

# Northbrook Condominiums

## Annual Meeting Minutes

### Northbrook Condominium Board of Managers

**Sunday, September 24, 2023 at 10:00AM - Amesbury Council on Aging Senior Center - 68 Elm St., Amesbury, MA**

Meeting called by: Alanna Corjay

Attendees: Alanna Corjay – President, Margaret Senechal – Vice President, Brian Conway – Treasurer, Laurie Cameron – Clerk, Chris Lamkins, Jim Wilkins, Jim Tryder

#### Topics for Discussion / Agenda

1. **Call to Order** - by Alanna 10:01am
2. **Election Results** - A quorum was not met. Per the by-laws, the two board members up for re-election, Jim Tryder and Chris Lamkins, are automatically renewed for another three years. 51% response is required to reach a quorum. The numbers were as follows:
  - 31.87944% - Jim Tryder
  - 30.66542% - Chris Lamkins
3. **Community Updates & Improvements-**
  - Website discussion - Site recently crashed but has been fixed and has been updated with all Board minutes.
  - Board removed payroll which saved the community over \$21K.
  - Board has asked community to pay the condo fee via bill pay through their bank to pay condo fees which may save time on the bill getting to the accountants' office. Also stated, writing out a check is fine but be aware, it may take longer if not mailed in timely manner. Receiving checks at different points in the month often require 2-3 trips to the bank causing checks not to be cashed in a timely manner.
  - Board working with a General Contractor (GC) who sub-contracts jobs and is responsive and reasonably priced. Our GC allows payments instead of requiring lump sum payments which is an advantage for the condo association budget.

-Due to weather, we have had major delays in getting the roofers to be able to do their job. Roofer will be on site Wednesday, 9/27, to review all roofs, soffits, etc.

-Further discussion over new contractor since previous contractor's workman's comp and insurance was not sufficient according to our agent. We will continue to use previous contractor for jobs that need immediate attention.

-Power wash and painting — due to weather, this has been delayed. Power wash company would charge again after it rains if there is splash up. Waiting so it can be washed then dry.

-Tree trimming - delayed due to weather. 2-3 days' worth of work to be done but has been put off by tree workers. Board follows up with Tomahawk weekly to see when it work will begin.

- Three trees behind 47-41 Pamela Ln - to be removed
- Small tree on side of 41 Pamela Ln - to be removed
- Large maple within fence behind 11 Pamela Ln - to be removed
- Half dead tree in front of 17 Pamela Ln - to be removed
- Branches to be lifted off of sidewalk and driveway between 8 & 10 Pamela Ln
- Large maple in front of 47 Pamela - branches to be lifted away from cars, lawn and building
- Branches to be cut away from wall and building behind 73-79 Cynthia Ln

Community member inquired why her tree was being removed from the front of her unit. Tree roots, foundations and slabs were discussed. Unit owner asked that the tree not be removed. \*\*\*To the community - if anyone would like to discuss any tree removal or trimming near their unit, please reach out to the Board via the website and a discussion can be had regarding your questions and/or concerns.

-Question from community - report of gutter that is not functioning correctly, wanted to know if to report it even though being reviewed this week when roofers are here. Advised yes, please always reach out via the website.

-Community member - due to continued rain, the roof is getting worse. Very concerned and understands the delay but frustrated due to having to deal with additional issues occurring such as, rodents and leak stains, due to the initial issue.

-Reminder will be communicated again to community to not to feed the wildlife.

-Morrill Electric - the problem with the light posts has been diagnosed and the project is in process.

-Parking - It would be roughly \$20K for 8 new spaces, would need to be assessed. Further discussion of parking would need to include a bigger community involvement and have a conversation with our new lawyer. This will be an ongoing discussion.

-New lawyer - Perkins & Anctil - hired to represent the condo association. 90% of their business is condo law.

-Discussion surrounding a possible review and re-writing of the bylaws. More to come.

#### **4. Budget report**

-Bank account balances:

- \$54,347.19 - checking
- \$65,351.71 - reserve

-Lien enforcement was discussed and will be moving forward.

-The current A/R report:

- 90 days, \$44,109.83, of which \$14,423.83 is in dispute, bringing the total to \$29,576.171
- 61-90 days, \$5,185.00
- 31-60 days \$7,174.00
- 30 days, \$16,935.15

-Annual budget due in September but having issues getting correct numbers, working with accountant to get actual budget. Audit is upcoming, Board will speak with lawyer regarding what is required.

#### **5. Matters not reasonably anticipated in advance of the meeting**

-Tennis court discussion — lawyers of the Board and homeowner to discuss turning over tennis court back to landowner. Will be discussed with community again before any decisions made.

-Reminder to get your dryer vent cleaned yearly. It is vital to keep it clear for better function of your dryer and to prevent fire.

-Community member brought up idea of putting recommended vendors that unit owners have used for things like carpentry, dryer vent cleaning, appliance repair, electrician, plumber, on the website for other community members to refer to. This would be community driven. More to come.

-Reminder, website domain has been updated to:

<https://www.northbrookcondominiums.com/>

#### **6. Adjourn - 11:27AM**