

Edgewater Estates HOA Board Meeting
November 21, 2023
Minutes

Present: L. Bechard, T. Carrino, T. Page, J. Trombley, D. Wardell, S. DeForge (by phone)

I. Theresa Page called the meeting to order at 3:05 p.m.

II. Minutes of September 26, 2023

The minutes of September 26, 2023 were reviewed with no discussion. Diana Wardell moved to accept the minutes as presented; JoAnn Trombley seconded the motion. The motion was unanimously approved.

III. Treasurer/Bookkeeper's Report

Linda Bechard reviewed the budget based on expenditures paid as of October 31, 2023. All expenditures were part of our regular monthly expenses. The current balance in the checkbook includes the balance of the unexpended funds for 2022. JoAnn Trombley moved to accept the report as presented; Theresa Page seconded the motion. The motion was unanimously approved.

IV. Committee Reports

A. Insurance verification updates

Thelma Carrino reported that verifications from 10 homeowners (2 of which are new owners) are pending and have been contacted individually by email.

Fireplace maintenance updates

Thelma Carrino indicated 4 verifications of cleaning are pending, and 5 are pending verification of no use in 2023.

V. Old Business

A. Theresa Page reported on the following items:

-The pool heat pump was installed by Lake Champlain Pools with electrical work being completed by Lake City Electric. Due to the lateness of the installation they will trial run it to ensure everything is working properly in the spring. Theresa also noted that since the pump is now installed outside, a camera will be installed in that area for easier monitoring.

-Theresa reported she is continuing to work with FEMA to get the required LOMA (Letter of Map Adjustment) certificates for insurance purposes. Robert M. Sutherland, PPC will do the remaining site elevation surveys for units 1-11, 36-42, and the clubhouse. FEMA also now requires a copy of each individual deed which Theresa has been able to get by FOILING the City Clerk's office. She will now reapply for each building whose survey is complete and for those upcoming as the survey is completed.

Once they are all done and FEMA has classified them, Theresa will be in touch with all owners and provide them with the necessary documentation for use with

their insurance companies (aka LOMA). The Board will also review the need for Clubhouse coverage.

VI.

New Business

A. Theresa Page reported on the following items:

- Diamond Landscaping and Hauling, LLC (who did our snow removal last year) negotiated a flat rate contract rather than a per inch contract. Diana Wardell moved to accept their bid of \$25,500.00/ which covers November and December, 2023 and the remainder of the winter season for 2024. Sue DeForge seconded the motion. The motion was unanimously approved.
- Trash and other materials are being left in the parking area on Margaret St. Police have been notified and have intervened. Theresa will investigate the feasibility of installing a camera to cover that area.

B. Building and Grounds Manager

Theresa reviewed the position of Building and Grounds Manager which is an annual appointment. After some discussion and review of the work done by Theresa for the 2023 year, the Board expressed their appreciation for her work and invited her to continue as the Edgewater Estates Building and Grounds Manager for 2024. JoAnn Trombley made the motion to reappoint Theresa Page as Buildings and Ground Manager for 2024 with compensation as provided in the proposed 2024 Operating Budget in the amount of \$11,256.00. This complies with the regulation for management positions that salaries must be at least 10% of the total budget revenue. Diana Wardell seconded the motion. The vote passed unanimously with Theresa Page abstaining.

C. Bookkeeper

Theresa reviewed the work included in this position which is an annual appointment. The Board expressed their appreciation to Linda Bechard for the work she has done in this capacity and invited her to continue as the Edgewater Estates Bookkeeper for 2024. Diana Wardell made the motion to reappoint Linda Bechard as Bookkeeper for 2024 with compensation to be made in the form of a waiver of HOA fees in lieu of payment for the position of Bookkeeper for a total of \$2,952.00. JoAnn Trombley seconded the motion. The vote was passed unanimously with Linda Bechard abstaining.

D. Direct/Electronic Payment of HOA Fees

At the request of some HOA owners, Linda Bechard has begun working with our bank, Community Bank, to investigate how best to arrange this as an option for HOA payments. Theresa Page and Diana Wardell will join Linda for a meeting with the Bank. Once this is set up, Diana Wardell will do a trial run to ensure there no problems. If it is working well, Linda, as bookkeeper would continue to ensure incoming funds are appropriately redirected to the proper budget designation. A memo will then be sent to all homeowners with instructions to follow should they want to avail themselves of this opportunity. Hopefully, it will be ready shortly after the first of 2024.

E. Pool Room Needs

The electrical wiring in the pool room needs to be updated and in relocated to a higher position to get it off the floor area. New outlets and a small wall space heater need to be installed. Overall reorganization and cleanup also needs to be completed. This work will be completed by Lake City Electrical by the end of November and should result in additional savings in electrical costs.

F. Camera installation

Installation at the dumpster on the south end of Edgewater is completed and one at the north end dumpster will be done as soon as logistics for installation can be arranged,

G. Unit 40 Door

The door has been replaced due to leakage.

H. Operating Budget 2024

Linda Bechard reviewed the proposed 2024 budget and provided handouts for the Board's use. The overall increase from 2023 to 2024 is \$8,334.00. She will provide the end of year budget report at the next meeting and after the auditor has completed her work.

JoAnn Trombley made the motion to accept the proposed budget as presented. Sue DeForge seconded the motion. The vote was unanimous with Linda Bechard abstaining.

I. Air Conditioner Infraction

One unit has not yet removed their air conditioner and it is leaking rust onto the newly cleaned roof. A letter instructing the owner to move the air conditioner at once will be sent, along with an offer of help from the Board to do so if the owner requests it.

J. Board Meeting Day Change

Tuesday meeting dates have become difficult for one or two of the Board members and it was agreed to move meetings to Wednesday and to choose the actual date each month, at least for the winter months.

VII. Other

- New outside LED lights have thus far shown a savings of \$50/month when compared with the same month in 2022
- A notice reminding clubhouse users to lower the thermostats to 60 degrees when leaving will be posted by the side entrance.
- Theresa reported that she had been made aware of City and State Building Codes that came into effect since Edgewater was built, but had not been made known to Owners or the Board. A notice regarding the required smoke and carbon monoxide detectors will be sent to all homeowners. A copy of the notice detailing the codes is attached to these minutes.

VIII. The next HOA Board meeting is scheduled for February 28, 2024 at 3:00 p.m. There will be no meeting in December and January except in cases of an emergency.

IX. The meeting adjourned at 4:09 p.m.

Respectfully Submitted,
Thelma Carrino, Secretary