

Trustee Meeting: 1/21/2025

Present: Tom Jones, Jen Andersen, Karen Jensen

Meeting call to order by Chair 4:01 p.m.

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Secretary Report: Resend minutes of 12/19/24 minutes for approval. Newsletter to include a survey for unit owners to update unit owners information.

Treasurer Report: Unit X, no ownership information unit still in X' name. Assumed New owner is receiving numerous means of communication from the Board but has not responded. Before seeking attorney assistance, the Board will send a certified letter as a last attempt seeking her cooperation with events happening in the unit. 2024 year end financials have not yet been received. Jen is currently tracking our bills to make sure we are paid and we have a real time balance.

Jen will speak w/ DCA regarding scheduling 'Financial Reviews' for years 2023 and about obtaining 2024 year-end Financial Statements (which we are obligated to share with owners). Tom will reconfirm with John about 6D certification and signatures. We will provide owners with final year end figures. We have several units in arrears, especially Unit X for \$14,799 and Tom is talking to our attorney.

Budget Communications: Board agreed to not mail out 2025 Budget details of accounts. Instead they will be posted in the Owners Google Docs folder.

Karen will call owner without access.

The Board will meet regarding the 15 year forecast and Tom will provide updates on how we might look at changing the present designation of monies. Nothing yet from Doug Crabtree about Reviews.

Buildings and Grounds: 11C septic issue for the unit sale has been resolved. Dig Safe was here, the town has given approval and we are waiting on a time for the repair by Our. A tree and the walkway may or may not be an issue. 8B has been sold and the new owner has a disability. The Public Service Agency is involved for ADA purposes. We will send all info to BP attorney regarding any entry or ad hoc changes.

Bldg 2B and Bldg 7A. Check with the building department on porch changes and Tom will speak with Carol Porter.

Other business: Tom made suggested changes to Handbook and Trustee duties. Karen will review with comments.

Legal: Tom will discuss with Atty Kanaga:

- Status of Certification/registration of current Trustees and removal of Marie
- The 6D process and whether performed for 2B bequeath, 8B closing, or planned 11C closing

- How confirm ownership at Unit X and rights of access and work by presumed beneficiary (X)- Similar questions re unit Y, but include ADA-related
- issue/treatment/obligations of BP; possible turnover to JK for managing- Pursuit of legal action options re Unit Z underwater unit: who owner is, obligations for arrears collection; plans for the property; interface with BP (JK as agent) in all dealings including prior notices to BP before acting.

Insurance: Tom will consult Deed and Trust and Rogers & Gray regarding individual unit owner certificates of insurance evidence (to be provided annually to Trustees) as well as requirement to provide Mortgage holder info as applicable. Will report to the Board.

Jen will put a note in the Newsletter about getting certificates of insurance for each unit owner. Tom will discuss with Rogers and Gray.

Meeting adjourned at 5:46 p.m.