

# Minutes - Gile Hill COA Board Meeting

6:30 p.m., Tuesday, November 2, 2021 (Zoom)

## Attendees

Gile Hill COA Board Members: Monte Blaustein, Sarah-Jane Kerr, Art Knippler, Beth McKinnon, Louise Moon, Olga Narvskaja, Ben Staplin, Tim Tregubov

Maloney Properties (MP): Diane Badger, Tom Blondin, Kathy Tyrrell Luce

**Tim opened meeting at 6:30 p.m. Quorum established. Meeting agenda reviewed.**

- Main purpose of meeting is to discuss 2022 budget
- Townhouse garage repair is to start November 3

**[Minutes from October 5, 2021, Annual Meeting:** These minutes will be reviewed/discussed/voted upon at the next annual meeting (October 4, 2022).]

## **Review Prior (2015) Capital Needs Assessment (CNA)**

- Kathy gave background on 2015 CNA; a major recommendation was to increase reserves
- Maintenance fees have increased most years since then (with the Board trying to consider affordable unit impact); each Board followed the CNA capital improvement plan within monetary constraints
- One of the items not yet done is the staining of exposed framing for carport and stairwells
- Monte asked for a spreadsheet showing CNA recommendations along with what was done, when, cost
- Several items not included in the outlined capital improvement program, e.g., road repaving was mentioned; however, this was actually projected for the older areas for year 19 (2033) with the caveat that there already was some deterioration of the pavement in some areas that might require repair sooner
- In 2015 the Board had planned to redo the CNA in 2020; this was tabled because of Covid and Twin Pines (TP) constraints

## **Review 2019 Maloney Scope of Work as relates to Capital Needs**

- Ben asked to what extent the 2015 CNA is still reliable
- Discussion about road paving (parts date to 2009)
- Discussion about how often Board should update CNA; Monte again mentioned that we need a spreadsheet, which can then be updated
- Monte feels we need more in reserves, i.e., live on our operating budget, not take any money out of reserves, and add to reserves each year in order to avoid specials assessments
- Monte also asked about TP financial situation; Kathy explained that TP is a Low-Income Housing Tax Credit (LIHTC) entity: investors own 99% of the property (TP owns 1%); after a 15-year compliance period (ending in 2023), TP becomes the sole owner

## 2022 Budget and Discussion (Monte)

### • Financial Report

- Discussed whether we could get competitive bids for some of the large-cost items (e.g., road paving) and include in spreadsheet, then talked about roofs, door frames, exposed wood, etc.
- Discussion about how we (non-professionals) decide what items we think will need to be maintained; Art asked what we think we'll be missing; should we focus on what we know now, then later have a comprehensive review
- Kathy suggested hiring a structural engineer (then later suggested an architect) for a condo building review (as opposed to doing an updated CNA)
- Monte suggested we keep CNA on table for 2023
- Ben moved that we postpone CNA until 2023; motion seconded and passed unanimously
- Kathy said she will contact a retired architect she knows in Vermont to see if he can help us update the 2015 CNA

### • Draft Budget

- Monte discussed the draft 2022 budget, which he had distributed at the beginning of the meeting, going over each item of income and expenses and explaining that the budget is not balanced at this point (\$6,402 shortfall)
- Several questions were raised about individual items; Monte clarified
- One item, \$8,000 for "capital maintenance expenses," is to be directed towards items that are part of the 2015 CNA
- Ben mentioned that the gravel path around the townhouses needs to be repaired/upgraded; we would have to deal with this separately
- Discussed Gile condo maintenance fees as compared to other area condos; Tim assured that we are lower than several

### • Any Proposed 2022 Increase

- Olga suggested we start at the idea of a 10% increase in the condo fee
- Louise asked why we would need 10% if we can cut costs in certain areas
- Monte used the spreadsheet to show how much could go to reserves in 2022 at various % increases (6-10%; \$31k- \$38K)
- Continued to mention items that need to be included in upcoming condo maintenance expenses, e.g., road paving, wood-staining, etc
- Discussed whether we might want to put into effect a lower increase (6%) for Jan, then assess/consider an additional increase mid-year; no consensus for that
- Olga moved that we enact a fee increase of 7% effective January 1, 2022; Beth seconded; 7 yays; 0 nays; 1 abstention (Ben); motion passed
- Monte said that he and Ann would include in the next newsletter (Dec) a segment on the 2022 budget with an explanation on the fee increase (as well as a breakdown of our principal expenses)
- Maloney will contact all owners to advise of each person's new fee amount

**Adjourn Meeting:** Beth moved to adjourn; Ben seconded. Unanimous approval to adjourn meeting at 8:27 p.m.

Since we're starting a new calendar year, I thought I'd include unfinished action items from previous 3 Board meetings June, August, October (plus one from April). Some of these items may have been completed and I missed it in my notes:

- Oct 5, 2021--Vermont Life Safety inspections of the alarm systems and sprinklers—Kathy agreed to share (at the next Board meeting) the list of units for which this inspection was not completed.
- Oct 5, 2021--Biennial Preventive Maintenance for boilers and dryer vents—awaiting schedule; parts have been ordered. Kathy assured the Board that owners will have plenty of notice re the schedule.
- Oct 5, 2021--Art also asked about the required quorum for an annual meeting. Is a quorum of owners required (versus a quorum of Board only)? Kathy looked at Bylaws, which are silent on quorum at an annual meeting. Art and Ben will look into these issues (annual meeting minutes and annual meeting quorum requirement) to see what is included within State statutes/other sources. [I know we discussed timing of minutes review (they will be reviewed at subsequent Annual Meeting); not sure we talked about quorum.]
- Oct 5, 2021--Phased painting/staining plan—per Kathy, she will work with Monte on what to recommend to Board for 2022. Next up may be hardie-backer boards (green siding). {Not sure if Monte and Kathy already discussed; if we discussed during November Board meeting, I think I missed the specific plan.]
- Aug 10, 2021--Work order process for reporting problems—as we work on updating Rules/Regs, this will be included. Kathy said she would start including a work order report for board meetings—number received, number resolved. Kathy said that **Diane will issue a reminder via robocall re the work order process.**
- April 2021: Insurance coverage (individual vs condo)—Maloney is putting together a list to clarify and will email to us. This will include clarification of ASHP issue. Insurance company is working on this, using a 2-column chart assigning responsibilities by association versus individual owner. **Action: Pending--Kathy asked them to get it done by the end of this year.** [Perhaps this will be part of 1.11.22 Board meeting.]