

Mayflower Annual Meeting Minutes 2020 (DRAFT)

Tuesday, January 21, 2020 5:00 PM

Bangs Community Center, Lower Meeting Room

70 Boltwood Walk Amherst MA

Persons Present- Kelley Knight (Trustee), Michelle Matuszko (Trustee), Paul Normando and Kolly-Ann Normando, Joyce Harper, Nicole Joyce, Shireen Chaudry, Gregg Hutchins, Rehema Hiza, Alan St. Hilaire and Jessica Kellogg of Valley Property Management.

AGENDA

1. Call to order (5:05pm) and sign in sheet
2. Review & approve 2019 Annual Owners Meeting Minutes- approved as written, no additional input.
3. Financial review and approve proposed 2020 budget.
 - a. Kelley asked about the current bank balances: Operating Account- \$5065.00 Reserve account \$53861.00 as of 1.23.2020
 - b. Draft budget prepared for 2020 by VPM was approved without changes.
4. Old business;
 - i. Ongoing - basement cleared of all discarded furniture and personal property (at cost of association)-discussed getting larger signs for basement walls. Valley Property Management to do walk thru once a month to check for personal items and will have them disposed as needed. A letter was sent to everyone reminding them personal items cannot be placed in the basement on 1.2.2020. Landlords should remind renters that they can't store items and that it is in the condo association bylaws and Assent to Rent form (which is required to be completed and returned to VPM for each new tenant prior to occupancy).
 - ii. Ongoing - Brush Hog/Mowing of field complete yearly, suggested by septic designer, as this is the leach field area. approx \$700 expense, done in November 2019.
 - iii. Ongoing – Septic pumping and inspection every 2 years to ensure compliance for unit transfer under MA Title V regulations. Pumping and inspection work completed during Dec 2018 - Jan 2019. Recommended that it is pumped every year. Paul Normandon mentioned that he was told the septic outlet filters should be cleaned twice a year. Alan of VPM suggested asking Complete septic their recommendation and clean filters as they suggest.
 - iv. Insurance claim, unit 5 (\$6,382) – the owner(s) of unit 5 suffered a slow leak from a plumbing supply pipe in the second floor system, that was leaking for an indeterminate amount of time and caused water damage to the unit. The repairs are complete and unit owner signed off that they are satisfied as such. The claim was paid to the association in 2018 and paid out to unit owner in 2019. Discussed that the insurance policy from the association only covers the unit's original construction, does not include any improvements/betterments to the unit as was

originally constructed. Personal insurance should cover all improvements. Association is responsible to make all of the insurance claims.

- v. Siding Project – Completed spring 2019 total cost \$66,342 - Special assessment \$50,566 (Nov-Dec-Jan). Balance from reserves (\$15,776).
- vi. Basement drainage system installed and new bulkheads (\$6420) in both buildings to address water seepage during snowmelt / heavy rain. Alan asked, have owners seen water since? Paul mentioned that the dehumidifiers may not be working and have seen moisture coming in through the walls. Greg mentioned the old sump-pump is still the basement and needs to be removed, VPM will arrange. Alan suggested looking into professional dehumidifiers which will help significantly to circulate and dry air. Waiting for feedback to see how the basements are this spring and wet season.

5. New Business

- a. Discuss front post lights vs. building mounted lights –
 - i. VPM explained that the underground cable feeding the lights and between each post light is failing, sections have been replaced one at a time in the past. The repair involves excavating a trench, replacing the wire in conduit between each post - some have been completed already but scope of work is unclear and could be costly.
 - ii. Estimates received by VPM are \$5200 for electrical labor - materials not included; (this is worst case if all wiring were need to be replaced). The estimate for trenching and restoring soil and reseeding is \$3500 by landscaper, including equipment rental and re-seeding.
 - iii. Discussed solar lights, LED, motion sensor lighting options. Owners have concerns of lights shining back into the building/windows from post lamps. Discussed mounting motion sensor lights, placing one wall light for every two units, but Alan of VPM mentioned that wiring all new building mounted lighting would likely be just as costly if not moreso.
 - iv. Owners concerned with safety- lack of light, ensuring lighting that properly covers the entire parking area, and front walkways should always be available, and a liability concern of not present. Concluded that post lights are necessary to keep in place and maintain such that they are fully functional.
 - v. Some owners suggested that each unit have motion sensor light bulb placed in existing outdoor lights near front doors, however concerns were raised that they may not be left on.
 - vi. Discussed the cost of electricity for running these lights non - stop from the lights being on the individual owners electric bill - for the lights next to each front door. The discussion then moved away from this idea.
 - vii. Currently posts are running dusk to dawn photo sensors. Discussed and agreed on motion sensor lights on the current posts (only energized dusk to dawn via photo sensor) to ensure all walkways receive properly lighting. VPM will explore, with an electrician, the option of a post mounted motion light with shield on the backside to prevent light shining into units/front windows.

