# MOODY POINT CONDO I ASSOCIATION

# “THE WATERFRONT”

**Annual Meeting July 21, 2015**

The meeting was held July 21, 2015 at 7:00pm at the Newmarket Senior Center

Gordon Rehnborg President

Mike Hickey Vice President

Bill Cormier Treasurer

Dan Kalagher Secretary

Patty Shuck Board member

David May Board member

Phil Ginsburg Board member (not present)

Ted Alex True North Property Management

The meeting was called to order by Gordon Rehnborg.

## Roll Call and Verification of Quorum

* Quorum is 4 which was met.
* Fifteen of sixteen units were represented.

## Proof of Notice of Meeting

* Proof of notice was given by True North.

## Approval of Annual Meeting Minutes 2014

* Motion to accept the 2014 Meeting Minutes was made seconded and approved.

## President’s Report

* Gordy welcomed new members: Suzanne Fong and Jonathan Sack
* Financial Reporting: a major project was undertaken to make the financial reporting understandable and transparent. Bill Cormier, Gordy, and Russ Simon have recast the financials into a more customary and transparent format. Prior reporting was a combination of cost and accrual accounting and very difficult to understand. The reports are better, but not perfect. With the start of a new fiscal year, things should improve.
* Up to date on dues; no delinquencies both monthly and special assessment (final is due end of July).
* Account balances:
  + $29,846 capital
  + $8,228 operating
  + $1,200 uncashed checks.
* Expense highlights (this fiscal year):
  + Roof on Building 2: $33,930 ($3,271 advanced on skylights which are the home owners responsibility). It was noted that last year repairs for water issues amounted to $3,858.
  + This year we spent $14,568 on non-capital repairs.
  + $6,183 was spent on water leaks in building 2 and repairs of damage caused by ice dams. We discovered that many of the bathroom vent fans do not properly vent the exhaust to the outside. This caused the ice dam in the Ginsburg unit with some with some significant damage and the ice dam at the Badgers which thankfully did not cause damage.
  + We have fixed vent fans at Sack’s and Ginsburg’s. We will be checking the vent fans on all units before the winter. We spent $1,010 on fixing these two fan exhausts.
  + Decks: $2,721 on deck repair and $988 on bad boards.
* Future Expenses:
  + Decks. The rear decks have been a problem for several years now. Staining of the decks will start next week. Cost: $8,645. A new stain will be used and should last 5 years. Some decks will have Deck ’n Dock applied at the homeowner’s expense.
  + Driveways: Major cracks (will only get worst). Quote to fix for $3,000 and $4,950.
  + Exhaust fans. This is a new problem. Needs to be investigated ($1,010 spent so far).
* Capital:
  + We spent $40,951 on capital improvements.
  + At the end of the month, the Capital Account should be approximately $39,000. “Approximately” because the accounting regarding the special assessment is not entirely accurate. We had a special assessment of $38,400. Some confusion: Moore’s paid $2,400 and then Suzanne was billed and made additional payments. Problem was discovered yesterday is being fixed.
  + Capital expenses this summer included the decks and driveways ($11.600).
  + New budget calls for capital to accumulate at the rate of $1,600/month.
* Bylaws:
  + A committee (Gordy, John Badger, and Russ Simon) was formed to look at the bylaws. The effort is too massive to address without outside help.
  + Bylaws hightlights:
    - Created in 1988 and intended for the entire MPCA
    - BOD of 7 members – 44% of the association. Three members constitutes a quorum, so two members of the BOD could take action.
    - Quorum of Annual Meeting is 25% or four units.
    - Annual Meeting is to be held in October, yet fiscal year is August 1 to July 31.
    - Board can set monthly fees without a vote. Association can simply overrule.
    - Board can make unlimited special assessments.
    - In the event of a foreclosure the bank is not responsible for pre-foreclosure fees and silent about post-foreclosure fees.
    - No “for sale” signs allowed.
    - No coordination of insurance. Very easy to make provision for unit’s owner insurance to pay the $5,000 deductible.
    - No provision for Master Policy to pay for improvements and betterments.
    - No clear understanding as to who is responsible for damage. Example: Roof leak – damage to common property unit owner’s property. Who is responsible for what? This year we spent $2,325 on ice dam repair work.
    - Redraft of bylaws: $3,500.
* Future plans:
  + Get financial reporting under control.
  + Develop a long range plan for capital expenses.
  + Update bylaws.
  + Publish Policies and Procedures.

