**CHAPEL HILL WEST CONDOMINIUM TRUST**

MANAGEMENT OFFICE

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**OWNERS ANNUAL MEETING and BOARD OF TRUSTEES ELECTION**

**MAY 25, 2023**

**PRESENT:** Andy Maddocks, John McCabe and Pat Murphy representing Chapel Hill West Board of Trustees

Also in attendance were Linda Ravitz and Randy Poitras from Briggs LLC

**ABSENT:** Dmitriy Groysman and Tara Ward

**SUBJECT:** Annual Owners Meeting and BOT Elections

The meeting was called to order by Andy Maddocks at 7:00 PM.

**ANNUAL MEETING MINUTES**

**MOTION:** Andy Maddocks made a motion to accept the Meeting Minutes of the May 24, 2022 meeting. Motion was seconded by Pat Murphy and Owners accepted.

**MEETING AGENDA**

The Meeting Agenda for this meeting was reviewed and read by Andy Maddocks.

**FINANCIAL UPDATE**

John McCabe began by asking if any of the Owners present had any questions on the Financial and Owners Update that was mailed to them. Conversations about cost of roof and where we stand followed. John announced we have one more payment for the roof which will be the final one. This will reduce our monies substantially. John stressed that going forward, we have to be cautious with our spending for a while.

**ELECTION OF TRUSTEES**

Election results as prepared by the facilitator, Lori Weiner, were announced by Andy Maddocks. We **did not** have a valid election. The breakdown of this election was as follows:

The total overall **actual** votes totaled 63 Votes out of 168 units in the building. These votes equaled **38%** of the beneficial interest.

**Actual Votes** **% of Beneficial Interest**

Dmitriy Groysman received: 56 33%

Andy Maddocks received: 50 29%

John McCabe received: 53 53%

Pat Murphy received: 20 12%

Elena Tsizer received: 40 24%

As the election was not valid, the four Board positions remain open. The **total votes received** were less than the required 51% for a valid election.

According to the By-Laws of Chapel Hill West Condominium Trust, the trustees will now give notice of these vacancies and any Unit Owner who is interested may apply for the positions. The Trustees will then review the applications and the Trustees will make the final appointments. The appointed Trustee(s) will be appointed for only one (1) year to fill out the remainder of the 2023-2024 year with the term expiring at the May 2024 Annual Meeting and BOT Election.

**REVIEW OF CHALLENGES AND SUCCESSES OF THE PAST YEAR**

**INTRODUCTIONS** Last year an Owner requested that the Board introduce itself for the benefit of some new owners in attendance. The Board gladly held roll call and was asked to do better for the benefit of new owners in attendance. The Board provided name tags this year for all Trustees. It was appreciated.

**DISCUSSIONS AND OPEN ISSUES**

Lively conversations ensued with miscellaneous questions and concerns. The following are items discussed.

1. Owners present stated they thought the notice distributed for parking lot sealcoating was not sent out giving residents enough notice time. Three (3) days was not enough notice especially for elderly residents. Two (2) weeks was a suggested time to be notified on all future notices understanding that may not always be able to happen.
2. Owner stated she wanted to be able to directly message the board better. Stated that the form she fills out never gets an answer. Andy stated he would look into the current process and make improvements.

Some people present stated they would like to see communications expanded with the use of direct emails to each of Trustees. Some would like to see Zoom meetings. The Trustees could not immediately resolve but promised to look into it.
3. Another Unit Owner continued the discussion about needing more notice of meetings other than John’s Owners’ Update. Many feel a reminder should be posted on the bulletin board in lobbies. The Unit Owner stated that the CHW Board needs to do this. This item continued into a lengthy discussion of pros and cons.
4. Multiple owners also stated the need for better communications between Owners and Trustees. After a lengthy discussion, Andy Maddocks stated that COVID disrupted routines and suggested we start with adding Quarterly Meetings. Schedule and dates to be forthcoming.

Owners would like to hold their own meeting(s) to prioritize items for Quarterly Agenda items for discussion. Trustees thought it would be a nice idea.
5. Owners are concerned with the number of rental units in the building. It was stated that there are 55 units being rented at this time. Owners are afraid property values will decrease if rental population continues to grow. It was suggested that background checks be done on potential renters as well.

Also, all Renters and Owners before moving in go through an orientation along with the Realtor and sign that they have read all the rules and regulations pertaining to the building. Suggested we have a Committee for Renters. Andy suggested that we confer with a Condominium Lawyer to see what we can legally do to limit the rentals.

Concern and questions were raised about the number of people legally occupying some units. This also might be contributing to the number of parking spaces available. Issue will have to be looked into.
6. Discussion ensued about Security and the Security Guard. Issues of security in the middle garage and hallways were discussed. Randy stated to owners that we are about to switch security companies and we should see an improvement on security.
7. Discussion on the parking of cars and stickers. Owners wanted to know why contractors are not parking at the back of the parking lot. Also, people need to move cars to long term parking if they are going to be away for a length of time. Randy said that he was having signs made to designate the location of these spots.

Stickers. It has been noticed that there are some cars parking in the lot that do not have stickers. Andy agreed and has asked Randy to have the security guard do an audit of all stickers on various days around 2AM. When completed, if necessary, warnings and fines will be imposed.
8. A Unit Owner asked if anything can be done about the food & pot odors in the hallways. Randy said because the building is an older building it is hard to control without incurring a large expense.
9. A Unit Owner complained about no shopping carts being available. All Trustees stated that this is a never-ending problem. Andy stated that he is going to experiment with trackers on the carts and see what the results and procedures would be. Also suggested to send out another notice on the use of the shopping carts.

An Owner suggested to fine people and all people need to police this in order for it to work.
10. An owner complimented on the upkeep of the building. That it is probably one of the cleanest and neatest buildings in Massachusetts.

We all agreed it was due to the very hard work of Sergio. All proceeded to give Sergio a well-deserved round of applause!
11. An Owner read an email from another Unit Owner that could not be present. The Unit Owner stated the email was sent to the Board. The Board statedthey did not receive it nor had ever seenit. Randy and Andy are going to look into it.
12. An owner asked how the Board intended to resolve issues discussed. Andy read a prioritize list with possible solutions.

The meeting was adjourned at 8:30pm

Respectfully submitted,

*Patricia F. Murphy*

Secretary Chapel Hill West Board of Trustees