

Randolph Common Homeowner Association

2024 Annual Meeting Minutes

Date: November 21, 2024
Time: 7:00 PM
Location: 61 Catesby Lane

Board Members:

Cory Munsterteiger – President
Bob Rotier – Treasurer
Jason Jeffords – Septic and Leach fields
Marc Wydom – Grounds
Andrew Boucher – Secretary (Absent)

Attendance:

Name(s)	Address
1. Robert and Denise Rotier	61 Catesby Ln
2. Marc Wydom	25 Lancaster Ln
3. Cory Munsterteiger	26 Lancaster Ln
4. Jason Jeffords	50 Catesby Ln
5. Andrew Boucher	32 Lancaster Ln
6. Jehangir Ibrahim	53 Catesby Ln
7. Richard Messier	58 Catesby Ln
8. Eric and Linda Pavao	21 Lancaster Ln
9. Jonathan and Suzi Beck	18 Lancaster Ln
10. Yelena Bibik	27 Lancaster Ln
11. Bill Lange	59 Catesby Ln
12. Dennis Finn	28 Lancaster Ln
13. Jennifer Putnam and Frank Molino	19 Lancaster Ln
14. Amanda Davis	17 Lancaster Ln
15. Tom Quail	49 Catesby Ln
16. Eileen Beaudoin	51 Catesby Ln

Proxies:

Name(s)	Address	Proxy Voter
1. Dana and Donna Finn	29 Lancaster Ln	Robert Rotier
2. Andrew and Roma King	14 Lancaster Ln	Jonathan Beck
3. Benson and Claire Tongue	10 Lancaster Ln	Jonathan Beck
4. Vince Dwyer	12 Lancaster Ln	Suzi Beck

A quorum was obtained.

Agenda items for the 2024 Meeting:

- Review of 2024 Action Items
- Grounds and Trees – Marc W.
- Septic and Leach fields – Jason J.
- Financial report for 2024 and proposed budget for 2025 – Bob R.
- Board Membership and openings – Cory M.
- Open floor for new business

1. 2023 Annual Meeting Action Item Review – Andrew B.

- a. Kristen Wydom** inquired with public works to get better signage at the corner of Lancaster and Catesby, to which a new sign was installed clarifying the corner.
- b. The Board** approved the purchase and installation of a “Little Free Library” kit. **Suzi B.** subsequently informed the board that she was unable to follow with the purchase and install of the library. **Kamal Lange** offered to take over this task.

Status: **Kamal** has not made the purchase as of yet. The approval still stands.

- c. Andrew B.** granted access to all HOA members by adding their email addresses to the Google Drive folders with the documents. If anyone is still having trouble, or they have a different email other than what is on the directory, they should notify me so I can add the email to the Google Drive folder.
- d.** The 2023 spring trail cleanup had minimal turnout, the trails were cleaned up late spring 2023 to some extent but could use more work. Another cleanup date will be setup in the Spring of 2024.

Status: A spring 2024 cleanup date was not setup. Interest in setting a new date for Spring 2025 will be explored.

2. **Trees and Grounds – Marc W.**

- a. Grounds Guys was selected for maintaining the cul-de-sacs and leaching fields. They had the best response and quote. **Marc** was very happy with their response time and feels they were going above and beyond their scope of work helping keep the common grounds looking good.
- b. **Cory** informed all that the previous company stopped responding to calls and that lead to the common grounds getting overgrown.
- c. **Linda P.** suggested gaining interest from other HOA members to get a group rate for spring cleanup of their properties.
- d. **Linda P.** brought up a concern for how small the budget is for maintaining the cul-de-sacs. Suggested increasing the budget for that maintenance. **Marc** informed that all services have become more expensive and **The Board** has decided the budget should be increased for grounds maintenance.

3. **Septic and Leach fields - Jason J.**

- a. **Jason** informed there was one pumping station failure. The cost was between \$5,000-\$7,000. That pump failed a second time but was under warranty and was repaired at the septic companies expense.
- b. There are scheduled tank pumpings for July of 2025 for half of the neighborhood. When the tanks are pumped the septic company will do inspections to ensure proper functioning of all parts. They will issue a report when the work is complete.
- c. **Linda P.** questioned when the estimates for leaching field replacements were received. The concern is that the prices received prior to 2020 may be much lower than current rates. **Jason** informed that the estimated \$15-20,000 is a fairly accurate range and also that the life expectancy can go longer than expected. **Cory** suggested it may be prudent to inquire with our suppliers to ensure the estimated range is still relatively accurate.

ACTION: Jason J. shall call the septic service providers to ensure the estimated leach field replacement rate is still relatively accurate.