## Treasurer’s Report

* Bill Cormier provided spreadsheets covering the current fiscal year-to-date numbers (through June 30) for both expenses and capital. He also provided the approved 2014-2015 budget contrasted with the proposed 2015-2016 proposed budget.
* There was a discussion of the budget concerning ‘loans’ from capital to operating budgets and if the loan is scheduled to be paid back. There was also a question about a capital reserve goal (currently don’t have one).
* The new reporting hasn’t cleared up all the confusion. The expectation is that the new fiscal year will clear things up. One budget/accounting system will be used.

## Review & Approval of 2015-2016 Budget

* Budget highlights/questions:
  + Approach to budgeting: looked at expense side, major items:
    - Management fee
    - Grounds maintenance/snow removal
    - Insurance (currently have two bids ranging from $12,000 to $32,000)
  + Dues will be going up to $475/mo. $375 is allocated to the expense budget and $100 is earmarked for the capital budget.
  + Question about fireplace inspections. What was the cost? This is a homeowner’s expense. True North to follow up.
  + The budget is balanced.
  + Motion to amend and approve the 2015-2016 proposed budget by adding $10,000 and to explicitly call out the projects to be funded (driveways and vents) was made, seconded, and approved.

## MPCA Committees – Status Reports

* Committees:
  + Gordy is the Waterfront Representative to the MPCA.
  + Trish Simon and Lynn Badger are on the Environmental Committee and are co-chairs.
  + Trish Simon and John Badger are the co-chairs of the Town Relations Committee. Trish commented on the importance of showing interest in the town relations committee meetings. If you can’t show up, write an email.
  + Brynn Rehnborg is the co-chair of the CLC along with Anglia Hiley.
  + Mike Hickey is on the Water Committee.
* The MPCA holds periodic board meetings and the MPCA publish those minutes on the website for all to read.
* Water system put in a new pump. MPCA has plenty water for new buildings.
* Building issues that effect the Waterfront Association:
  + There was a discussion on how involved the Waterfront board should be involved in following the construction issues. Gordy explained that the board is involved and will confront issues as they develop.
  + WC wants to build a duplex on the lot beside Building One. A permit has been applied for; lots of hoops to jump through. A walk around is scheduled for tomorrow at 6pm.
  + WC wants to build on Osprey Circle – two lots he wants to build beside building one ?? next to Jonathan. Both of these lots are wetlands but WC believes he can build there.
  + The Waterfront has legitmate intereset in carefully monitoring those building activites as construction can effect water drainage issues for the Waterfront. Removel of thee rock ledge on Osprey 19 can affect the foundations of buildings 3 and 4. Heavy trucks can affect the private portion of Cushing Road.

## Other Board Updates

## New Business

* Bylaw Change – amendment to change the number of members currently fixed at 7. New wording: *“The affairs of the Association shall be conducted by a board consisting of not more than seven (7) nor less than five (5) Directors.”* A motion to amend the bylaws as to number of board members was made, seconded, and approved.
* Mike Hickey made the following motion: *“All official actions taken by the Board of Directors of the Moody Point Condominium Association I, “The Waterfront”, since the last annual meeting be and hereby are, adopted, ratified, approved, and confirm”.* The motion was seconded and approved.

## Board of Directors – Elections

* Mike Hickey explained how the different term lengths were related to replacements. Mike also thanked Patty Shuck for her many years of service on the board. The board and all members gave Patty a round of applause.
* Mike Hickey read the official ballot for the election of board members. There are four positions open for the Board of Directors as follows:
  + Two 3-year terms:
    - Dan Kalagher
    - Trish Simon
  + One 2-year term:
    - David May
  + One 1-year terms:
    - Phil Ginsburg
* There were no nominations from the floor.
* A motion was made to accept the ballot as presented. It was seconded and approved.

## Adjournment

* A motion to adjourn the meeting was made, seconded, and approved.