ABV Condominium Trust  
Board of Trustees  
Meeting Minutes 06-12-2020  (Final)

Board’s Statement to our Community: Although we have not been able to hold Board of Trustee Meetings, we want to assure you that managing the business of our community is continuing to move forward. On Friday June 12, 2020 the full Board, Reggie Thomas and Shelly Kaner from our Management Company met to review/discuss and vote on, where applicable, specific community business. We thank you for your diligence in supporting state COVID-19 guidelines and we hope you continue to stay well and stay safe.

Management Company Report: Reggie reported that bid requests have gone out for our Snow and Landscaping Contracts. Over the next month or so, the Trustees will have specific details, review and determine what vendors we will use going forward. Per Reggie, they have several contractors available for Maintenance work and E – G can assist us in splitting up the work requests, put them out to bid to ensure quality and best price.

Officer and Committee Reports

1. Treasurer’s Report: Dennis Fitzpatrick reported that our total income through April was $128,577. This income is as budgeted, but with interest and other income added the total was $128,913. Total expenses through April 30th were $133,012. This is $26,995 under expense budgeted through April 2020. Approximately $13,000 is due to planned maintenance type items, final payments totaling $6,500 for snow contract and non-contract, and Accounting and Taxes totaling $4,250 having not yet been completed and billed. The remaining $3,00 is currently being under billed in Legal, Miscellaneous and Admin. Operating Account Balance as of April 30th was $80,190. Reserve Balance as of end of April 30th was $696,914. Interest earned through April on our CDs was $4,986. Past due assessments were $252 of which $240 was an unpaid maintenance chargeback. Dennis also reported that he will be renewing a maturing CD and also open a new CD. Dennis made a motion to approve and ratify the April 2020 financials, motion 2nd and vote was unanimous. Reggie to post the appropriate pages on the website.

2. Landscape & Architectural Modification Committee: Carl reported on several landscaping requests: #9 AB Drive requested to add a small flower garden around back deck/3 seasons room; #142 AB requested to add a small flower garden next to the side entry porch, edged with patio bricks that will lie flat; # 134 AB removed 2 spirea shrubs from common area that was approved by the Board. Owner purchased replacement shrubs and had them planted by our maintenance contractor at their expense. All requests were reviewed by the Landscape Committee and recommended to the Board for approval. Motion made to ratify the approved requests, 2nd and vote was unanimous. There were 2 AM requests: #21 AB requested adding a small railing and step to back deck which attaches to the existing privacy fence of the deck. Motion made to ratify the approved request, motion 2nd and vote was unanimous. # 122 AB requested adding a railing around back deck, similar to others in the village. Motion made to approve & ratify this request, 2nd and vote was unanimous.

3. Legal and Legislative Committee: Mike reported that the committee met approximately 2 weeks ago and will focus on 2 items: fine structure via a tiered approach and use of personal security cameras/ring doorbells, etc. Research will be done and the committee plans to meet again in July for further discussion.
6/12/2020 Meeting Minutes (Cont’d)

Officer and Committee Reports (Cont’d)

4. Maintenance Committee: Mike reported that Committee met in late April and conducted the spring inspection walk-thru. Overall, the committee found that our property is in good shape. There were a few items that needed immediate attention and they were forwarded to Evergreen for scheduling. All other items will be bundled together by category and forwarded to Evergreen by June 16th for review with Dennis for a budgetary perspective. Appropriate work orders and/or RFPs will then be generated within 2 weeks. A request for the spraying for ants, termites, etc., was discussed. All agreed that this is a good idea. Motion made to contract Ford Pest Control to spray all of our condo and CH foundations; motion 2nd with a cutoff of no more than $3,000 and vote was unanimous. # 101 AB will be reimbursed for their outside spraying only. Carl took the action item to follow up on spraying for ticks and mosquitos and get back to the Board on costs.

5. Storm water Compliance: Mike reported that the Spring 2020 walk-thru was completed. Mike reported that everything seems to be working well – no imminent concerns. There were a few items that require short-term attention which are being logged by Mike. Professional inspections and determination of any maintenance/rebuilding activities needed for concrete facings on inflow and outflow pipes are being researched. Bob M will research criteria used to determine when catch basins need to be cleaned as well as potential vendors to do the work, including the Town.

6. Legal Roundtable: Mike M, representing our Board, attended an E- G sponsored roundtable. Mike will provide the Board a summary of this roundtable within the next week. Focus was on COVID-19 related issues. Many had questions/concerns on conducting a 2020 Annual Meeting. As of right now, we as a Trust/Association, are in compliance with what our Attorneys advised. Reggie is doing more research on additional items such as mail in ballots, etc., and will get back to us. For now, our Board Members remain in place. Dennis will be reaching out to our Accountant on our Tax filing and financial statements. A date for our Annual Meeting is still to be determined. Other questions from attendees were focused on amenities such as pools, gyms and clubhouses, two of which do not pertain to us.

7. Clubhouse: Mike reported that per CDC guidance, State advisories, lawyers in attendance at the roundtable and our Management Company, Clubhouses should remain closed. Based on this discussion, Board made a motion to keep the CH closed until further notice; motion 2nd and vote was unanimous. The building is still being checked a few times a week to ensure there are no issues such as water leakage, issues with heat, etc.

OLD BUSINESS
1. Ratify approved 4/24/2020 Meeting Minutes: Motion made to ratify April meeting minutes; 2nd and vote was unanimous.

NEW BUSINESS
1. Pioneer Seal Coating: This is another of our 2020 Maintenance Projects. To date, no specific start date has been established. We budgeted $12,000 for this project. After a walkthrough with Reggie, and Dave Letourneau from Pioneer, the quote was $3,945. This does include crack sealing, line striping and asphalt excavation and repair in several locations.
6/12/2020 Meeting Minutes (Cont’d)

NEW BUSINESS (Cont’d)

2 Bunzl Directions Update: Shelly reported that she has had contact with Bunzl Corporate and per our review, the automated selection of directions has been removed. This should help. Also contacting companies that have GPS directions is also going to be investigated. Mike M to provide Shelly with contact information.

3. Redesign of Entryway: The Board discussed possibility of redesigning the entryway into the Village to further discourage large trailer trucks from entering our property. The Board agreed to wait and see how effective address and potential GPS changes are, but in the interim, Phil, Carl and Mike will further discuss other options for review with the Board sometime in the fall.

4. Shrub Removal/Replacement Project: This is a yearly Maintenance Project and notification went out the village approximately 2 weeks ago. Carl, along with Chet Janowski walked the Village and reviewed all shrubs paying particular attention to ones identified by owners’ emails. They also found a few in the common area that required attention. The list will be completed and compiled no later than June 14th. Carl will then contact 2 Vendors for pricing of removal and replacements. Project should be completed by early August depending on availability of contractor(s). Carl also noted that # 38 AB would like to plant a small tree, at their expense, on the side yard facing Emily Drive. After discussion, the Board advised Carl to let the owners know that they should submit a LC request with all the specifics, type of tree, size, growth, specific location, etc., to the Landscape Committee to start the process. Carl took the action item to follow up with the owner.

5. Community Surveys/Input: Our Community has many committees and it was recommended that we remind folks that we are always looking for volunteers. Several of our follow-up items are sent to committees for reviews and recommendations to the Board. It was suggested that an article be put in the Village Voice reminding folks of our many committees, and we welcome volunteers. As Sharyn is currently the point person with Emily, our Village Voice editor, she will draft a communication for Board review and forwarding to Emily for her next additions.

Meeting adjourned at approximately 12:00 PM.

Next Meeting TBD