4. **2024 Financial Report and 2025 Budget – Bob R.**

- a. **Bob** presented the financial report for 2024. With the exception of one homeowner all dues have been paid and up-to-date.
- b. All CD's have been converted from 4% to 5%. Income side
- c. Electrical expenses have been on the low side. **Bob** discussed
- d. Grounds budget went over this year. Primarily from the leach fields being so overgrown and the new company had to charge a higher amount to knock them down. This also included the spring cleanup costs due to Dutton not responding and letting things get overgrown. Next years budget has been increased to \$6,000 from \$4,500. Communication with The Grounds Guys has been on going and **Marc** is trying to confirm this budget price should cover all expenses in 2025.
- e. Septic expenses of \$6,500 was due to the pump station failure. However, this still remained under budget for 2024.
- f. **Bob** presented a chart showing pump station and septic tank expenses. Since the start of the pump station preventative maintenance, the number of yearly emergencies has drastically declined. Again from the start of **The Board** taking over everyone's tank pumpings, the number of emergencies has again declined. All said this is saving **The HOA** money every year on emergency repairs.

- g. The budget for septic maintenance will be \$8,500 for the triannual septic tank pumpings in 2025.
- h. **Eileen B.** questioned the increase in emergency repairs since 2020 being due to inflation. The specific increase in 2024 was due to an unfortunate circumstance where the emergency required the leach field tank to be pumped twice.
- i. **Linda P.** inquired about the number of bedrooms each septic system was originally designed for. **Jason** informed the better measure for system capacity is counting the number of people that all use a single leach field. If that number is greater than the design requirement, **Jason** suggested proactively pumping septic tanks on a more frequent schedule would help maintain the system.
- j. **Dennis F.** questioned if homeowners are required to dig their own tank covers during the triannual pumping. **Jason** informed that all the homes that received risers would not be required to dig the cover out. The homes with their covers less than 6” below the surface may need to be uncovered by the homeowners.
- k. **Linda P.** inquired if the \$6,000 budget included tree work. **Linda** also inquired how much an emergency tree removal costs. **Bob** informed it does cover the cost for emergency tree removal and the cost is variable and hard to define an exact number.
- l. **Motion** to approve the 2025 budget by **Jason J., seconded by Marc W.**
 - i. **Motion passed**

5. New and Other Business – All

- a. **Suzi B. and John B.** brought up the concern of the legal liability to **The Board** if a theoretical tree from common ground fell and injured someone. **Jason** rebuked that there would be no liability to **The Board**. The concern is that if homeowners started requiring **The HOA** to front the cost of taking down trees, then the dues would be increased drastically.
- b. **Marc** started the discussion of the tree policy with how small the budget is for tree work yearly. It doesn’t allow for **The HOA** to take down trees at the desires of homeowners. With the understanding that logging companies are less expensive than tree removal companies, the damage done to the surrounding areas due to dropping trees may be too much of an eye soar. **The Board** agrees that allowing logging companies to do any homeowners tree removal work should not be allowed. **Marc** further presented some items to continue the discussion regarding revising the tree policy.
 - i. Without 2/3 approval or unanimous approval from **The Board**, logging companies should not be utilized for tree removal.
 - ii. Trees that are felled must be removed in a timely manner.
 - iii. Any tree removal work a homeowner is having done, the homeowner should be present during the work to ensure the approved work is done correctly.
 - iv. Have conversations with neighbors regarding concerning trees to ensure all parties are of the same understanding of having the tree removed.
 - v. There was a suggestion of getting all homeowners in the community to mark all concerning trees on/near their homes. Then scheduling a day that a company comes in and gives a group rate for removing numerous trees throughout the neighborhood.
 - vi. **Bill L.** questioned the current tree policy and where to view. The **Bylaws** are available on the website.

- vii. **John B.** questioned about the tree policy stating that a tree posing an imminent hazard may be removed at the expense of **The Board**. A copy of the current Tree Policy was presented. Section M. of the **Bylaws** is the section **John** is referring too.
 - viii. **Linda P.** suggested eliminating Section M. but **Cory** pointed out that may not stop homeowners from coming to the same assumption that **The Board** is responsible for taking certain trees down.
 - ix. **John B.** volunteered being on a sub-committee of **The Board** to further the discussion on revising the tree policy. **The Board** has had discussion about forming such a committee during **Board** meetings this past year.
 - 1. **Motion** by **Denise R.** to have a sub-committee come up with a draft by April 1st to review and discuss the tree policy further. **Jason seconded** the motion.
 - a. **Motion passed**
 - 2. **Bill L. and John B.** volunteered to be part of the sub-committee.
- ACTION: Andrew B.** will make an announcement on the website and Facebook pages as well as emailing all homeowners that would be interested in joining the sub-committee.
- x. **Linda P.** volunteered to assist **Marc** in coordinating grounds work and maintenance for **The Board**.
 - xi. **Linda P.** brought up concern over cars parking in the landscaped cul-des-sacs for long periods of time. **Cory** informed there is nothing in the current **Bylaws** restricting parking on the streets or cul-de-sacs.

6. **Denise R. motion to adjourn** seconded by **Suzi B.** Meeting was adjourned at 8:47.