

Meeting Minutes  
Fox Ridge Condo Association  
Board Meeting Minutes

<b>Meeting Date:</b>	16 April 2020
<b>Meeting Location:</b>	Remote via Zoom

## Attendees:

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

## Welcome

- After working on technical connection issues our video conference meeting was called to order at 4:43pm.
- Motion was made to approve the minutes from the 2/20/2020 meeting.
  - Motion approved

## Review of Financials

- Financial report as of 3/31 was reviewed.
- 12 owners are behind in paying fees.
- Total expenses: We are over budget by \$6311.29 mainly due to:
  - Electrical repairs.
  - Legal services we have engaged to help collect overdue accounts.

- Overage in snow removal (timing variance)
- General Comments:
  - Our budget is tight at this point.
    - We have not increased condo fees in at least 5 years.
    - Condo fees are usually increased every 3 - 5 years.
  - Going into the budget season (June/July) we will have to consider increasing the condo fees.
  - We are borrowing from our reserve to cover operating expenses. This is not a good accounting practice.
  - Main overage in budget is due to expenses for collections from 4 owners who are not paying fees.
  - One option to consider: do an assessment to pay for capital projects and keep condo fees the same.
- A/R Report Notes
  - Reviewed collection attempts on the owners who are behind in paying their fees.
  - State has put moratorium fees for late fees on overdue fees (Covid19). We did charge late fees for the first quarter.
  - The board continues to actively pursue all overdue accounts.
- Motion to approve Financials as presented.
  - Motion made by: Alexander
  - Seconded by: Lisa
  - Approved - Unanimous vote

## Other Old Business

### Follow up on search for Attorney:

- We are continuing to search for a Maine attorney.

### 22 Lynx Lane:

- Board did not approve the request for the fence installation. No other action needed at this time.

### Review of last neighborhood drive through by Maguire

- All letters were sent out to homeowners from the last neighborhood drive through.
- Some items were corrected, others are still outstanding (e.g. cars on lawns).
- Steve will do another neighborhood check in the very near future.

### Miscellaneous Old Business Items:

- Winter damage repair from snow plowing and fallen trees has been completed.
- The corporation registration has been changed from Dante to Lisa.
- 50 Fox Ridge Drive has not followed up about widening their driveway.
- 27 Sivertail has asked to widen the driveway.

- They both need to get the towns approval before the boards approval. This is still in process.

## New Business

### **Open space tree removal**

- Board discussed a request by a resident to remove several leaning birch trees.
  - If the tree is on common land and it is determined to be dangerous or a liability to a structure removing the tree is our responsibility.
- Motion made by Fredric to allow tree removal at 7 Bobcat Lane as requested by homeowner.
  - Second by Melanie
  - Motion Approved
- Motion made by Fredric that we do a full review of trees on common land and evaluate if they need to be removed.
  - Maguire, JD Enterprises and board members will do a property walkthrough to identify trees that may need to be removed and ask for an estimate.
  - Motioned seconded by Melanie
  - Motion approved

### **Brief discussion on Google Docs and cost and use.**

- The board will determine if a Google G Suite account would help in processing, storing documents and voting matters.
- Fredric will give a proposal to the board in the next two weeks with options and costs.

### **Discussion about updating the rules**

- The board will start meetings soon to review, update and put enforcement guidelines on the associations rules.

Meeting adjourns at 6:26