**Natapoc Village Condo Owner’s Association**

**Annual Meeting – June 24, 2018**

Draft Minutes

**Present:** Marcus Wood & Sue Hennessy (105), Mary Anne Thorbeck (106), Sarah Navarre, Margo Navarre & Stephen Carroll (109), Steve Schmidt (110), Carey Ecker & Regina Terranova (201), Dan Forbes & Mary Long (202), Susan Daley and Dave Wendleton (205)

**Absent:** Jim Farmer & Lynn Withrow (101), Steve & Marie Olson (102), Paul and Ashley Nielson (103), Brook & Bella Fritz (104), Shane & Rene Lunak (203), Dave & Meg Krah (107), Dave Bissonnette (108), Charlie & Julie Kindel (204) and Dick & Joan Swanson (206)

**Proxies to Thorbeck:** Olson (102) & Krah (107)

**Proxies to Wood:** Framer/Withrow (101) & Lunak (203)

**Call to Order & Approval of Minutes:** The annual meeting of the NVCOA was held in the condo of Sue Hennessy & Marcus Wood and called to order a bit after 10am by President Marcus Wood. Because we had two new unit owners present, he asked those in attendance to introduce ourselves and say how long they had been at Natapoc. The Secretary confirmed that a Quorum was present to do business (our By-Laws state that a quorum is at least 25% of the total votes in the association). **The minutes were approved a bit later in the meeting with a motion to by Dave Wendleton to approve the 2017 minutes as presented. The motion was seconded by Cary Ecker and was approved by all present.**

**Reports:**

**President’s Report:** Marcus reports that to date we have incurred $330,000 in bills from the water damage to our units a year and a half ago. Twelve of the sixteen units had water damage resulting in our filing a claim with our insurance company. Because of damage to the roof, the Board assessed Natapoc owners $230,000 for the cost of a new roof. Marcus, Sue and Lisa worked with the insurance company and Farmers has made payments to cover most of the cost of the water damage and the cost of a new roof. At this point, our Treasurer has refunded 75% of the money that was assessed, plus 6 month dues were not collected in February of 2018. At this point we are waiting for the last of the work on the roof to be completed and for the installation of new heavy-duty heat coils that were recommended by our roofer.

We will need to do some electrical work for these high grade coils and for some upgrades with our alarm system. Lisa said that she got three bids for the heat coils. They are supposed to last 20-25 years and the best bid was a local one from Beaver Valley Electric. We are hoping at this point that insurance will cover at least half of the expense. Christmas lights will be re-installed as part of this whole electrical project. Other electrical work that needs to be looked at are the light sensors that turn on the outside lights. Lisa has had two electricians look at the problem and it is not solved. Steve Schmidt in 110 has not had outside working lights for several months (he has a temporary solution in place). We continue to have problems with light bulbs, even LED bulbs, than burn out faster than they should. One thought was that perhaps all the outdoor fixtures might need to be replaced. Cary Ecker suggested that perhaps we could replace one fixture and see if that might solve the problem before we go ahead and replace all the fixtures. Mary Long mentioned that before we can replace fixtures they have to have the approval of the Kahler Glen Architectural Committee. They also have to be Dark Sky compliant. Lisa will work with electricians on these problems as the carport lights and the upper landing lights are very important for safety concerns.

Marcus said that he has made contact with the President of the Kahler Glen Condos to discuss common problems that the condo associations might share. There is also an association of the Forest View Homes. He hopes that the conversation will continue after he is no longer on the Board.

**Secretary’s Report:** Mary Anne reported that she appreciates RSVP’s when requested and always happy to receive changes with Roster information. She reported that she worked with Sue Hennessy who is the Communications Liaison for the Kahler Glen Board and now several years of our most recent Natapoc Annual Meeting Minutes, our Natapoc By-Laws and CC & R’s are posted on the Natapoc tab on the Kahler Glen website.

