**A**. **Call to Order -** The meeting was called to order at 7:00pm by President Cindy Parkhurst.

**B. Greeting and introduction of Board members**

1. Present: Jennifer Afonica, Bob Cosgrove, Denise Cosgrove, Fred Konchan, Cindy Parkhurst.
Absent: None

# C. Submission of proxies and establish quorum

1. 20 in attendance, 4 proxies - total 24. Quorum established

**D. 2018 Annual Meeting minutes –** President,Cindy Parkhurst

1. A summary of the March 14, 2018 minutes was reviewed. Motion made and seconded to accept Minutes; Minutes accepted.

**E. Financial Report** - Treasurer, Jennifer Afonica

1. Co-owners were provided copies of the receivables/disbursements ledger, the current account balances, the actual 2018 operating budget, and the projected 2019 operating budget.
* The Association's accounting data (bank statements, check register, check stubs, savings books) were also made available for review.
* It was noted that the Association's books are available upon request to any Co-owner at a reasonable time. Any Co-owner interested in viewing the financial books can call Jennifer to set up an appointment.
1. Delinquent Dues: One account - 20 months in arrears ($4,420 including late fees). Additionally, the Association has incurred costs of $1515.64 so far in attorney fees while pursuing collection, which the Co-owner will be responsible for. Steps taken to date:
* The standard “30-60-90”- day letters were sent by our Treasurer, most of which were returned to sender as unclaimed.
* Board members contacted the Co-owner by phone on three occasions in Fall 2017 to discuss and try to reach a resolution. In each case, we were given a promise to pay which did not occur.
* Small Claims suit initiated in January 2018; Court cancelled the court date after their Certified mail was refused and returned to sender.
* January 2018: the Board consulted an attorney.
* April 2018: The Association’s attorney placed a lien on the condo unit.
* November 2018: Board president Cindy Parkhurst reached out again to the owner by phone to try to resolve this issue and offer a payment plan. The owner again promised to pay, which did not occur.
* January 2019: the Board voted to pursue foreclosure on the condo unit.
1. Motion made and seconded to accept the Financial Report; Financial Report accepted.

**F. Old Business** - Cindy Parkhurst

1. The year in review: March 2018 - March 2019
* February and March 2018 winter weather problems and repairs – the Association paid $1,965 in repairs on four condo units.
* The Board switched building insurance companies from *Auto-Owners* to *Farm Bureau*, which resulted in savings of nearly $5,300 per year, or a 40% savings.
* It was brought to the Board’s attention in April 2018 that a Co-owner had done major structural and electrical modifications in their unit. Specifically, a floor was installed in a 3rd floor loft unit to close the loft, and electrical wiring and lights were installed.
The Co-owner did not submit plans or discuss with the Board, as required by the Bylaws, and did not acquire permits from the City of Trenton for these modifications. This resulted in two fines from the City for failure to obtain building and electrical permits.
The modifications were eventually inspected by the City and were approved, and the condo unit was sold.
Reminder to all Co-owners: Bylaws Article VI, **RESTRICTIONS,** Section 2 Alterations and Modifications states, in part, that: “No Co-owner shall make alterations in exterior appearance or make structural modifications to any Residential Unit (including interior walls) without the express written approval of the Board of Directors.”
* Parking lot sealed and restriped.
* Sewer lift station was replaced in August 2018.
* The new system has been working flawlessly – no alarms!
* In recent weeks, a grease ring has formed around the interior perimeter; the Board to schedule a cleaning.
* Still need to install new electrical box for our surge protector and back-up generator.
* **Residents are reminded**: no grease down the drains, and only toilet paper and human waste should be flushed down the toilets.
* Landscaping improvements – river rock refreshed throughout the property, plants at the sign rearranged and trimmed back to improve sign lighting. Discussion also regarding the pooling water, especially on the north side of 2465, due to low spots in the lawn. The Board to look in to solutions.
* 2445 entry door repaired.

