

Bay Court Condominium

Minutes

Board meeting

DATE 02-10-2024

TIME 10:00 AM

MEETING CALLED TO ORDER BY Joe Hester Ingram

IN ATTENDANCE

Chris 404, David 102, Emma 307, Kao + her mom 101, Karen 103, Fred 204, Mari 309, Alec 603, Kate 401, Tania 311, Joe 604, Les 605, Debbie 606, John 408, Jihong Ma 302, Anissa 110, Matt 207, Jake 312.

The Bay Court Bylaws require that a majority of members (unit owners) be present in person or by proxy to achieve a quorum and thereby transact any business noted in the agenda that is before the members. Therefore, with 18 members in attendance, and 29 members required to achieve a quorum, a quorum was not achieved. There being no items on the agenda requiring a decision by the members, the members agreed to continue the meeting to review and discuss with the Directors the items listed on the agenda and allow the Directors to hear the concerns of the members.

APPROVAL OF MINUTES

The minutes from 7-19-21 meeting was discussed. In the absence of a quorum of members at this 02-10-24 meeting, no decision could be made regarding approval, modification, or any corrections to the minutes of the 7-19-21 meeting.

Joe pointed out the following note from the 7-19-21 meeting minutes:

From the 7-19-21:

“There are two problems we have experienced as we have begun to pursue contractors to perform the siding work which is first on our list.

1. COVID has sent materials prices through the roof. We are watching the prices and hope to see them drop before we begin the siding work in earnest.
2. Contractors are BUSY and tell us they are weeks and even months out in their schedules. Some are booked for the fall 2021.”

Joe explained that with the arrival of COVID, both materials and labor prices had increased well above the budgeted project costs of 2019 when the special assessment and project budget were set. While materials prices have come down somewhat, labor rates for contractors in Chittenden County have remained high. The work completed on carports for units 101 – 208 had to be done sooner than later due to the rot and decay on the rear sections. Therefore, the cost of that work exceeded the Special Assessment budget.

(note – see additional information that follows in the financial reporting about the Special Assessment and the work completed to date and what remains to be done)

BOARD

The Bylaws call for 5 Directors to serve Bay Court Association. Currently serving as Directors and in attendance were:

Tania Azar – 311 President

John Ouelette 408

Fred Hodgdon – 204

Joe Hester Ingram – 604 - Secretary

Vacancy

A call was made for members to volunteer to fill the vacancy and/or replace existing positions. Most business by the existing Directors is transacted via emails. (Note - If you wish to be copied and included in these email communications, please advise Joe to add your email address to the group emails sent by and among the Directors.)

REPORTS

Financial Reports

- The balance sheet as of 12-31-2023 was presented and reviewed.
 - Assets
 - \$114,576.36 cash in the bank. At 12-31-2023
 - \$8,720 – Checks received to deposit.
 - \$10,855 2023-24 Insurance accrued in 2023 and stands as an asset at 12-31-2023 and available in 2024.
 - \$27,615 – Accounts receivable from homeowners. \$13,155 of the total accounts receivable due is from unpaid balances due on the Special Assessment of 2021. Several homeowners have indicated that they had not paid their Special Assessments due because they did not see work being completed. While this is understandable, Bay Court cannot move forward to complete the projects without the funds being available prior to contractors being engaged. It is also unfair to those who have paid for their full special assessments to have projects on hold because of those who have not paid. More on that in the discussion that follows regarding Reserves, projects completed, and those remaining.
 - Liabilities
 - \$12,672.06 Accounts Payable Routine expenses
 - \$185 – Unidentified payment – likely from a sale closing in 2023. To be resolved in February.
 - \$148,909.80 – accrued Reserve Fund – keeping in mind that Bay Court accounting is accrual based, the above accounts receivable need to be paid for the full cash amount to be available. Actual cash available in Reserves at 12-31-23 is \$121,294.80.
- Income – Expense 2021 – 2023
 - Income
 - Special Assessment ended in September 2023 - To achieve accrued income and 2023 Year end accrued Reserves we need all members to pay balances due.