**Infrastructure and Property Manager’s Report:** Dan Forbes, Mary Long and Lisa Hanson reported on a number of issues at Natapoc. Dan and Mary believe that they have solved the long standing issues with our watering system. They have practically rebuilt the system with new valves, repaired a leak in a pipe from damage by a ladder of one of the roofers and replaced many of the sprinkler heads. Part of the new system is computerized and Dan is hoping that he will soon have an App on his phone that he will be able to monitor the watering system from his phone. Dan does caution that the pipes in the ground are 20 years old and he is not sure of their condition. Lisa said that Gary (CAST) should be paying for the damage done to sprinkler heads from the snow plows as they ignored the reflective poles put out by her. **Request by Dan: Please do not park next to the grass berm as there are sprinkler heads that can get damaged. Extra cars should park across the road.** Our lawn work is done on Fridays so there is lawn equipment that could damage cars parked next to the berm.

Mary had a request that we all be mindful of trash that ends up in our Natapoc area. There are times when she and Dan have to pick up a lot of litter. The garbage cans are now in the back area of the shed but at times garbage still ends up in our shed. We do need to install a full door at some point but still allow access to the shed for light bulbs, the blower, the ladder and the community grill. Renters continue to be confused about what to do with their garbage. **Owners who rent their units are asked to remind people that trash needs to be taken to the maintenance area at Kahler Glen.** There are large receptacles for trash and recycle. If they are closed, there is a winch on the front that will open the lid. Sue Hennessy, who is on the Kahler Glen Board, says that the KG Board is working on building an enclosure for the receptacles that will be open at all times.

Mary said that she and Dan are working on the hillside cart path by the Farmer/Withrow unit (101). It is steep, difficult to mow and needs to be heavily watered. They say that water seems to be eroding the hillside so they are working to take out the grass and replace it with a rock wall. They also think that the aspen tree by Unit 101 will have to come out as the roots are eroding the foundation to the garage and the parking lot paving. (We had to remove a couple of trees between our buildings a couple of years ago because of the root/ foundation issues.)

Marcus reminded everyone that the outside elements cannot be altered by anyone without the consent of the KG and Natapoc Boards. There has been a movement to paint the outside doors at Natapoc. Mary Long had narrowed the decision down to two colors and the samples were passed around the room. **Regina Terranova made a motion that we choose the darker paint color (Sooty Lashes) for the door color. Motion was seconded by Steve and motion passed.** Owners will be notified when the paint job will be done. Another Paint item: Lisa said that Noe Painting will be going around and checking the rails for damage and if needed, will paint.

We briefly discussed several items on Lisa’s project list as several had already been discussed. Lisa said that she will be getting bids for the damaged cement in our walkways and parking areas. This has been on our project list for some time and it hoped that we can get at it this year. Depending on the cost we might have to rank the projects and do over several years. Places that involve safety should be the first priority. She will coordinate with our roofer for Fall roof maintenance which involves blowing debris off of the roofs. She will also coordinate with the new Natapoc President and our alarm company to bring our alarm system up to code. Lisa said there is the ongoing battle every year in dealing with CAST (Gary) to use our Natapoc share in the KG Association to pay for snow plowing. She is continuing to work with Jeff Story on the repairs on the upper landings. There will be a time in the near future when he applies the finishing sealant when **the owners in some of the upper units will not be able to access their unit for a couple of days while it dries. Lisa will work with those owners to let them know the dates.**

**Financial Report:** Sue Hennessy filled in for our Treasurer, Jim Farmer. Copies of the 2018-19 Budget had been emailed to all owners and there were paper copies at the meeting. Sue reported that the financial condition of our Natapoc Association is healthy. We have operated within our budget and we are funding our reserves as policy dictates. Our current reserves are $48K but we should try to build to at least $100K. She reported that our insurance company paid considerably more than originally expected for the water/ice damage from the winter of 2017. We are on the home stretch of completing the last of the work to close the claim. The total claim will be in excess of $330K and we estimate that the insurance will pay about 90%. We hope to wrap up the work, pay the last two contractor bills and close claim this summer. The Natapoc Board voted to replace the garage roofs in May 2018 with $21K from the assessment money.

