

Minutes of the Hamlet HoA BoD Meeting

Thursday, July 2, 2020 6:00-8:00 PM

via Zoom Video Conference

**** Approved 10/01/2020 ****

Attendees: Ron Bomer (President), Nancy Margi (VP), Dee Beers (Treasurer), Isabelle Doris (Secretary), Reed Carr (Director), Kate Kinney (Prty Mgr), Angela Morales and Erin Westphalen (homeowners), Susan Kowalski (homeowner).

[Note: A homeowner attempted to join the conference by phone but the feature is not supported for this meeting.]

The President called the meeting to order at **6:00pm**.

Modifications to the agenda: None.

Meeting Minutes Approval:

Motion to accept the minutes of the BoD April 2, 2020 Meeting

Moved: D. Beers

Seconded: N. Margi

Carried.

Motion to accept the minutes of the BoD June 4, 2020 Special Meeting

Moved: D. Beers

Seconded: N. Margi

Carried.

Community Comments:

- The board addressed a recent request by a homeowner to authorize the upgrade of a window to a different style at his own expense. According to Section 11 of the Declaration, the Association is responsible for windows. The Board cannot make modifications to Section 11; it can only be modified with a $\frac{2}{3}$ majority of lot owners approving, and the banks that hold the mortgages would have to approve as well. A Director said that considering the lack of adequate reserve, it would seem more optimal to allow homeowners to take over the responsibility of the maintenance of certain items, using approved contractors and materials, also giving homeowners the ability to maintain these items on the terms that they deem necessary to preserve the home value. The Property Manager argued that it's money spent towards

maintenance either way, towards the reserve, or towards individual maintenance. The President stated that in the case of a window upgrade, as opposed to a replacement, a DRB permit may be required, and the questions of the future maintenance of the upgraded item and potential effects on insurance add complexity.

- The Property Manager informed the board that the declarant had reported completion of the stormwater system inspection, which is due annually, and that catch basins had been cleaned out. Other inspections were performed as part of preparing for the town take-over of the roads and sewer system. An inspection by the town found that some curb stops need to be moved. A director asked if we should expect a report of these inspections. The Property Manager indicated we could check the status of the permit on the State site.
- The president noted an improvement in standing water as a result of some of the clean up.

Financials:

- May Report:
 - Treasurer report was positive with all past discrepancies resolved;
 - Reserve: \$14.7K; Operating Budget: \$27.8K
 - A/R looking very good, barely any delinquency anymore.
- 2021 Budget:
 - Preparation underway, first draft expected at the next meeting;
 - Budgeting for 2019 so far looking to be on track, but the Property Manager recommended a bump in Maintenance Budget from \$1,800.00 in 2019 to \$2,000.00 in 2020;
 - The main challenge will be how the learnings of the recent Reserve Study will inform the new budget;
 - A director warned that we should be comparing our budget to communities in equivalent situations.

Rules and Regulations:

- The President introduced the initial draft as being the result of research on the Cottage Garden style and of interactions with the Town Planning & Zoning office and their assessment of our community as an "as-built" environment - meaning that what has been built defines the standard.
- The Property Manager received feedback from three homeowners so far, and was tasked with seeking more participation.
- The Board encourages homeowners interested in amending the Declaration to state that certain items will not be maintained by the Association but instead by individual homeowners to seek community consensus and bring forward a proposal to the Board.
- The Secretary proposed to manage a working Google Doc version of the Rules and Regulations to corral all input and keep track of running changes, via editing and revision tracking features, and use PDF for any version aimed at group review.

- In response to feedback about the list of permitted plants lacking in variety, the President clarified that the approved plants are as they are based on the DRB permit currently in place, but that after final closing, we can make updates.
- A director volunteered to research invisible screened-in porches towards consideration for the Rules and Regulations.
- The President clarified that street-facing fences can be no higher than 2 feet, while fences on non-street sides and in the back can go higher.

Reserve Study and Special Assessment:

- The board discussed the recent Reserve Study results recommending \$144 a month in reserve contributions in order to keep up with the proper maintenance schedule. The President pointed that the Board could be liable for not acting on these guidelines.
- One option to reduce that amount is to amend the Declaration to allow homeowners to take on the maintenance of certain items themselves, but at the risk that if those items aren't properly maintained, they may end up also damaging items the HoA is responsible for. A director proposed that in that case, these items could be subject to routine inspections by an approved contractor to protect the HoA from liability.
- A Director pointed out that the 2020 budget included items that will no longer apply in 2021, such as funding for the Reserve Study.

Motion that a special assessment to fund the repair of the damaged sidings on two lots in the amount of \$51.75 a month, starting in August 2020 and for a period of four months, be added to the Hamlet's HoA fee; the Association will if necessary borrow from its operating cash ahead of the special assessment being fully funded.

Moved: D. Beers

Seconded: R. Carr

Carried.

Maintenance Request Protocol:

- The Board agreed that these be appended to the Rules and Regulations Article 4.
- The Board anticipates that it will mandate the Property Manager to log all requests; requests are then triaged and budgeted for at BoD meetings, according to a clear prioritization grid ranging from Safety Concern to Cosmetic.
- In case of emergency, the Board grants the Property Manager the authority to act with urgency if the designated board member cannot be reached in a timely fashion, but to keep a record of the actions taken.

Legal matters:

Motion for the board to go into executive session to discuss legal matters.

Moved: R. Carr

Seconded: D. Beers

Carried.

Motion that the board exit the Executive Session.

Moved: D. Beers

Seconded: N. Margi

Carried.

Motion to authorize the Property Manager to attempt to get the requested quotes for the bungalow garages electric service correction by July 15, 2020; beyond that date, to proceed with contracting the best quote; to communicate early, often and transparently with the owners of these garages that the board is acting in the best interest of the HoA as a whole.

Moved: R. Carr

Seconded: D. Beers

Carried.

Motion to adjourn.

Moved: R. Carr

Seconded: I. Doris

Carried.

Meeting adjourned at **8:05pm**.

Respectfully submitted,

Isabelle Doris

The Hamlet HOA Secretary