

# MINUTES

## **Minutes of the Annual Meeting for the Sexton Place Condominiums Owners' Association held at 7:00 pm on February 9, 2022 via Zoom Meeting at remote locations**

- Call to Order:** Chair Jeannette Alexander called the meeting to order at 7:02 PM
- Quorum Present:** Yes.
- Board Members in attendance:** Jeannette Alexander, Chair  
Nanci Alley, Vice Chair  
Barbara DeVoll - Director
- Board Members absent** None
- Others in attendance by invitation:** Mark & Cindy Vandervest, Community Managers  
Sunny Arruda, Exec Assistant  
FRESH START Real Estate, Inc.
- Guests in attendance:** Karen Hayter  
Yvette Talbo  
Jill Bulduc  
Sue Mainolfè  
Nancy Pattison  
Steve Bohn  
Kelly Benson (by proxy)

**Welcome & Introductions:** Chair Jeannette opened the meeting by welcoming the board members, owners, and guests in attendance. Jeannette asked community manager, Mark Vandervest to run the meeting. Mark introduced himself, Cindy Vandervest & Sunny Arruda from Fresh Start Real Estate Inc. and moved forward with the meeting.

**Certification of Proxies:** Manager noted 43 proxies were submitted for the annual meeting consisting of 31 Proxies for the purpose of establishing a quorum only. 9 proxies giving the Board of Directors Power of Attorney, and 1 special proxy naming certain individuals as Power of Attorney, and 3 residents present who did not submit proxies. This constituted a 51.06% of Owners by proxy or in person towards the needed minimum quorum of 34%. Therefore, there was a quorum to hold the Annual Business Meeting.

**Proof of Notice:** 72 hours' notice for the meeting was publicly posted on mailboxes and in the community Kitchen, as well as broadcast to all Owners with electronic communication ability.

**Approval of Minutes:** The minutes from the annual meeting on January 26, 2021

were reviewed. A motion was made and seconded to approve the minutes as written. The motion passed unanimously.

## **Financial Report:**

### **Financials as of 12/31/2021:**

Total year-end operating funds:	\$ 132,449.47	including pending EFTs.
Total year-end reserve funds:	\$ 281,968.28	
Total year-end cash assets:	\$ 414,417.75	
Total year-end income:	\$ 301,806.00	
Total year-end expenses:	\$ 331,616.09	including \$189,311.74 of Reserve expenses.
Budget vs. Actual year-end <u>income</u> :	113.37%	collected.
Budget vs. Actual <u>expenses</u> :	84.39%	paid incl. 75.05% of Reserve expenses
Total delinquencies:	\$ 6,063.72	3 Accounts, (2) 90+ days & (1) 0-30 days.
SA Re-piping Loan Balance:	\$ 0.00	Paid off on 12/14/2021 (\$125,423.89) Maturity date of June 2024

The Association remains in good financial shape. Seven roofs were installed last year. The association collected 113.37% of the expected income putting the association ahead. And only about 84.39% of the budgeted expenses were spent. Painting was 75.45% of the reserve expenses. The projects that were planned but not done last year will roll into this year. Total delinquencies at the end of the year came in at \$6,063.72. There are two accounts that were 91 days plus past due. One of them which is the bulk of the delinquency, is an estate that still is in probate. The special assessment loan balance is at \$0. The board, at the last meeting, voted to paid off the balance with the funds that were in reserves. There are still several unit owners paying monthly on their assessment and the association will continue to collect that but the association no longer has to pay the interest on the loan.

The board thanked Fresh Start property Management for the interest savings to the Association, they suggested, by paying off the loan. Board Chairwoman stated she wanted to tell the community she is very happy with our management company. The board is very pleased with everything they have done for the community and the board agreed with this statement.

### **Board Member Elections:**

Manager Mark Vandervest expressed a sincere thank you to the three board members. The chair position was up for re-election and the position of secretary was also vacant due to previous secretary having sold his unit and moved out of state. Nanci nominated Jeanette to remain on the board and Jeanette accepted the nomination. There were no other nominations and no volunteers from those present.

