

Northbrook Condominiums

Meeting Minutes

Northbrook Condominium Board of Managers

Tuesday, October 20, 2022 at 6:30 PM - 49 Pamela Lane

Meeting called by: Alanna Corjay

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

Also attending - Bill Cuddy - Landscaping & Snow Management

Topics for Discussion / Agenda

1. **Call to Order** - Alanna called meeting to at 6:32:pm
2. **Clerk's Minutes** - The previous board was contacted for the minutes from the annual meeting. No minutes were sent. The new board will create minutes to cover the highlights of the meeting and distributed.
3. **Communications**
 - The board discussed outstanding HOA fees.
 - Vermont Insurance Adjustor was contacted to discuss the fire building.
 - Discussion of the foundation work being done on Hope Drive.
 - Condo association lawyer was contacted and asked to cease all actions until a meeting can be set to discuss future needs of the association.
4. **Budget report**
 - Finances – A/R report and balances. A motion was made to keep the CD at the bank and renew at 3%, seconded, unanimous.
 - Assessments - none at this time
 - Payroll - removal of payroll services is complete.

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- Worker's Comp - Discussed to keep on file per advice of insurance agent.

5. Sub-Committee Updates

- Water leaks - Decided to follow up with water department to get more information.
- Water Department: Discussion of where water shutoff is and if the association has a tool that is in good working condition to be used for turnoff.
- Winter preparation: Bill Cuddy invited to discuss upcoming season and new contract - 1. Landscape & Storm preparation. 2. In preparation for winter season, he will be investing in a piece of machinery more efficient for the needs of the neighborhood and they will be staking the area out to mark walkways and parking. Association to purchase stakes 3. Discussed upcoming renewal and the need to review the needs of community, slightly more detailed contract to make room for things specific to community. Possibly use company for other services. 4. Salt for walkways, will purchase what is left from last year, safe for walkways and pets. 6. They will give us new snow guidelines for parking during storm cleanup and pass along to us to disseminate to residents. 7. A motion was made to increase 12% for this next year due to increasing inflation, followed up by discussing any further increase if warranted next year, seconded, unanimous. 8. They will begin using garage, to keep equipment and tools used for the community.
- Salt buckets: Contractor will be called to take care of distributing the buckets to residents.
- Speed bumps - November 15, remove speed bumps.
- Gutters: Contractor to clean the gutters.
- AC units to be removed by November 1

6. New Business

- Empty board seat: Information will be in newsletter.
- Maintenance position: Contractor to take over maintenance needs.

7. Old Business

- Tree removal - Review again in April, to be completed by June 2023.
- Solar lighting test - Need an electrician to come in and put the lights in. Light on the mail hut to be replaced. Motion made to have electrician to do the work, seconded, unanimous.

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- 8. Matters not reasonably anticipated in advance of the meeting**
 - Overflow parking spots to be explained in newsletter.
- 9. Adjourn - 8:31pm**