

**Meeting Minutes
Fox Ridge Condo Board
10 November 2020**

Meeting held via Zoom Video Conference

Board Member	Attending	Position
Lisa Chase	yes	President
Fredric Gluck	yes	Secretary
Melanie Stinehour	yes	Alternate
Steve Miller	yes	Maguire Management
Phil Jenks	yes	Alternate
Rob Richard	yes	Alternate

Meeting called to order at: 4:35pm

Reminder: Association Fees will increase effective Jan 1 2021

Financial Review:

- Income: Under budget because of condo fees that were not collected
- Expenses: We are over budget due to legal fees
- We did put the regular amount of 280.00 per month into reserves
- Monahan deposit of \$8571.38 in September report.
 - **Steven Miller will research and see where it reflects in the balance sheet (operating account).**
- We still owe the reserves \$13,760.00
- **Motion:**
 - **Motion by Phil:** Of the \$45.00 increase effective, 1/1/2021 transfer \$3,645 (entire increase) would be to the reserves each quarter up to \$13,650.00 which is the money currently owed to the reserves.
 - **Seconded by Lisa:**
 - Motion passed:
- Discussion regarding A/R Aging
 - **Owner 1:** Last payment was made in April of 2019. They had credit Jan 1 2020. Have had a balance due since that time. Multiple letters and email sent. We

suggest that Steven send a registered letter informing them of what the situation is.

- **Owner 2:** we are not sure where this stands due to death of husband. Phil will do some additional checking. Steven will send a registered letter to the owner informing them of fees that are due.
- Motion to approve made by Melanie, Lisa seconded motion.
- Motion passed.

Legals - Financials

- Discussion re Sanford recommending transfer of our work to Atty. Bedard due to Sanford illness.
- Bedard (suggested by Sanford). Steve talked to Bedard and Bedard is willing to take both outstanding legal actions..
 - Lisa to sign the fee agreement with Bedard so we can keep pursuing our current actions..
 - Possibility of Bedard also taking other issues.

Board Positions for Next Year:

- Positions are one year terms. (Board seats are two years except for Melanie is one year)
 - Fredric: Secretary
 - Lisa: President
 - Rob: Treasurer
 - Phil: Alternate 1
 - Melanie : Alternate 2

Snow Removal

- Steve re-signed J&D for snow removal for the next season.
 - Steven has reviewed comments from the annual meeting with J&D.
- Fees increased from last season by \$1,000.00 since salt is included.
 - Sand is not included and can be paid for separately if needed.

Questions from Lisa:

- Is it possible for us to group together to get better rates for bulk purchasing for Propane or Oil. Usually needs to be done in the summer? Steve says that this is possible.
- Could we start some yearly event such as a community bbq or block party or Community Day or Neighborhood yard sale?
- Perhaps email to go out in the spring to see if we can generate interest in these items.

Process For Approving Minutes

- Minutes should be approved by each member person.
- We can set a deadline for the date required for approval. After this date, minutes can be posted.
- The Annual meeting minutes are approved.
 - Steve will do a final review and I can put them on the Web by Friday.
- I will send other minutes out with a deadline of approval of 7 days.

Culverts:

- Rob and Fredric will walk the culverts on Bobcat to review possible actions and to check if outlets are clear. Plan for this Saturday.
- Steve will send email to property abutters informing them that we will be walking the culverts.

Meeting Adjourned: 6:04PM

Respectfully Submitted



Fredric Gluck
Secretary