you wish to notify Kendrick Property Management, they will check on your unit.

It was suggested that a committee be formed to review and revise the Association's Master Deed, By Laws and Rules and Regulations as needed. The trustees were appointed as the committee with T. Viles as Chair. As the process progresses, all unit owners will be invited to attend and contribute to this process.

**Election of Trustees.** The following people were voted for the Board of Trustees: Nanci Schwartz, Cheryl Daggett, Carol Crafts, Kathy Sullivan and Timothy Viles.

**Meeting adjourned at 7:50 p.m.**

Respectfully submitted by Cheryl Daggett, Trustee