

## **Garrison Condominium Association**

### **Annual Owners Meeting**

**April 25, 2018**

## **GARRISON BOARD OF DIRECTORS**

Charlene Courtemanche, President. Unit 47, 603-749-8484, cbc1031@gmail.com

David Hodgdon, Treasurer. Unit 34, 603-313-3375, hodgdon128@gmail.com

Kara Barnes Allaire, Secretary. Unit 42, 603-842-6787, kara.e.barnes@gmail.com

Joy Adler, At-Large. Unit 41, 603-749-2349, mswhimsy@comcast.net

Cliff Metcalfe, At-Large, Unit 36, 603-520-1228, cliffordmte@gmail.com

Steve Miller, Property Manager. S.S. Maguire, 603-868-1262, steve@maguiremanagement.com

## **OPENING/CALL TO ORDER**

Meeting called to order at 6:06pm. Location: Dover Public Library

17 attendees in person, 5 in proxy, for a total of 22 which satisfies quorum.

Minutes from last year's annual meeting were approved unanimously.

## **PRESIDENT'S REPORT**

Please make sure to provide your correct email to Steve Miller for communication.

Please don't hesitate to report information or problems you may have.

Board members and management did a walk-around of the property yesterday. A few items were noted.

Doors and windows are the owners' responsibility. Please maintain.

No fuel, trash on decks.

Many owners have bird feeders. They need to be maintained. They put us in a position of risk of rodents and wildlife. There have been many complaints of rodents in recent years.

We opened the conversation to the group regarding how the association wants to handle bird feeder rules.

Hot pepper and other more natural options were suggested instead of bait traps.

No one shared any feedback on birdfeeders.

Power washing will start next week.

## FINANCIALS

(Presented by Steve Miller, property manager)

Dave as Treasurer noted that since our last annual meeting we have changed accounting firms and it has been going well.

Please note that if you have an comcast email account it may filter out emails from the accounting company.

Fiscal year goes from April to March.

193,006 total income; with a budget of \$195,660

Total expenses 181,443 with a budget of 161,000. The biggest area in which we went over budget was Carpentry, which primarily was affected by roof repairs. Snow maintenance also affected this item, due to late season storm and snow removal.

\$6500 was put into reserves. It is generally recommended that 10-15% of income or more should be put into reserves.

When developing the budget the Board discussed how we should plan to avoid large assessments for big projects in the future. The Board decided to increase the condo fee by \$15 this year with a plan to increase it by another \$15 in two years. Our association has a lot of amenities that others in the area do not and our fees are comparable with other associations.

The fee increase will allow us to keep up with maintenance as well as increase the amount we put into reserves. This is intended to prevent a significant assessment for repairs in the future.

It was noted that at some point we will have to consider as an association what we want to use the tennis court space for in the future.

Tree branch clean up is needed. Landscaping will address this.

The capital reserves study is intended as a baseline to assess our future expenses. Much of this may change.

## BUDGET

Upcoming projects that are budgeted include:

Restriping the parking spaces, One-way road signage, Power washing, Gutter cleaning, Refurbish handrails and stairs, New house numbers on front and back, Drain cleaning, Tree removal and cutting, Landscaping improvements.

Jeannette made a motion to approve the budget, Linda seconded. The budget was approved unanimously.

## OTHER DISCUSSION / MANAGEMENT REPORT

Winter parking and snow removal went well generally this year.

Pool will open at the end of May. Guests must be with owners at all times. Please note when you see people using the pools who may not live in our community.

If you notice problems of any kind, please inform a Board member or management so we can address it in a timely manner.

We were able to offer discounted service on washing machine hose repairs. About 18 home owners took advantage of this option. Please replace rubber hoses with braided steel.

If you have other ideas for maintenance that might be bundled for savings please let us know.

Management can make recommendations for contractors if requested.

Please remember to change batteries in smoke and CO detectors.

Association members are welcome to attend open meetings. Please inform ahead of time if you have an item to add to the agenda.

ACs in kitchen windows require a doctor's note annually.

It was noted that all owners should check their electric panels to ensure that they are not the original Federal Pacific brand, as these are no longer up to code and are a significant fire hazard.

Please note that some items that have been found in the recycling dumpster are not actually recyclable, which will affect our costs. A reminder email of the list of items that are recyclable would be helpful.

Bulkhead maintenance will be considered for next year.

There will be a notice placed on the announcement board for a date for a yard sale this year.

The issue of large roots behind units was noted. The problem is that it is a large expense to address this to sod and seed the area, with no guarantee that it will work. Many things have been tried in the past with little success over time. We will seek an estimate of the cost of removing some roots and trees.

## VOTE FOR BOARD MEMBERS

The following Board members were up for re-election: Joy Adler and Cliff Metcalfe. No other attendees ran for election to the Board.

Tom made a motion to approve the Board members listed on the ballot; Gail seconded. The Board members were voted in unanimously.

## UPCOMING MEETINGS

We will have an open meeting in August at the pool for an opportunity for owners to share ideas.

## CLOSING

Meeting was adjourned at 7:16pm.