- Regular Monthly Income – To return funds for 2023 operations borrowed from actual cash in Reserves to the Reserves, we need all members to pay 2023 regular assessment balances due.
 - Expenses 2021 to 2023
 - Expenses increased from 2021 to 2022 by 14.8%, and from 2021 to 2023 by 11.3%. The larger increase in 2022 from the base year 2021 was the result of two insurance losses in 2022 and the combined deductibles paid out to mitigate the loss and to repair the problems that created the loss events. No events have exceeded the policy deductible of \$5,000.
 - Other increases between 2021 and 2023 were driven by inflationary increases in the rates charged for some of our contracted routine services, the cost of salt and delivery for the parking lot in winter, 117 additional combined hours worked by Joe and Fred, and a 37% increase in the Master Policy Insurance Premium that went from \$16,236 to \$22,266. Note the basic monthly contract with Bessett for grounds and snow plowing has not changed since 2021.
 - The Directors would like to keep the monthly dues assessment at \$200 for the next few months and consider in June if an increase in the monthly dues is necessary. If the increase between actual operations continues to increase, we will need to increase the monthly dues just to stay even. An update and proposal will be presented in June.
 - A consideration in June for an increase will also depend on what funds will be required to complete the longer-term repairs and replacements as were listed in 2021. There have been unanticipated projects that have arisen since 2021 that are detailed and discussed in the following agenda item of the Special Assessment and Reserve Funds. Estimates will be developed between now and June for the 2024 and future year projects.
- **Special Assessment Budget and the Reserve Fund – status.**
 - Special Assessment of 2021 – all installments have been invoiced as of 09-01-2023.
 - The Association needs all homeowners to pay any past due balances for the 2021 Special Assessment. Those present support the adoption of late charges for any payments that have not been paid within 60 days of the due date. The Directors will find out what is allowed by Vermont Condominium Statutes, and how to adopt a policy. This year ended December 2023 has the largest number of unpaid balances due in memory.
 - See the report for projects completed in the Reserve Fund report 2021-2023 that was handed out at the meeting.
 - Work is underway to assess the list of projects remaining, assign priorities for 2024 - 2026, and obtain current estimates to accomplish the work.
 - Additional work is needed to update the list of Long-term projects not on the 2021 List.
 - 2021 List – Remaining to complete:
 - Additional exterior siding to be replaced near ground level.
 - Roof shingles on buildings 100,200, and 300.
 - Carports – divert water from running into the carports.
 - Repair/patch or replace spoiled concrete.
 - Parking lot asphalt – repair/patch or resurface.
 - Parking lot parking space lines and numbers.
 - A meeting (in person or Zoom) will be held in late March – early April with a progress report on the above items.

New business.

- Attendees are interested in looking at contracting with a property management company. Several years ago, a search for a company was performed and the cost would require an increase to the monthly dues to move forward.
- Attendees would like to have more transparency regarding which units are occupied by resident owners versus renters. The Directors will send out forms to update resident information. These

forms are available to download from the website. Emma from 307 volunteered to follow up as needed to visit units and obtain the information.

- The Directors advised those present that dues of \$200/month will continue for at least the next 6 months. They will review the expenses for 2024 at that time and report back to the homeowners.
- Discussion of continued violation by some residents parking in spaces assigned to other residents. The issue needs to be addressed. Tania will address if she is notified. Call or text her with details. Editor's Note: After the meeting, Joe has confirmed that if the Directors adopt a policy to tow WITHOUT ANY FURTHER NOTICE any vehicle that is parked in a space assigned to another resident, notify all residents of this policy, and post a sign at the entrance to Bay Court of such policy, that vehicles may then be towed WITHOUT NOTICE to the owner or the driver of the vehicle that is parked in a space assigned to others.)
- Attendees would like the Bay Court sign at the entryway to be more visible (solar lighting will be explored).
- Attendees would like Joe to inspect dryer vents. There is a concern that dryers may need cleaning and service.
- Window and screen color compliance was discussed but was not considered by most to be a high priority.
- The condition of stairs and bannisters was discussed and is concerning to most in attendance. The Directors will add to the long-range plan.
- The state of the lawn (areas without established grass) was discussed and seems to be of moderate to high concern.
- People would like more functional security cameras placed around the property. Our fire alarm contractor has been asked to present a proposal. Directors expect to receive a proposal in March.
- New bylaws have been drafted by an attorney and need to be disseminated and reviewed for approval.
- Electric vehicle charging stations needs to be discussed and on the radar. While no immediate action is required according to the indication of those present, the national trend promoting electric vehicles will require some options to be discussed.
- Concerns/recommendations included: height and visibility of speed bump, speed signs, renters smoking, inconsistency of carport storage closets, carport trash, removal of community sign board, condition of mailboxes, community picnic table. The Directors will add these items to spring maintenance. They will also look into providing a dumpster for people to clean out their carports. This was provided several years ago and there was a noticeable difference in the carports afterwards. Stay tuned for details.
- Those present expressed an interest for the Directors to seek RFPs (proposals) from alternate contractors to see what the market is like for Trash-recycling-composting service and Lawn care and winter snow plowing and salting.
- Attendees discussed making carport damage the responsibility of unit owner. There was an indication that some previous damage had been caused by vehicles other than the homeowner assigned to the damaged carport. Directors have and are willing to take action to charge the party responsible for the damage when evidence is available for the cause of the damage. Additional security cameras could be helpful in this endeavor.

NEXT MEETING

Late March – Early April 2024

Meeting Ended – 12:30 PM

Respectfully submitted,

Tania Azar, President

Joe Hester Ingram, Secretary