

Woodbury I Condominium Association

August 29, 2017

Call to order @ 5:34pm

Meeting Location: Unit #7

Board Members:

Ken Jarry, President, Tom Hall - Bonnie Paquette not present

Sequel Development & Management, Inc.

Managing Agents: Peter Dolloff & Jan Hammond

NEW BUSINESS:

1. **Review Previous BOD meeting minutes** – May 24, 2017 – approved. All in favor

2. **Review Financial Statements ending June 30, 2017**

- ✓ Balance Sheet
- ✓ Income Statement
- ✓ Account Reconciliation
- ✓ Checking account statements
- ✓ Money market statement
- ✓ Aged Payables
- ✓ Cash Disbursement Journal
- ✓ Receivables/Delinquencies

Summary – Cash in operating account = \$17,148.40, Cash in Reserves = \$2,078.75.
Total Cash = \$19,227.15. Profit & Loss reviewed. \$9,000.00 surplus year to date.
No delinquencies.

3. **Snow Removal**

Last year, the board agreed that the current snow removal company, LaBrie has done a good job. This year's budget is \$9K plus line item for snow removal extra's at \$1500.

- We will note with the contractor that the dumpster needs to be shoveled well enough so that residents can open the fence door to throw trash into dumpster.
- Sequel presented their quote for snow removal for \$8,000.00 The board voted on switching from LaBrie to Sequel.

4. **Annual Meeting**

Ken's seat is up for re-election. Ken agreed to run as incumbent.

Official notice will be mailed to all unit owners 21 days in advance of meeting date.

Board switched the original date of November 14th to Wednesday, November 15th.

5. **Sequel Property Management Contract Renewal** – approved with no changes.

6. **Tree pruning around perimeter of wooded areas** – Sequel quoted \$2,000 to remove two trees by unit 4. Board was all in favor.

OLD BUSINESS:

- **Jim Emory/Mason Work – Quote:** -- Board in favor, Peter to call Jim to schedule.
 - Step repair @ Unit 3 = \$500.00
 - Step repair @ Unit 4 - \$200.00
 - Chimney repair @ Unit 4 - \$4,500.00

- **McGuinnes/Tree Removal:** Peter to get Quote for larger tree removal on the perimeter area of landscaped area.

Open Session:

- Unit #7 - Attic Inspection needed. Both ends have black boards (home owner is typically home)
- Forester – Timber/Selective forest cutting – Peter to research and get quotes.
- Sinkholes – Sequel will fill by Unit 3
- Unit 4 – Sequel to remove 2 trees so mason work can be done on chimney

Meeting Adjourned @ 7:02pm

Respectfully submitted by

Sequel Development & Management, Inc.