- viii. Alan asked Kelley (and all present) to clarify if the intent was/is to replace all existing posts/lights with more upscale designer posts and lights, or stick with the style that is there, making use of as much as possible of current posts. It was determined to proceed with the latter, to keep costs down. Owners nor Trustees expressed a need to improve the aesthetics of the posts / lights so long as they work properly.
- b. Speed Bumps and Parking Space Marking / Line Striping-
- i. Owners would like all cracks and potholes in entire parking area repaired. It was agreed to complete painting lines and fixing the existing speedbumps, as well as install new speed bump by 2nd building.
 - ii. Discussed placement of new proposed speed bump, owners would like it to be placed where overflow parking lot begins between units 17-18.
 - iii. Owners would like a sign placed in the overflow that no long term parking is allowed and cars will be towed. VPM agreed to get this in place.
 - iv. Owners suggested a private property sign placed by the mailboxes and mentioned a no solicitors sign; this was not specifically voted to complete, and will be further discussed.
 - v. The cost of new speed bump for second building from Taylor Davis was \$2020 (including proper key cutting). The cost of new line striping, including re-marking the speed bumps and numbering of parking spaces was \$1600.
 - vi. It was voted to move forward with these items (signage, line striping, visitor parking signs) as weather and schedule permits. VPM shall review placement of speed bump with contractor as well, to see if they have any further suggestions.
- c. Projects that the unit owners would like to see accomplished-
- i. Nicole Joyce mentioned that the Mayflower sign in front is peeling and needs to be evaluated for re-painting. Discussed placing 1300 address on the sign. A couple owners mentioned on their tax bills it was 1300-1302, but it was concluded that 1300 will be effective for the purposes of mail delivery and identifying the property. VPM agreed to install the lettering "1300" on the front sign in 4" letters.
 - ii. Idea of unit owners adding a deck/patio was brought up. Kelley mentioned that this has been discussed in the past and that the association would need to get legal opinion before any discussion of backyard/patios are entertained, as it is considered common space, not private space.
 - iii. Discussed condo value has increased over the years and perhaps this could be a beneficial enhancement.
 - iv. Discussed replacement of storm doors in the back, and that some are degrading, but that it is the unit owner's responsibility to replace them with a door that meets the spec provided and matches visually. Many owners said their doors were in good condition with no need for a replacement of all doors. Owners discussed if units need back storm door replaced it is the owner's responsibility to hire own individual provider and purchase storm door.

- v. Alan suggested using Thumbtack website for finding handymen, Paul mentioned he found homeadvisor.com to be helpful as well..
 - d. Trash and personal items outside of units (yards & basements) - canoe, table and chairs discovered on a recent walk through, letters mailed and posted on doors by VPM that this cannot continue and items will be removed and disposed. Discussed personal items in the front of the units, near stairs. Agreed to have Valley Property Mgt mail out the letters about removing personal property from outside the units when the weather gets warmer and have maintenance pick up remaining personal items and dispose after deadline.
 - e. Washer/Dryer- Discussed with owners some not using coin laundry and say it is unreliable.
 - i. The question was raised of adding laundry inside units for exclusive use. Kelley mentioned these requests have been declined in the past due multiple reasons including
 1. It would incur a disproportionate use of common expenses (water costs)
 2. If it is permitted for one, it would need to be permitted for all and this could result in added use / stress on septic system (24 units)
 3. There are no dryer vents currently, and this would involve modification to the exterior of the buildings and possibly affecting the new siding.
 - ii. Kelley mentioned that currently the coin revenue from laundry offsets cost of water and electricity used to provide the same. Laundry has own septic tank currently, only grey water.
 - iii. Alan mentioned that as part of basement cleanup we will remove the broken washer and charge the cost back to autumn appliances for the cost of removal.
 - iv. It was suggested and agreed that VPM will explore local laundromat operators/owners to see if they would be interested in the account. Greg agreed to discuss this with the owner of Amherst-Eco Laundry and report back.
 - f. Nicole mentioned that the tree in front of unit 17 appears to be dead and needs to be removed. Alan agreed to have this evaluated by the landscaper and remove as needed.
 - g. Owners also mentioned that tree branches are getting close to the building again and roots coming up to the sidewalk. Will ask landscaper to trim all trees and shrubs and evaluate other trees,
 - h. It was mentioned that perhaps it would make sense to replace the dead trees - or perhaps even all larger trees- with smaller trees or flowering shrubs to be put in their place as a future project to be discussed at a future meeting.
6. Establish meeting date for upcoming year; suggest **Tue Jan 19th 2021 5pm, (Bangs Center)**.
7. Adjourned at - 6:45pm