

## Natapoc Village Condo Owner's Association

### Annual Meeting – May 22, 2016 (approved 6/11/17)

**Present:** Lynn Withrow & Jim Farmer (101), Steve & Marie Olson (102), David Thorbeck (103), Mary Long & Dan Forbes (202), Sue Hennessy & Marcus Wood (105), Mary Anne Thorbeck (106), Sarah Navarre, Margo Navarre & Stephen Carroll (109), Steve Schmidt & Kay Marks (110), Joann and Dick Swanson (206) and Lisa Hanson, Property Manager.

**Absent:** Brook & Bella Fritz (104), Nick & Michelle Psychogeos (201), Neil & Juli Horan (203) Dave & Meg Krah (108), Dick & Shawn Gleason (109), Charlie & Julie Kindel (204), Bob & Darlene Jaeger (205)

**Proxies to Board:** Fritz (104), Horan (203), Kindel (204) and Jaeger (205)

**Proxy to Steve Olson:** Dave and Meg Krah (107)

**Call to Order and Approval of Minutes:** The Annual Meeting of the NVCOA was held in the condo of Sue Hennessy & Marcus Wood and called to order at 10am by President, Marcus Wood. He welcomed new owner Steve Schmidt (#110) & Kay Marks and our new Property Manager, Lisa Hanson. A quorum was established as our Natapoc Bylaws state that a quorum is “at least 25% of the total votes in the Association”. **Jim Farmer moved and Joann Swanson seconded to accept the 2015 minutes as written and presented. Motion passed unanimously.**

**Old Business:** There were several questions about how some of the issues in the 2015 minutes were resolved. 1.) Steve Olson was particularly interested in if there was a key in the locked box for all owners for the fire department. The bottom line is that the fire department does not have a master key to that locked box of keys and does not want that responsibility any longer. If they are called for a fire they will probably knock-in a door or window to gain access to a unit. Our Property Manager has keys to all units but one and there are contingency ways of accessing that unit if needed. 2.) Dick Swanson is concerned about the deteriorating cement around posts and poles. 3.) Everyone seems to agree that the new shed is working out very well with the exception that sometimes odd garbage gets thrown into the shed through the window or left outside. Someone suggested posting a sign that says “Owners Only” might help.

**President's Report:** 1.) Marcus said that we are at a turning point in our governance at Natapoc and looking at how governance will be done in the upcoming years and how to involve all owners in board positions. He said that having our new property manager has made a huge difference this past year. Lisa Hanson, lives locally, has contacts in the community and has been able to meet contractors for bids for various projects throughout the year. 2.) Marcus would also like everyone to make an effort to introduce yourself to anyone that you see around Natapoc. We have owners who don't know each other any longer. 3.) Marcus also discussed Board Liability over and beyond our Insurance for Director's & Officers Liability Insurance and asked for our yearly housekeeping motion. **Mary Long moved that all actions of the directors and officers of the corporation on behalf of the corporation during the past year were ratified and confirmed, provided the actions were within the scope of the directors and**

**officers duties and not outside the normal course of business of the corporation. It was seconded by Lynn Withrow and passed unanimously.**

**Secretary Report:** Mary Anne reported that she keeps track of communications of Board business, has archives of Natapoc documents on her computer, informs the owners of meetings and other information as asked by the President, keeps the Natapoc Roster and transcribes the minutes for Board meetings and the NVCOA Annual meeting. She said that she and Sue Hennessy had a steep learning curve this past year as they did two resale certificates, one re-finance and one amendment to the CC&R's for a garage sale. These were all very time consuming and when asked for, they are needed immediately. Lisa Hanson has been doing the resale certificates for the Kahler Glen condos and she charges \$150 to do them. Lisa is willing to provide this service for future sales at Natapoc. Expense will become part of the seller's costs.

**Property Manager and Infrastructure Report:** Lisa Hanson and Dan Forbes combined their reports as so much was overlapping information. She works closely with Dan and Marcus. Lisa outlined her responsibilities: monthly meetings with Gary Marks, Kahler Glen Manager, co-ordinate projects with vendors, respond to problems and provide information as needed and report to the Board. Projects finished under her watch this past year include getting the new shed built, installation of new plug ins/sensors, dryer ducts cleaned, pine needle maintenance, fascia/corner boards installed, Fall roof repair, top soil for west side after tree removed, hole in asphalt repaired, carport/sidewalks blown out monthly. She continues to work with vendors for the paint & staining of our buildings, roof repair and moss control, skylight repair, irrigation problems, landscaping, both weekly maintenance and long term improvements, pest control, HVAC problems, snowplowing, walkway repair, etc. She will coordinate window washing (owner expense) after our painting and staining is complete.

**Odds & Ends /Infrastructure:** 1.) Marcus has replaced the CAST landscaping services with Juan Landscaping & Irrigation out of Cashmere. He and Dan had been very dissatisfied with the service that we received from CAST last year. Additionally, we did not get our mowing done for three weeks in May of this year. On May 20<sup>th</sup>, CAST mowing services were terminated and Juan's services secured. Juan mowed for the first time on Friday, May 20<sup>th</sup> and did a very nice job. 2.) We had our yearly discussion about our irrigation problems. Dan said that we had three leaks in the system when the water was turned on this year. Big leak with the outdoor spigot and Dan is moving it closer to the building. A new check valve was installed by Kahler Glen and it is hoped that will make a difference with our downstream irritation. 3.) Juan, our new landscaper will give us a bid to clean out valves and replace valves and heads as needed. 4.) Mary Long will work with David Thorbeck and Margo Navarre on the Garden Committee on issues with our landscape. Lisa will pass on last year's garden committee notes to Lee who is designing a new garden for west side. Dan says that the area between the buildings will be rock and walls will be built to hide the electrical panels on our buildings. (Thank you to Dan and Mary for all the work they have done on this area) 5.) Lisa to work on getting a new bid for snowplowing next winter. Owners were very unhappy with the work that CAST provided. 6.) Noe will replace cornices when he does the painting 7.) Several people at the meeting wanted to have a chimney sweep come in for the chimneys. It was decided to swap that money for the dryer vent cleaning which was done this past year. We agreed to have chimneys checked every three years and dryer vents cleaned every three

