

## **Sunnybrooke Condo Association meeting 6/17/2017**

### **Attendees:**

Dana Mitchell, Frank Debois, Lolly Debois, Jeff Lee, Ron Lavoie, Lauri Thompson, Jennifer Michaud  
Janna Stevens, Mike Hickey, Betsy Hickey, Brian Corkery, Mary Corkery, Aurthur Linscott  
Cindy Linscott, Bruce Knowles, Paul Boisselle

### **Old Business – Report from the President**

- We have been able to get all historical records in one place.
- Some information is on the web site - <http://sunnybrookecondoassoc.webstarts.com/> such as meeting notes, budgets, bylaws, applications, newsletters.
- The search for vendors is on-going such as snow plow service, and street sweeper.
- Discussion on street sweeping and its importance for storm water management
- Grass growing in the cracks in the road making road issues worse
- Contracts have been updated for the generator maintenance
- Road maintenance issues – the snow plow is hitting grates and manhole covers, adding to road deterioration and adding to the increased need to address road repair
- Complete and proper road repair estimates to be approx. \$200,000
- Banks have rules and regulations for condominiums; if we wanted a loan they would likely put an assessment on all properties.
- Revenues must increase, aside from the collection of dues
- Discussion on charging a fee for any renters other than a family member of the property owner. This was approved by the board of directors and its legality will be explored.
- Real Estate owners don't participate in things such as culvert clean up. Remember that volunteering helps keep costs down.
- Bruce Knowles will continue to clear snow from drains, the pump house area and mail boxes
- Road Repair – Ron Lavoie spoke with the city of Dover about getting in on one of their road repair projects however this was turned down by the town.
- Fee Schedule for dog walkers who do not clean up after their pets was introduced however administration of this needs to be explored. A Tenant trash cleanup fee was also discussed.
- Some Accomplishments were recognized – web site implementation, drop off box for dues payments, hydrants painted, community yard sale, collections specialist appointed
- Brian Corkery discussed adding a collections fee to cover time and expenses incurred for going to court, paperwork, mailings etc.

### **Community Yard sale – Report from the Secretary**

June 17, 2017 Sunnybrooke Community Yard Sale Event

The community yard sale was a big success. **We raised \$362.95.** While we need a lot more funds, for a yard sale event that's a nice return.

Numerous thank-you's are due:

To all who brought items to the bake sale - this was a big hit. The only thing left at the end of the day was 1 bag of popcorn.

To all who donated items - the quality was very good (sellable items) and we sold the majority of what was donated. Any left overs were brought to the Good Will.

Special thanks to my husband Kevin, and son Zachary - together we prepped the lawn, set up tables, set up donation items for display, provided a power cord for testing electronics, and most importantly put up with me!

Special thanks to Bruce Knowles and his pickup truck who along with Brian Corkery helped two UNH students by delivering the table to their dorm.

Cynthia Linscott and her husband helped all day, and worked as co-cashiers. Having two cashiers was beneficial in keeping people from having to track someone down when they were ready to buy.

Judy and Steven Koski - not only provided a lot of bake sale and donation items, but also brought over tables, their tent (which sadly met its demise due to high winds) tarps and organized the clothing tent.

My sister Linda (she does not live here) who arrived the night before and organized and priced MANY items, as well as provided 2 additional yard sale signs.

We had some surprises along the way - these things we should keep in mind if we do this again:

Our advertising indicated a start time of 10:am, however we had some drive-by viewings by 7am, and started selling at 8am. We were very busy from the start! Because of this 'early bird' action, we could have shut down an hour earlier. Something to think about for next time. I would definitely entertain doing this again next year.

Also, many of you stopped by and made purchases.

If anyone has any thoughts as to other ways to raise funds we would be pleased to hear your ideas! My apologies if I've forgotten anyone.

