

Meeting Minutes
Fox Ridge Condo Association
Board Meeting Minutes

Meeting Date:	20 February 2020
Meeting Location:	Berwick Town Hall Conference Room

Attendees:

Name	Position	Present (Yes / No)
Rob Richard	Alternate	yes
Lisa Chase	President	yes
Fredric Gluck	Secretary	yes
Alexander Haraczka	Treasurer	yes
Melanie Stinehour	Alternate	yes
Mike Lamontagne		no
Steve Miller	Maguire Management	yes

Welcome

- Introductions
- Guest Time - no guests present at this meeting
- Call made to Mike Lamontagne to see if he would be present at meeting.
- Meeting called to order at: 7:07pm

New Business

Selection of Board Positions

- Volunteers for board membership at the annual meeting (from minutes). This meeting, we assigned the following positions and terms:
 - Fredric Gluck volunteers for Secretary / 2 years -- Approved
 - Alexander Haraczka nominates Lisa Chase for President / 1 year -- Approved
 - Melanie Stinehour nominates Alexander Haraczka for Treasurer / 1 year -- Approved

Electric Service:

- Two additional homes needed electrical service modifications this winter.
- No excavation needed for either of these homes. Wiring was already above ground and just tied to pole.
- Costs (apx. \$1800.00) shown in January financials. Significant savings from not having to excavate.
- These services will not need to be put underground. Electrical will be left above ground.

Driveway Widening:

- Steve communicated to the owner that they will first need approval from the town of Berwick before bringing the request to the board. The plan needs to be within the variance requirements and setback requirements and other building and zoning requirements set by the town.
- Once the town gives approval, the owner can come to the board with plans for the board to review.
- As of today, we have not heard back from the owner with further information on this request.
- Discussion that the Board's main input in this situation is external appearance. Our expectation is that any changes will be within the regulations and rules set by the Town of Berwick for setbacks etc.

Enforcement of Rules (with Fines):

Rob Richard proposed the question -- Now that we have a fine structure in place, how do we enforce the bylaws and fine structure?

Discussion of current issue (Property "A"):

- We could continue to fine the owner and pursue a lien but not sure if we could collect or if it is a good business decision.

- Motion by Alexander Haraczka -- Move that we inquire to our attorney to see if the board has options. No second on this motion. Motion denied
- Board asked Steve to send registered letters to owner of record as listed on the Berwick tax list.

Discussion of current issue (Property "B"):

- Review and discussion of current situation. Late fees delinquency, car parking on lawn unregistered vehicles and dog noise violation, tarps being used, yard maintenance as well as other violations.
- Steve will do a neighborhood drive through and follow up with owners in violation.

General discussion of enforcement of rules and importance of setting precedent for future actions if needed..

Discussion of Sanford Roberts as Attorney:

Lisa requested review and discussion of the current situation with Attorney Sanford Roberts.

- Alexander volunteered to check with his contacts to see if there is another suggested attorney to represent the board on other real estate matters.
- Suggestion that we stay with Sanford for the items that he is currently involved in. Will also keep Sanford on the 32 - 44 Lynx Lane situation.

Plowing

Discussion of how our streets are plowed versus condition of town roads (Pine Hill) and cost of salting.

- We are paying \$ 2250.00 per month for plowing services.
- Discussion of how the 55+ community (across Pine Hill) seems to always be plowed well.
- We most likely will not have the same quality as town roads but we do want timely plowing.

Discussion if the board wants to go to re-bid for landscaping and plowing (which are done by the same contractor).

- We have no complaints with landscaping last year with J&D.
- Discussion if it is better to have the same person for plowing and landscaping.

Steve will go for bid for snow removal for next year and landscaping for the year following at the same time.

Bank Account Names

We still have Kay Cichon on the bank account and need to change the name since she has resigned from the board as treasurer.

Also need to have Dante Puopolo removed as state registered agent and replaced with Lisa Chase.

- Alexander Haraczka made a motion to remove Kay Cichon from the bank account at Cambridge Trust.
- Motion seconded by Lisa Chase and passed unanimously.

Steve will update bank records with Cambridge Trust and submit changes for the registered agent form with the state.

Financial Review

Steve went through finances and delinquent accounts. He had to transfer 3K from reserves to cover current bills (legal and electrical). Most of the cash flow issues are with timing of collecting income.

- Review of end of year (2019) report as distributed to the board by Steve.
- Motion to approve financials for the end of year made by Alexander. Seconded by Melanie. Approved unanimously.
- Review of January 2020 financial report as distributed to board by Steve.
- Motion to accept January financials made by Alexander. Seconded by Melanie. Approved unanimously.
- General discussion on how to distribute financial data on a monthly basis to board members who are active and present and participating in board meetings and activities.

Collections

Steve is continuing to contact owners with past due balances and is charging late fees as required.

Next Meeting

- Wednesday -- Trying for April 22 2020 5:00pm -- Final location and date to be determined.

Adjournment

- Motion to adjourn made by Alexander. Seconded by Melanie. Approved unanimously.
- Meeting adjourned 9:04pm

Respectfully Submitted

Fredric B. Gluck
Secretary