Our insurance policy renewed. We raised our deductible from $1 K to $5K/ year. There was an increase in premium but we are thankful for the continued coverage.

As stated previously, 75% of the roof assessment dollars were returned to our owners in May 2018. Our Natapoc Association dues for Feb.-July were “prefunded” from assessment dollars.

Our landscaping costs were much lower in the past year than expected. We have excellent service by Juan and his crew. She thanked Mary and Dan for working closely with them to manage the work and expenses and for the constant attention given to the irrigation system and hours of volunteer gardening.

Sue brought our attention to several discussion items. #1) Jim recommended that the costs of repairing the upper decks that are not covered by insurance should be paid out of the remaining assessment funds. After some discussion, **Cary Ecker moved that the excess assessment money be applied to the dry rot repair on the upper landings and if money is left over that it be returned to the owners. Steve seconded the motion and it was approved by all present.**

2.) Philosophy regarding the ongoing maintenance of painting and staining of our buildings. We agreed to protect our sizeable investment in our painting and staining project by initiating an annual maintenance program beginning in 2019. We currently have assumed $5K/year in the operating budget to accomplish this. Jim recommends funding this out of the reserves. If we do, we need to determine if we need to increase the reserve funding to accumulate $$ for eventual roof replacement or other major problem. This is something for the owners to think about. Cary Ecker thinks that it should be funded out of the operating budget.

3.) Should we raise dues incrementally on an annual basis (e.g. 3-5%) or only do so when we are more certain about the specific way the dollars would be spent?

Sue said that the budget was not in alignment with the projected income as there is one family that is behind in paying their association dues and assessment. Marcus said that the Board has worked with the owners but the Board finally had to put a lien on their property as allowed by our CC & R’s. Discussion centered on whether we might want to copy the wording of the KG Association and block owners from voting if they are not up to date on their dues.

**Sue Hennessy moved that we adopt the 2018-19 Budget as presented. Steve seconded the motion and it was approved by all at the meeting.**

**Board Liability: Mary Anne moved “ that all actions of the directors and officers of the corporation on behalf of the corporation during the past year are ratified and confirmed, provided the actions were within the scope of the of the directors and officers duties and not outside the normal course of business of the corporations.” Mary seconded the motion that was approved by all.**

**Election of President:** Marcus said that Mary Long had agreed to serve as President and there were no additional nominations from the floor. **Marcus moved to call for a show of approval for Mary Long for President by all those present. There was approval from all present**.

**Eliminate VP for Infrastructure role:** This was created as we were transitioning to hire a manager and undertake a long list of deferred maintenance projects**.** We thought it advisable to have an onsite owner who could work closely with the manager as a Board member. Last year Dan Forbes agreed to serve an additional 2 year term in the role but at this time, Dan believes that it is in the best interest of the community to resign from this position as his spouse, Mary Long, will be serving as President. The Board recommends that the VP: Infrastructure role on the Board be eliminated. **Steve moved to eliminate the position for VP: Infrastructure. Sarah seconded the motion that was approved by all.**

Marcus presented Dan and Mary with a gift certificate for Wild Flour restaurant for their total dedication and work for the betterment of our Natapoc community. Steve Schmidt was recognized by Marcus as being a “silent hero” in our community for his offer to extend low interest loans to owners not prepared to meet the original roof assessment. This was a largely selfless act by Steve. Mary Anne mentioned that at our Natapoc Friday evening social that Jim Farmer had presented Marcus with a gift certificate to the Wild Flour restaurant for his outstanding leadership as President of our Natapoc Association for six years. Many thanks to all these dedicated people!

**Steve moved and Mary seconded that we adjourn the 2018 Natapoc Owners meeting. Motion Approved by all. Meeting adjourned at 12:45pm.**

Minutes Respectfully Submitted,

Mary Anne Thorbeck