## **Report from Treasurer**

### **Discussion of the Budget – a copy of the Budget is attached**

- We are over budget by approximately \$4000 – largely due to the snow plow fees. It is our biggest expense.
- A copy of one month's snow plow bill was shared with attendees - \$5200
- Currently our soul source of revenue is dues
- Water and Sewer – we are responsible if there is a catastrophic event such as a main break. If this were to happen we have no extra funds to pay for repairs.
- New dues amount of \$100 per month was proposed
- The property of 3 Morgan Way owes over \$4000 in past dues. We currently have a lien on the property. We have been to court several times over this issue and the matter seems to be in legal limbo. The Bank attempted an auction in February, however there were no bidders. We

have been told there is a potential buyer and the Real Estate company has inquired about the lien being lifted. We will immediately lift the lien when the past dues are paid.

- In large part, all other owners are paying dues on time.
- Discussion about Real Estate companies who own property here; they do not attend meetings, do not participate in volunteer efforts, even though they are advised of all notices and newsletters. A postal fee is being considered for the mailings sent to them to cover administration, time and costs.
- Banks look at Savings and Reserves. In the future, mortgages could be denied to new buyers because of the ratio of non-owner occupied properties – vs – owner occupied properties. We are very close the bad side of this ratio.
- Can we require owner occupancy?
- A question was raised regarding fences. It is the owner's responsibility to know if a fence is on their property or not. If you are unsure it is recommended to have a survey performed to identify property boundaries. Prices for this service will vary.
- A question about the Eversource electric bill was raised. There are companies who are advertising lower rates to use their service. This will be explored to see if the association could get a better rate and reduce costs. If you would like to do this for your own property it is up to you. The Association's efforts would not include individual property electric bills.
- A question was asked about any surplus funds and what happens to it. Any surplus funds go directly to the Association savings account.
- **A motion was made by Dana Mitchell to accept the proposed 2017/2018 budget as presented, including an increase of the monthly fee from \$65 to \$100. The motion was seconded by Janna Stevens and approved unanimously by all 12 owners in attendance.**
- Additional snow plowing discussions – a pick up truck with a plow on the front does not have enough power to properly perform a curb to curb snow plowing service, with sand and salt. Proper equipment must be used. This service can be put out to bid. The current snow plow service has not raised their fee to us and performs curb to curb service with sand and salt.

#### **By Law Committee Update – Dana Mitchell**

- There are two documents – Declaration and By Laws.
- The Declaration is a legal document, declaring the condo association and includes "do's and don't's" and rules and regulations.
- The By Laws runs the organization, sets up meetings, officers, board of directors etc.
- There are allowances for commence sense judgements
- According to our attorney, our by laws need updating; some things no longer apply and there are no condo laws which need to be addressed.
- For some time, the law office has been non responsive, however recently work has begun again and at this point we do not want to move on to another lawyer and therefore have to start all over again.
- There will be voting that will need to be done before the by laws are passed and they know this – time is an issue and they will be given a deadline.
- When the Board of Directors signs off on the document, they will present it to the owners. A percentage of owners must vote (proxy voting will be allowed) favorable to pass the new by laws. Banks also look at this vote.
- An accompanying document will come with the new by laws to indicate what changes have been made since the last document.

- A question was asked about how much we have already paid the lawyer. A fee of \$720 was paid however it was unclear if a \$2000 retainer was also paid. This will be verified by review of checking account records.
- Update received we have paid :
  - 4/17/16 - \$1,000.00
  - 5/20/16 - \$459.08
  - 10/25/16 - \$720.00

#### **Report from Collections Specialist – Brian Corkery**

- A past dues check was received in the amount of \$300. An additional payment of \$362 is promised by July 15. We have an updated address for the owner of the property.
- Brian, along with Dana, will be meeting at the lawyer's office and will bring up the question of whether or not we can limit the number of non-owner occupied properties.

#### **Elections**

- all current officers have accepted remaining in their positions.
- There was interest from an attendee of joining the board of directors

#### **New Business**

Information is on the web site for renters and prospective buyers  
 Our President and Treasurer reach out to all new occupants  
 A welcome to the neighborhood letter is sent  
 When new real estate signs go up on a property, they are contacted

**The meeting was closed at 11:50AM.**

This report is Respectfully submitted by

Lauri Thompson  
 Secretary