



OLDE CANAL VILLAGE BOARD OF  
TRUSTEES HOMEOWNERS MEETING  
Minutes of Tuesday, December 10, 2019

Members present: Peter Garvey, Roger Lange, Jim  
Hayden, Bill Williams, Robin Lavalley and 22  
Homeowners

Opening:

Chairman Peter Garvey welcomed the homeowners and thanked them for the turnout. He had the new resident, Diane Poplawski of 44NVD, stand to be welcomed. Peter then acknowledged past Trustees Tom Fermi, Romeo Berthiaume and Don Godeke and thanked them for their service and announced new residents Rebecca and Kurt Miller of 27 NVD. Peter also thanked Judy Lange for the wonderful goodies provided for the meeting.

Peter also highlighted the use of the Trustee Communications Form to submit requests and recommendations as this form goes to all Trustees for response and action. That way all Trustees are aware of any situation simultaneously.

State of the Trust:

Peter reported the Trust is in sound financial condition. Bill Williams will give more details in his report. He stated our only source of income is condo fees for a total of \$215,088/year and there will be no condo fee increase for 2020.

The Trustees work very well together and are a strong team. The Trustees who have served before us have paved the way and did an excellent job handing down a successful management procedure to follow.

Peter reported that OCV Condo Trust has been recertified by FHA/HUD. This is significant for future sellers as lenders look more favorably upon a condo trust which meets this standard.

Finances:

Treasurer Bill Williams presented the financial report. The OCV Condo Association Trust continues to be in sound financial condition. As noted our annual income is \$ 215,088. There are no plans to increase condo fees in 2020.

Nature View Drive had seven leaks. Five with billing January thru July and two in August and October. Cost of repair \$25,600. This with the completion of another roof required another \$ 26,000 be transferred from our Reserve cash account to checking. Our planned monthly

Deposit of \$2,960 was still met during 2019.

The breakdown of all expenditures is as follows:

Contract items (Landscaping, Trash removal, Insurance, etc.)	\$ 113,997	53%
Utilities (Electric, Gas, Water and Sewer.)	8,630	4%
Financial (Reserve Account, Accounting, Management Fees, Taxes.)	53,772	25%

The above items are fixed by contract or mandated by our Articles of Trust/Master Deed Leaving 18% for OCV Maintenance, Waterline repair, Equipment, Supplies, Handyman, etc.

Our checking account has maintained a positive balance. Early deposits of condo fees enable The board to monitor incoming bills and manage payments. 50% of our residents use direct deposit to our checking account. For others the mail slot drop box is located on the side entrance of the Clubhouse. Place checks in an envelope without a stamp. Envelope and labels are located on the table by the front door of the Clubhouse. Additional envelopes upon request.

Residents wanting to use ACH for direct deposit simply need to place a voided check in the mail slot drop box along with the UniBank "Authorization for Automatic Withdrawal of Condo Fee" form located in the wall file near the lamp table in the clubhouse to begin the process.

#### Maintenance:

Roger Lange reported that the Trust bought a new 4200psi pressure washer that allows for David to wash the siding without the need for ladders, making it safer and also saving time. This power washing also included the decks and bulkheads.

David weed wacked the retention pond twice this year using a rented machine, which did an excellent job and reduced the mowing time by 50%. David also performed a number of repairs throughout the Village such as gutter, downspout, and roof valley cleaning, also installing more gutter guards and repair of the shed doors.

Roger explained the new deck maintenance procedure which is to use a water based stain on the floors and an oil based primer with water based overcoat on the railings. He is using his deck as a test site and reports it looks great. The rest of his building had the deck floors done and will get the railings done next year. Roger will post the deck maintenance schedule on the bulletin board when available. Due to many variables such as weather, the number of boards needing replacement and going with the worst first approach not all buildings may be done in 2020.

#### Snow Plowing, Water Line Leaks, Roofing, and Trash:

Jim Hayden reported that there are two bids for the plowing to date and J.R. Dowding is still the lowest and will hold the same pricing for the next 2 year contract. They are amenable to minor change requests during the contract and have a good history. The cleanup and hydroseeding will be done earlier in the spring this year with an additional step to prepare the damaged areas for seeding.

Waste Management will do weekly trash pick up until October 2020 then will pick up every other week. This will save \$6000.00 per year but will need a solution to the smell issue for the warmer months. There was discussion about communal trash bins with latching lids and a modified schedule for a seasonal pick up. Alternative vendors will be researched for costs and flexibility with the pick up schedule as well.

Superior Roofing finished the roofing of building #7 on OCW. They included zinc strips along the north ridges that will help prevent the growth of fungus build-up. A new membrane was also used that improved protection under the shingles. Superior is the preferred vendor due to the high quality of work for the money. Other vendors will be asked to bid but they will have a high bar to cross. Further roofing projects will be defined by the number and severity of NVD water line leaks through the year.

Heating wires need to be replaced before the snow flies. Shoveling the roof edge to replace defective wires is not in Dave's job description, and it's dangerous. Residents need to test their heaters in October so the work can be done before it snows with November 15<sup>th</sup> being the cutoff date.

#### Landscaping, Smoke Alarms, Spring Clean-up, Lawn Sprinklers and Care:

Robin Lavalley apologized for missing the second round of leaf blowing for the ornamental tree leaves. The vendor missed the window between when the leaves drop and the winter weather arrives and Robin did not follow up. This will be addressed next year and will be closely supervised. This year is the mulch year as it's alternated with aeration and overseeding to constrain costs.

The sprinklers were documented, tested, and adjustments or replacements made. The Trust also purchased sprinkler heads at a reduced price to be used by the vendor or Dave as needed. Further fine tuning will be done in the spring.

The October smoke alarm testing was completed with the paperwork on file for all units. There are smoke detectors in inventory for replacement at \$25 for the living spaces and \$35 for the garage unit. Installation is extra and typically done by Dave at the owner expense.

Robin committed to work with Roger on getting documentation for the windows under a warranty for original owners that may or may not be executable. Windows and screens are replaceable by either Pioneer Glass in Whitinsville or Franklin Glass in Franklin. Dave also does screen repairs.

Questions and Comments:

There was a discussion regarding peeling paint on some columns. The column material is a factor as well as the type of paint required. This will be taken up in the trustee meeting for further action.

A resident questioned the choice of deck stain and Roger explained that Koopman's was consulted on the paint selection and the test decks are looking good so far.

Peter highlighted the MassSave program for energy audits and subsidized insulation installation with the just received forms for pricing. See Peter for interest free financing and rebates on hot water and furnace/AC upgrades. Peter and Robin will contact unit owners who did not participate three years ago.

Peter again thanked all attending and adjourned the meeting at 8:15 pm.

Respectfully submitted by  
Robin Lavalley  
Secretary