

**Longmeadow Condominium Association**  
**Minutes of Board of Directors Meeting**  
June 21, 2016

**Board Members Present:** Ruth Nappe, Kit Kaolian, Maureen Pasko, Liza Sivek.  
Property manager Arin Hayden of Levey Miller Maretz.

**Absent:** Mary Ellen Cortigiano.

**Also in attendance.** Robert F. Austin, contractor.

Meeting called to order at 7:02 p.m.

Officially adopted the new COLLECTION POLICY RULE, proposed for adoption by the Board during the board meeting on May 17, 2016. A letter was sent to each owner informing them of the proposed change and the opportunity to attend this meeting to discuss. No owners were present to discuss this. A motion was made to approve the collection policy as a rule by R. Nappe 2<sup>nd</sup> by Maureen

Motion to approve meeting minutes from May 2016: **Motion Passed**

R. Austin attended to discuss the issues of the dehumidifiers (buildings comprising 1-13 (odd) Jackson Drive and 61-71 (odd) Jackson Drive continually running and also creating an annoying noise throughout the day and night. Discussion of how to reduce the water, better remove the extracted water, reduce sources of water (such as condensation from cold pipes), etc.

Discussed adding drainage, today there is a storm drain near 13 JD, and another at the other end of the building, near 1 JD. The pipe that is in the ground that connects them is only 4" diameter and Bob says that it is not large enough to handle additional drainage pipes from the sump pumps. Bob will provide and estimate for this work.

Discussed brick repair and selected window replacement items for next year

Gas Company meter replacement will have the new meters located outside the units. All units will have old meters replaced. Bob recommends that we ensure the old gas lines get capped so water and such does not leak into units.

Bob Austin left the meeting after the above discussions, at 7:35 pm

**Property Manager's Report, Arin Hayden:**

- Scheduled Xspor in units 61, 65, 67 JD to spray those attics.
- Bob Austin is installing Dehumidifiers 178, 180, 186 and 188 PC, and also sump pumps in 178 and 180.
- Discussed owners having "stuff" in the attic which can cause problems with attic ventilation and can contribute to mold growth. Larger quantities of "stuff" in the attic will need to be removed. Attics are not for storage. Owners who are getting mold

remediation treatments are responsible for removing their stuff. The Association is not responsible for cleaning or removing the items. Attics must be adequately insulated.

- Motion made to sign a contract with Milford Quality Landscaping for the rest of this landscaping season by M. Pasko, 2<sup>nd</sup> by L. Sivek. Motion unanimously passed.
- We will have the remaining parking lot spots re-stripped and numbered.
- Discussed LMN buying software from Appfolio which has needed features.
- The pool deck was power-washed. Discussed getting additional pool furniture.

#### **Old Business:**

- Old-business items already had been discussed earlier in the meeting.

#### **New Business:**

- Discuss hiring a person to clean the clubhouse, there is a lot of traffic in the clubhouse and restrooms during the summer.

#### **Treasurer's Report presented by Ruth Nappe:**

##### **Checking Account:**

Beginning Balance May 2016: \$ 270,392.19

Misc. Income: Web site advertisement sponsorship \$500.00

Collections: \$87,430.37

Adjustments: Bank interest \$12.64

Disbursements: (\$ 65,473.26)

Transfer to Money Market (\$20,000.00)

Total Balance Ending May 2016: \$ 263,861.94

##### **Milford Bank Money Market Account:**

Money Market Starting Balance: \$107,601.20 + transfer from checking \$20,000.00 + (interest) \$ 14.56

= \$127,615.76 End of month balance.

All balances agree with the bank and Levey Miller Maretz.

**Adjournment:**

R. Nappe made a motion to adjourn the meeting at 9:11 pm. 2<sup>nd</sup> : K. Kaolian. **Motion Passed.**