

Bay Court Condominium

Annual Meeting - 03/03/2019

Held at Comfort Suites

Shelburne Rd, South Burlington, VT

10:00 AM

In attendance:

Board Members:

Tania Azar, President (802)355-8000

Joe Hester Ingram, Secretary (802)371-8810

John Ouellette, Treasurer

There are three vacant positions for Directors serving on the Board

Home Owners present:

Kayo Frost, David Johnson, Karen Leonard, Sylvia Blakeslee, Fred and Marlene Hodgdon, Andrew Howard, Dave Bora, Chris Palermino, Christopher Church, Vera Guyette, Ines Berrizbeitia, Sean Whipkey, Debbie Crosby, Annie Leupp

The Bylaws call for a majority of the 56 members (24) to be present to establish a quorum and hold an official meeting. Being less than a quorum in attendance, the group agreed to continue the discussion of agenda items as issued in the notice. The discussion began at 10:00AM

Topics Discussed:

Financials/budget: Reviewed regular expenses as presented by Joe Hester Ingram – report dated 2-28-2019 including operations of landscaping/snow removal, trash removal, insurance, common electric, payroll, and water/sewer(stormwater). Joe also addressed planned projects such as painting/staining and siding repairs, tree removal, parking lot patching, and the replacement of roof shingles that will be paid for from Reserve Funds. The long-range plan presented several years ago needs to be revisited and adjusted to project out 15 to 20 years in order to establish sufficient reserves to meet the future needs. The Board will be looking at the plan as winter turns to spring and an inspection of the property can be accomplished. While annual operations are currently being covered by the monthly dues which are at \$170/month, the net income to expense remaining at the end of 2018 appears to be short for the maintenance of a healthy reserve fund for the future.

- Therefore, due to projected low reserves at the end of the year 2019, the Board is proposing to raise the monthly dues to \$185 starting May 1, 2019. The members present supported the increase.
- Being less than a quorum present at this meeting, the Board will send out a ballot to be returned and if approved by at least a majority of the homes (24), ratify the proposed increase according to the requirements of the Bylaws.

Homeowner furnaces, water heaters and water supply plumbing – Several years ago, most homeowners replaced their aging boilers that provided hot water for base board heating and also replaced their old separate water heaters with a combination water heating appliance that provides both hot water for heating and domestic hot water for sinks and showers. The Board will update the inventory of appliances located in the common utility rooms to accomplish two things:

- To identify and give notice to the remaining homeowners if any, that need to replace old furnaces and water heaters.
- To identify and give notice to homeowners who need to have appliances inspected and serviced as is required by the State of Vermont.

Recent maintenance and service of the combination boilers. The homeowners present reported inconsistent results regarding service delivered by all service providers as reported. Good and poor service was reported for all providers mentioned. Recent service has been better and perhaps reflects the improved knowledge base of the technicians in their learning about maintenance on the more complex combination boilers. The Board will contact Vermont Gas to see if they are interested in offering homeowners a contract to maintain/service all the boilers. In the past, they provided regular and routine service to Bay Court boilers and water heaters. While the boilers are the property of the respective homeowners, the ultimate responsibility for service falls to the Board if the maintenance of the boilers ordered by homeowners has fallen behind. The Board has a responsibility to follow up and be sure each and every homeowner completes the required service. If a majority of homeowners support a single contractor to provide a contracted service to maintain all the heating appliances, the Board's role in these matters would be simplified.

Plumbing - Homeowners/maintenance people need to pay attention to signs of any leaking from copper piping located in the ceilings and walls of the homes. This would show as staining to ceilings (especially in the living rooms and washer dryer closets, and in the hallway closets). In the past two years, several pin hole leaks have been discovered and corrected. The cost to repair the damage caused by leaking pipes is an insurable loss, but in these events, the cost fell below the \$5000 deductible of the current insurance policy. While all cost for leaking from common pipes must be paid for from the Bay Court Common funds, the "below deductible" costs of events did not have a negative effect on the ongoing insurance premiums we pay. Please note that water pipes controlled by the unit shutoff are the responsibility of the homeowner of the unit served by these pipes (kitchen and bath sinks, showers, toilets, dishwashers, and washing machines). Upstairs homes have a greater liability for their unit pipes to have a potential cause for damage to the lower level units. While the master policy insurance is available to cover common area damage, unit owner insurance should be in place secured by each unit homeowner to cover their personal property loss and liability.

In addition to individual vigilance by homeowners and tenants, the following common actions will be considered by the Board:

- Proposed individual water shut off valve tests (maybe at same time as fire alarm test). Each home has a shut off for their home located in the common utility rooms, but some have been found to be old and will not completely shut off the water. This situation must then be corrected by shutting off the main building shut off, and replacing the old valve with a new one.

New Board Members: Discussed recruiting homeowners from buildings 1 & 2 and 5 to fill the three vacancies currently existing. No volunteers stepped up from those present.

Old/new business to be addressed by further attention from the Board and addressed in future letters notices to homeowners as individuals and as a group:

1. Noise concerns-inconsiderate or unaware neighbors.
2. Dog poop needs to be picked up by dog owners (posted signs?)

3. Parking (residents in renting homes are parking in visitor spaces) – There is a continuing problem with tenants having more than two cars. There are only two spaces available to be assigned to each home. See <http://www.baycourtyt.com/images/Governance/BayCourtParkingGuide2016-17.pdf>
4. Dumpster/recycling: large furniture being illegally placed in dumpster, people not breaking down boxes and proper recycling. Do we need another dumpster?
5. Collecting outstanding monthly dues – All accounts due are anticipated to be collected except for one home which is in a mortgage foreclosure action. Continued legal action is being pursued.
6. The white pine trees continue to present problems with excessive shade, and large limbs which have grown out of proportion to the balance of the trees. – These will be removed according to the level of the problems with each tree, biggest problems will be removed first.
7. Carport drainage – concerns with water entering some of the carports serving building three and five.
8. Bay Court sign – desire to be lighted. Solar was explored several years ago, but not installed because of the reliability of solar fixtures at that time and due to the shady area around the sign. Since a common electric circuit has been installed to power the fire alarm system in building one hundred, the Board will look at installing an underground line to illuminate the sign.
9. Re-number homes and carports – the numbers used to identify the homes are not of a consistent style and color. The numbers are hard to see at night, and missing in some locations.
10. Address cigarette butts and dog poop.
11. Get new quotes for snow removal/landscaping. Also quotes for entryway clean-up/dryer vent servicing - also find out if there are State or local dryer vent servicing requirements.
12. Storage on rafters – the rules are vague and need to be reviewed. Are there any local South Burlington rules?

There being no further items for discussion, the group agreed to end the gathering.

No binding actions were motioned or taken by the group present.

Submitted by:

Tania Azar – President

Joe Hester Ingram – Secretary

John Ouellette – Treasurer

March 26, 2019