years -- on alternating schedules and at association expense. 8.) Question was who calibrates our smoke detectors in our units as some seem more sensitive than others. It will be a question for our alarm company representative. Lisa will follow up with him to determine potential solutions to the frequent false alarms we experience at Natapoc with some units.

**HVAC information:** Beginning in 2017 HVAC companies will not be able to buy new Freon for charging our heat pumps as it will no longer be manufactured. They will be able to use whatever Freon is still on the market but evidently the price is already going up. This leaves all owners with the problem of what to do about their heat pumps. Alpine Aire has been out and given bids to two full-time owners who are going ahead and replacing their furnace and heat pump. Evidently they both have to be replaced at the same time as there will be compatibility problems with the new heat pumps. When to replace these will these aging systems will be a decision that each condo owner will have to make in the near (?) future. It is also an owner expense. Someone suggested that perhaps it would be a good idea to have Alpine Aire come out and top off all the heat pumps with Freon this year while there is still some around. Lisa Hanson will look into this and keep up informed.

**Treasurer's Report:** Before the meeting, Sue Hennessy had emailed to all owners the 1.) Draft Budget Discussion/Treasurer Report Document and 2.) Natapoc Village Budget and Projections Draft which included the 2016-17 Budget and long range Budget Projections. She had addressed many of our 2015-16 expenditures in a March 10, 2015 memo to all owners in which she re-capped the projects accomplished and updated the owners with status of Reserves and Operating Funds. Sue wanted to focus our discussion first on the 2016-17 Budget (\$71, 515) and went down the expense column explaining her assumptions with some items when lack of firm bids and opened the floor to discussion. The budget also assumes that we will be funding the reserves at \$10K as has been our tradition. Some thought that the budget was too big a jump in one year. Several items were challenged and at the end of the discussion Sue lowered the projected budget by \$7K by removing \$5K from the building maintenance since we will not need to do painting/staining for 2-3 years following our large project this summer and removing an additional \$2K since pest control was counted twice. . Some wanted to keep the extra in as a cushion/contingency. David Thorbeck made a motion to lower the budget to \$55K for next year. Motion died for want of a second. **Jim Farmer moved that we approve a 2016-17 Budget of \$65,000 dollars. Marie Olson seconded the motion and which passed with one abstention.** Sue said that she will not bill at the higher rates until the regular August billing. She will recalculate the amount for each of the three size units as we have proportional dues which are spelled out in Schedule B of our Natapoc CC&R's. Several people thanked Sue for the amount of thought and work that she put into this year's budget and the projections.

The painting project is due to begin next week and Marcus will sign the contact with Noe of NC Painting, Inc. in the next few days. **Mary Long moved that we spend \$75K out of our reserves and have both buildings and garages painted, stained and repaired in one year (if possible) and with payment over two years. Lynn seconded the motion and it was approved unanimously.** We will know soon if Noe can work our whole project into this year. It is hoped that he will be able to finish by the 4<sup>th</sup> of July if he is able to do the whole project at one time. (Post Meeting Note: Contract was signed on 5/24/16. Work will be completed this summer with payment divided over 2 years)

There was a discussion about whether the Christmas lights should be on all year (do we have a signature look) or only six months and more of a holiday/winter look. We do need new light bulbs as many are burned out and that does not look good. **David Thorbeck moved that we turn on Christmas lights only six months of the year. Sarah Navarre seconded the motion which passed.**

Sue then directed our conversation to how to build reserves for the projected roof replacement in 5 – 7 years. A couple of roofers have given us an estimated life of five years for the roof if we continue to do yearly roof repairs. We have received estimates that range from \$150K to \$200K for replacement which includes both buildings and the garages. Our painting project will diminish our \$100K reserves to \$35K by mid-2017. In the Draft Discussion Document, she had outlined three pathways for creating reserves for a roof replacement (pages 3-6). After some discussion it seemed that all agreed with scenario number one in which we continue to fund the reserves at \$10K per year which will leave a shortfall of 75K – 125 in year 2021, the year a new roof would be needed. This shortfall would need to be funded by an assessment of those owners at the time who would benefit from a new roof going forward.

**Election of Secretary:** Natapoc elects one officer every three years and this year the Office of Secretary is open. **Jim Farmer moved that we elect Mary Anne Thorbeck for secretary for a three year term. Motion was seconded by Sue Hennessy and motion passed unanimously.**

**Discussion of future governance / Officer Recruitment:** Marcus brought our attention to the problem of recruiting officers in our younger generation of owners. Sue's term as Treasurer is up in one year and she will not be signing on for a second term. Marcus will be president for two more years and he will not be running again. Looking around the room, are all people who have served on the Board in previous years and some for multiple years. Margot Navarre and Steve Schmidt indicated interest in serving as officers. Marcus will follow up with them to determine if they will run for offices as vacancies occur.

Meeting adjourned at 1pm.

Minutes respectfully presented,

Mary Anne Thorbeck