

## **Bay Court Condominium Association**

Board Meeting 02/26/17

Held at condo #303 at 7 pm

### **In attendance:**

#### **Board Members**

Tania Azar, #311 Vice President (Acting President)  
John Ouellette, #408 Treasurer  
Joe Hester Ingram, #604 Secretary and Accounting Manager  
Jeff Stapleton (I believe his name is Stevenson), #503

#### **Homeowners**

Frank Geier, #303  
David Bora, # 305  
Andy Howard, #304

### **Agenda:**

#### **Financial Reports:**

1. 2016 Year End balance sheet, Income Expense, and a financial overview (2016 Budget to Actual, 2017 Budget Draft, and Long Range maintenance plan Draft. (see attached for reference). Joe reviewed the reports. A motion was made, seconded and all approved the 2017 Budget draft with an increase of \$10/month over the 2016 amount per home for the Reserve portion of the assessments. Total assessments will be \$114,240 for 2017. The process for homeowner ratification will be coordinated with the annual meeting.
2. Accounts Receivable – There are several homes in arrears with the payment of the monthly dues. Those with amounts due greater than \$2000 have payment plans in place except unit #207. After several letters asking to agree to a payment plan, the owner has remained silent. Several payments have been received but no payment plan has been set. Joe has placed a paper lien on the home and will be giving the homeowner one last opportunity to agree to a monthly payment plan, and absent an agreement, will turn the account over to an attorney to begin a legal action to collect. There was a motion made, seconded and all agreed to set a deadline to have a payment plan in place with the homeowner by March 26, 2017, or absent a plan in place by the deadline to engage an attorney, and move forward with a collection action.

**New Board Members:** Discussed the need to recruit two board members, one each from buildings 1 & 2.

**Annual Meeting:** The Board agreed to Schedule the Annual Meeting for Sunday March 26 to begin at 9:30 am. Joe will find a place for the meeting and prepare a meeting notice.

**Property Management:** Bay Court has been self-managed since the condo's beginnings in 1990. Management has been performed by volunteer homeowners, Board members, and since 2003 with the employment and compensation of part time services of various homeowners over the years to perform basic management functions with compensation as employees of Bay Court. The Board has been exploring options to this arrangement by seeking proposals from condo management services that are available in the area. Tania has recently received a proposal from Appletree Bay. The proposal was reviewed and as was presented, it covered the basics. The cost to engage Appletree would increase the operations budget by \$8,000 to 12,000 above what is currently required and expensed. The wide range of the potential increase

is because the Appletree Agreement would require a fixed price for the basic services, while currently these services are performed and expensed and charged hourly by those involved, with outside contractors being engaged for specific services as they arise and are needed. The Board agreed that the current arrangement is working OK and is saving money for the Bay Court homeowners. There was a desire expressed by all present to see some of the persistent open issues be resolved sooner than later (parking issues and car port use especially). They all agreed and will find ways to better expedite attention to those issues. The Board is concerned that this arrangement may not be available for ever, and will continue to inquire with other firms and individuals to develop a menu of options for the future. They agreed that no decisions to change current arrangements have to be made at this point.

**By-laws:** There are some aspects of the existing Bylaws that have been replaced by the State Statutes that became effective in January 2012. There is a need to revise or replace the existing by-laws to be in line with and comply with State/City statutes.

**Trash Area:** Do we need an enclosure by law? Frank reported that we do, but he has been working with local officials to develop guidelines for meeting the needs and requirements of the solid waste regulations that will include composting that will become effective in the coming years. The Board would like to keep the area clean and hold off on an enclosure until it is clear what will be needed for the future regulations. Frank is pursuing getting the city to set design standards that would assist all condo associations to ensure they will be in compliance. Also, proposals are being gathered to install a real camera to monitor the trash area.

**Snow Plowing:** So far so good with Bessett's. Tania will follow up on what additional cost would be to move snow piles onto the lawn between 300's and 400's in order to free up the spaces for visitor parking.

**Parking stickers:** About 50% response so far but not all. Will discuss at annual meeting, and move to meeting the goal to have autos registered and stickers distributed by May 2017.

**Noise concerns:** Reports of problem units need to be reported to landlords. If the Board is notified, members will call the landlords and seek compliance by the residents. Landlords are legally responsible for their units. In persistent cases, residents being disturbed can also call the South Burlington police to seek compliance with City of South Burlington Ordinance. See web link:

[S. Burlington Public Nuisance Ordinance](#) \* (full web link below)

**Dog poop** -Tania will post a sign reminding dog owners that they are required to pick up after their pets and that back yards are common property. Formal signs will be obtained and placed in several areas around the common property.

There being no further business, the meeting adjourned at 8:45 PM

Respectfully submitted,

Tania Azar, Acting President

Joe Hester Ingram, Secretary

\* South Burlington Public Nuisance Ordinance – Full web address:

[http://www.sburl.com/vertical/sites/%7BD1A8A14E-F9A2-40BE-A701-417111F9426B%7D/uploads/Public\\_Nuisance\\_Ordinance.pdf](http://www.sburl.com/vertical/sites/%7BD1A8A14E-F9A2-40BE-A701-417111F9426B%7D/uploads/Public_Nuisance_Ordinance.pdf)

Attached: Financial Reports and Budget draft adopted, Appletree Bay proposal (copy may be obtained upon request)