**G**. **New Business –** Cindy Parkhurst

1. Election of Board Members – No Board of Directors nomination forms were received. Jennifer Afonica, Denise Cosgrove, Fred Konchan, and Cindy Parkhurst were re-elected to the Board.
2. At-large Board member Brennan Rees resigned his position in February 2019 citing time commitments and challenges. The Board is thankful to Brennan for his contributions to our community and wish him well in his future endeavors.
Since we didn’t receive any Nomination forms for new Board members, the Board discussed reaching out to some Co-owners who we felt may be interested in serving. We are very pleased to report that Dawn Paluszny (#309) has accepted the vacant At-large position on the Board. Dawn will serve out Brennan’s term (which expires in March 2020) and be up for re-election at next year’s Annual Meeting.
3. Annual Budget – Co-owners were provided copies of the 2019 Annual budget and Long-term budget, which the Board reviewed. Motion made and seconded to accept 2019 budget; motion passed.
4. Flood insurance – In 2017, the Board was made aware that, after a flood zone revision and updated elevation certificates, our property is no longer in a flood zone. Our revised flood zone is “X” which means that flood insurance is optional.
Our insurance representative, J.C. Moczydlowski from *Farm Bureau*, attended the Annual Meeting to explain our options and answer any questions. Some of the options included: lowering the coverage on the buildings (this would not result in significant savings), insuring only building 2445 (closest to the river), or dropping flood insurance altogether (savings of over $8,000/year). J.C. noted that we are grandfathered in at our current rate, and that if we were to drop flood insurance and try to get it back in the future, the rate would be nearly double. After discussion, Co-owners voted to retain our current flood insurance as is.
5. The reason that the Board was even considering our flood insurance options is that our buildings are in need of new siding. The siding is 30 years old and repairs are becoming more frequent and costly. Over the years we have repaired sections and painted, but this has become more of a bandaid rather than a long-term fix. The condition of our siding was also mentioned as a concern by our new building insurance company.
The Board is currently seeking bids for new siding and has also received two bids for repairing and painting: one bid is for $150,000 plus $65/hour to replace rotted wood (not to exceed 400 hours), the other bid is for $128,000 plus the cost of materials to replace rotted wood.
The Board is looking at every possible way to offset the cost to our owners. Some ideas that were discussed include: bank financing, a temporary Dues increase, and/or assessments.
This is a huge project that will take considerable time, work, and planning. Per the Bylaws, it will also require approval from 2/3 of the Co-owners. At such time as the Board has the bids in place, and the financing options worked out, a Special Meeting of Co-owners will be called to discuss and vote on this project. Ultimately, this investment in our buildings can only improve our property values.
6. 2019 projects include:
* Sidewalk repairs
* A/C line clean-out and hose replacement
* Tree trimming

**H. Open Discussion**

1. Co-owner comment about the unsightly dumpsters and the dumping that goes on at the property to our south. It was noted that the City has been contacted previously but there’s not much else that we can do.
2. Co-owner question about repair/replacement responsibility of doorwalls. Co-owners are responsible for their windows, entry and furnace doors, and doorwalls.
3. Co-owner comment that the carports are in need of powerwashing. The Board agreed and will get this done.
4. Co-owner comment regarding loud voices and noise in the hallways. The Board reminds residents that people work various shifts, and to please be considerate of your neighbors.
5. Co-owner comment regarding an increase in mail being delivered to the wrong address, and advertisement bundles being left in the entryways instead of placed individually in mail boxes. The Board to contact the Post Office.
6. Co-owner concern regarding a few instances where the sidewalks and parking lot were icy and slippery and not salted. The Board is aware of this issue and has been working on improvements with our snow removal company. Discussion included looking into a new snow removal company; the Board to discuss further.
7. Co-owner request for additional handicap parking. The Board noted that, with two handicap spaces per building, we exceed City of Trenton requirements. Discussion also included residents being courteous and not using handicap spaces for long-term parking. The Board to discuss further at the April Board meeting.
8. Several owners expressed their appreciation for the “great job” that the Board is doing. This is always nice to hear, and we sincerely appreciate the feedback!

**I. Adjournment –** Meeting adjourned: 8:55pm. Minutes submitted by: Cindy Parkhurst, President