The duties of the secretary position were explained and Barbara was asked if she would be interested in taking that position. She agreed. A motion was made and seconded to re-elect Jeanette as chairperson and Barbara as secretary. There was no further discussion. The vote was made by acclamation and the board was passed unanimously.

Mark thanked all the Board members again for their time and effort and encouraged Owners to become actively involved with the HOA and continue attending Board meetings as there is always a need for new and fresh input, and one position remains open for the Board of Directors.

## **Manager's Report:**

The following maintenance update review is for informational purposes only and does not require Board action at this time:

1. Seven roofs completed in 2021. Five roofs left in 2022.
2. Two No Smoking Community signs installed
3. Dryer Vents Cleaned – Mark would talk to KJ Decks about replacing the dryer vent covers that were broken.
4. Decks, patios, walkways pressure washed
5. Windows washed
6. Gutters cleaned
7. Water leak at Beard Rd. diverted by a new french drain that was installed from the hill to the trench. Apparently the water was caused by a natural artesian spring.
8. Asphalt repair at entrance off of Gordonite Dr.
9. Tree trimming completed at buildings 14781, 14771, & 14761
10. Tree removal around building 14771
11. Backflow valves tested for 2022 – 2 backflow valves will need to be fixed in order to pass next year.
12. Baiting rodent stations is ongoing. – Sue mentioned a few bait stations had been removed when they had rats using them but hadn't been replaced. Mark will see that the stations are replaced.
13. Lighting maintenance is ongoing.
14. Gutter maintenance is ongoing.

#### **Administration:**

##### **1. Violations & Warnings:**

2021: 18 Violations (combination of violations & warnings)

2022: 1 common area violation warning (1/13/2022)

1 smoking violation (1/19/2022)

1 common area violation (1/19/2022)

##### **2. Homeowner Correspondence and Administration**

Board information only:

a. None

##### **3. Owner correspondence for Board Review**

Board action requested:

a. None

#### **Outstanding Business:**

1. Seven roofs were replaced in 2021. The roofing contractor did a much better job cleaning up all nails and debris this year.
2. No Smoking Community Bylaws Amendment change occurred during 2021
3. Capital Contribution Bylaws Amendment change occurred during 2021. New buyers will be required to contribute 2 months worth of association dues to the Working Capital Fund. This effects only new owners who purchased their units after January 20, 2022.

## **New Business:**

1. Appointment of Officers : The 2022 Board of Directors are:
  - a. Jeannette Alexander, Chair
  - b. Nanci Alley, Vice Chair
  - c. Barbara DeVoll, Secretary
  
2. Tree Over Growth in the Community. A thorough analysis of the community landscape was mapped and completed by Monkey Man. The recommended tree work was estimated at \$70,000.00 - \$80,000.00, worst case. It was suggested prioritizing the worst areas and have the work done in stages. The analysis will make getting the bids much easier and hopefully less costly. A copy fo the analysis will be provided to Barbara per her request.
  
3. Landscaping Improvements. With trees being removed, it would be best to replace some of them with less invasive trees like Dogwoods, which are quick growing, easy to grow in this area, and have roots that don't cause as much walkway damage as some other choices. Permits are required by the city if more than 4 trees are removed in a year.
  
4. IRS Ruling 70-604 – Any revenue excess can be rolled over to the next year and no taxes would be due on it if rolled over. The board must adopt the resolution to put this into effect. A motion was made and seconded to accept the IRS resolution. The resolution passed unanimously.

## **Schedule Next Meeting:**

The next meeting will be a regular Board Meeting on April 26, 2022 at 6:00pm via Zoom, depending on the Covid-19 situation by April. The Board will continue with bi-monthly board meetings on the last Tuesday of every other month, unless otherwise needed.

## **Adjournment:**

A motion was made and seconded to adjourn the meeting at 8:00pm. There was no further discussion, and the motion passed unanimously.

Submitted by:  
FRESH START Real Estate,  
Inc. Community Manager