

**Longmeadow Condominium Association
Minutes of Board of Directors Meeting**

May 17, 2016

Board Members Present: Ruth Nappe, Kit Kaolian, Maureen Pasko, Liza Sivek, Mary Ellen Cortigiano, Arin Hayden of Levey Miller Marez.

Absent: None

Meeting called to order at 7:11 p.m.

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

Property Manager's Report, Arin Hayden:

- Ranch unit building 61 – 71 JD in the (large, common) crawl-space six dehumidifiers have been installed and four sump pumps installed. All new electrical run from the association clubhouse to the crawlspace powers the humidifiers and pumps.
- Ranch unit building 1 – 13 JD, in the (large, common) crawl-space six dehumidifiers have been installed and four sump pumps installed, and again, all running off of a meter paid for by the association.
- Discussed mold testing and remediation, 71 JD. Follow-up testing showed higher readings *after* remediation was completed. This needs further investigation. The attic in question also had a large quantity of items in storage.
- Power-washing done. Contract was \$1000 for four days of work. \$1000 for parking lot striping on PC and GW. Parking lot Striping and numbering will be completed after the gas company line replacement work has been completed. this summer. That is, after the patching of the parking lot has been completed.
- M. Cortigiano made a motion and M. Pasko 2nd the motion to approve and adopt the new "Collection Policy Rule" for Longmeadow Association Inc. This was largely written with the help of our attorney to meet various legal requirements. Such an official document is required, for example, by banks when they foreclose and the Association attempts to collect past-due fees. **Motion passed (unanimously).**
- Landscaping: Starting this Spring Landscaping season we have been using Milford Quality Landscaping on an interim bases (we are not under contract with them). That has been working out well. .
- Gas Company work will start mid-May: the Gas Company (their contractors) will be replacing all of the gas lines throughout the complex. This will necessitate lot of digging around the complex, including the paved areas.

- Paving – This year (summer) we will paving the an area of the Jackson Drive parking lot, curbing and selected walkways from the speedbump (end of last year’s repaving) near front 36 JD, up to the start of the parking spot for 1 JD.
- Some windows around the complex have shown signs of needing replacement. Discussion about ad hoc window replacement, as needed, next year.
- Annual painting of building’s wood surfaces (trim, etc.): The two even Penn Common buildings as 150- 168 (Bldg. 14) and 170-188 (Bldg. A-11) have been selected. R. Austin LLC will do the work and this will start shortly, before the end of the month.

Old Business:

- Parking lot line painting discussion. At this time we are unsure if it will be done this year or spring 2016.
- Discussion of revising the Longmeadow Bylaws. Initially, starting later in the month, the Board members will edit the document and the changes will be reviewed and discussed. We will need to engage a lawyer later on and have the owners approve any changes to the Bylaws. Our bylaws need to be brought up to current State standards.

New Business:

- Discuss newsletter, reviewed first draft. Spring newsletter will go our shortly. Discussed Bulk item pickup, the City will be picking up bulk items from registered condominium complexes the morning of Monday June 6th. If we find a volunteer to run a tag sale, the sale would be Saturday June 4.
- Motion made by M. Cortigiano to accept Rob Austin LLC quote of the three quotes Brick repair. We will decide to do the most-needed units. Other bidders included G.L.Capasso, Inc. and MTM Masonry and Chimney, LLC. Motion-- by M. Pasko and passed unanimously.
- Discussion of pool employee choices and coverage. Discussion of using volunteers for a small portion of the coverage. Discussion of implementing stricter sign-in requirements for owners and guests entering the pool area.

Treasurer’s Report presented by Ruth Nappe:

Checking Account:

Beginning Balance April 2016: \$ 258,622.87

Misc. Income:

clubhouse rental \$100.00

Deposit Line Of Credit from Re-fi: \$68,806.00

Collections: \$85,032.39

Adjustments: Bank interest \$10.06;

Disbursements: (\$ 142,179.13)

Total Balance Ending April 2016: \$ 270,392.19

Milford Bank Money Market Account:

Money Market Starting Balance: \$107,392.19 + 12.82 (interest)
= \$107,601.20 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.. 2nd : M E Cortigiano. **Motion Passed.**