

**Fox Ridge Condominium Association
Annual Meeting Minutes
22 September 2020**

- Meeting called to order at 5:07pm
- 24 properties represented, 18 present, 6 proxies. (Note - this does not constitute a quorum.)
- All board members were present, Lisa Chase, President, Phil Jenks, Treasurer, Fredric Gluck, Secretary, Melanie Stinehour, Alternate, Rob Ricard, Alternate, Steve Miller, Maguire Property Management were present.
- Steve read the official declaration of meeting.

Board of Directors Report - Lisa Chase

- Board introduction and roll call. All board members present.
- Welcome and agenda
- Appreciation for all owners, board members and management company.
- Neighborhood looks good overall.
- Main complaints that we hear are barking dogs and not cleaning up after them.
- Tree removal was done recently around power lines by Central Maine Power in preparation for winter in hopes of preventing power outages.
- We are working on finding a way to clear culverts of downed trees and brush.
 - Initial estimate from Urban Tree was one week of time at \$1200.00 to \$1500.00 per day.
 - We decided to try to make this a neighborhood volunteer activity to cut costs. We hope to plan this sometime after the leaves have fallen so we can also clean the culverts. Maybe in early spring.
 - We are asking for volunteers, if you are interested please contact Steve Miller at Maguire Management.

Property Managers/Budget Report -- Steve Miller

- We require a quorum for budget approval but in the absence of the quorum, the board can approve the budget.
- Spending reserve monies or any capital expenditures requires a quorum.

- We do not have any capital expenditures or reserve spending needs planned for this meeting.

Legal Update - Steve Miller

- We have had to seek legal assistance for three properties. The first property on Lynx Lane went into foreclosure and was sold by the bank. All past due fees and legal expenses were paid to the association.
- We are currently awaiting judgement in the court system for two other properties on Bobcat and Lynx Lane.
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Review of 2021 Budget - Steve Miller

- Current association fees are 105.00 quarterly.
- We currently do not have enough cash in capital reserves.
- A major project that we are planning for the future is road replacement.
 - Initial bid to use for our financial planning purposes was \$550,000
 - We currently have about \$28,000 in reserves
 - We need to start to address the capital fund shortfall now, so that in the future we do not end up with a large assessment.
 - The board voted an increase of \$45.00 per quarter per property (making the association fees \$150.00 per quarter per property) -- **Effective Jan 1 2021**
 - This would provide approximately \$14,580 per year of additional funds, some or all of which may be put into the reserve fund. (Based on 81 properties)
 - This quarterly increase will allow us to reduce the size of any future potential assessments and make somewhat less of a shock in the future as well as help support property values.
- The large legal balance of \$8,204 was used to collect the monies due to the Fox Ridge Condo Association from unpaid association dues.
- Steve wanted to reiterate that 95% of the community is currently paying and has paid their dues.
 - **Audience Question:** What is the service life of the road?
 - 3 years ago, the service life was estimated to be 10 years so right now, the service life is expected to be 7 years
 - **Audience Question:** Is the capital fund a separate line in the budget.

- Yes. It is a separate line. We currently add \$4172.00 each quarter to the reserve
- **Audience Question:** Are there any other options for the road?
 - Yes. There are various options. For the estimate we are working on we went to one contractor that Steve has worked with in the past.
- **Audience Question:** Were all the roads put in at the same time?
 - No. Each phase had its own roads but they were close in time.
 - Some of the road sections have a top coat only.
 - As the time gets closer, we will explore options to get the best quality for the best price.
- **Audience Question:** Do capital expenditures need a quorum to approve?
 - Yes. They need a quorum of at least 50% of the property owners to approve.
 - The board can use the capital fund for emergency expenses (e.g. to repair power lines to houses if necessary)
 - Currently, the operating fund owes the reserves \$13,650 as indicated on the financial report.
 - The board can approve the 2021 budget without a quorum.
- **Motion made** by Phil Jenks to approve the budget including the condo fee increase of 15.00 per month (45.00 per quarter).
 - Motion seconded by Melanie Stinehour
 - Vote Taken
 - In favor: 18 votes
 - Opposed: none

Rules -- Steve Miller

- There were no questions from the audience regarding association rules.
- There have been no recent updates to the rules and regulations.
- A current version of the rules and regulations are available on the website.

Snow and Landscaping -- Steve Miller

- Our current contractor is J&D Services.
- Steve provided a summary of the services they provide -- snow removal and landscaping.
- Steve wants and welcomes feedback about how they are doing.
- **Audience Question:** Does J&D understand not to push snow up onto lawns

- Steve reviewed the process that J&D uses for snow removal and some recommendations that residents can use to make the results better (e.g. wait to clear the driveways until after J&D is finished and using snow sticks).

Election of Officers -- Steve Miller

- There are currently three 2 year positions open.
- You join the board not for a specific position. The board assigns positions and duties to board members.
 - Current terms that are expiring and need to be filled
 - Melanie Stinehour (2 year term)
 - Rob Ricard (2 year term)
 - Phil Jenks -- was appointed to fill remainder of Alexander Haraczka's term upon his resignation. This 2 year position will need to be filled.
 - Floor was opened for volunteers and nominations.
 - The following people volunteered to serve for 2 year terms.
 - Melanie Stinehour
 - Rob Ricard
 - Phil Jenks
 - **Motion made:** These three people to be appointed to the board
 - Motion seconded by LuAnn Woodward
 - Vote taken:
 - 18 in favor
 - 0 opposed
- **Audience Question:** Can someone volunteer to serve on the board?
 - The board has 6 positions. The board can appoint someone to an open position if someone volunteers.

Open Questions / Comments from Audience

- **Question:** There is a barking dog that barks for hours. What can be done?
 - Steve Miller suggested that if you record the dog or take pictures that his job as property manager is to act as the go between and he will approach the neighbor or write a letter. Steve reminded us that this is part of his job and that we should use the management company for "quality of life" or other issues.
- **Question:** Are some of the association rules going to be changing?
 - Rules were changed last year. There are no immediate plans to change any other rules. A discussion of the difference between rules and bylaws followed.
- **Question:** Can people use neutral colored tarps?

- A discussion followed and the applicable rule was read. There was some confusion based on the way the rule is written. The board will look at this at their next meeting.
 - **Question:** Do the rules on tarps apply to a manufactured motorcycle “cover” or tent?
 - The board will gather additional information and discuss an answer to this question.
 - **Discussion:** Steve Miller mentioned that Fredric Gluck, Steve Jenks and he did a walk around the neighborhood in the July / August timeframe and addressed some parking and other issues.
 - **Question:** There are pine trees behind houses on the west side of Bobcat. Can they be trimmed or taken down?
 - Steve Miller reiterated that the trees in this buffer zone are required by the town and recommended that before any trimming or removal is done that the town building inspector be called to look at the trees. This is a requirement of the town that was put into place when the property was developed.
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- Motion to adjourn the meeting was made by Jonsent
 - Motion seconded by Phil Jenks
 - Meeting adjourned at 6:07PM

Respectfully submitted



Fredric Gluck
Board Secretary