



OLDE CANAL VILLAGE BOARD OF TRUSTEES
Minutes of Thursday, December 8, 2016

Members present: Roger Lange, Romeo Berthiaume, Jim Hayden, Peter Garvey, Don Godeke

1. Opening: The regular meeting was called to order at 9:00 a.m. by Chairman Roger Lange. The 2017 phone directory was reviewed and adjustments made. As in the past Bill Oncay will make the directories for each resident unit. Extra copies will be kept in the clubhouse for residents who may move into the Village during 2017.
2. Financial review: The bills for November were approved as paid. Peter reported on current bills and the condo fee payments, which are all up-to-date. The reserve fund has a total of \$110,015.00 and the checking account has a positive balance. The Board approved retaining Leslie St. Jean as our bookkeeper for 2017 and contracting Dawn Kay, CPA, for our mandated annual audit for 2016.
3. Maintenance: Don distributed a report of the November work, done primarily by Dave Doppler. Dave's primary goal was to complete the clearing out of the gutters. All of the OCW condo gutters and downspouts were cleaned out, but only two buildings of NVD had been completed due to the late falling of leaves this year. On the day of the meeting, two additional NVD buildings were being completed. Barring snowfall the rest will be done as soon as possible. The board also decided that when a snowfall is light and does not require removal by J.R. Dowding, one of the trustees will make sure the sidewalk in front of the mailboxes has been cleared and salted. A recent siding concern of one resident will be addressed by Dave soon. A water pressure problem of another resident will be checked out by the Uxbridge water department. It was also reported that R. Harris Plumbing & Heating will complete the clubhouse furnace upgrade.
4. Landscaping/fall clean-up: Romeo reported that the core aeration and seeding of specified areas requiring repair was completed. The late fall or winter pruning of the Ornamental Pear trees will be completed once negotiations are finalized soon. The Rip Rap project behind some of the NVD units to control erosion will take place when the ground freezes.

5. Snow and landscaping contracts: After competitive bidding, J.R. Dowding and Village Green, our current contractors for snow removal and landscaping respectively, have had their contracts renewed for two additional years, and both contracts have been signed and returned as of this meeting.
6. Trustee communication forms: A roof leak on NVD has been monitored for some time and it has been determined a roof issue involving units 31 and 33 NVD. Superior Roofing will be contracted to repair the roofing of these units next year. A bid has been submitted and will be approved next year.
7. Rules and regulations changes: Romeo reported on the Village Rules and Regulations he reviewed for the Trustees since our November meeting. He suggested some modifications or additions, and he will continue to review them for the January Trustee meeting. Romeo also reported on garage lights he replaced, some smoke alarm testing, and on discussions concerning the census and emergency forms.
8. 2017 budget: The 2017 budget was reviewed, discussed, and finalized. Peter will present the financials at the Trustee/Homeowner bi-annual meeting on Tuesday, December 13, 2016 at 7:00 p.m. At that time each Trustee will present a summary of the work he oversaw or did during 2016.
9. The meeting was adjourned at 11:00 a.m.

Respectfully submitted by Don Godeke, Secretary

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OLDE CANAL VILLAGE BOARD OF TRUSTEES
HOMEOWNERS MEETING
Minutes of Tuesday, December 13, 2016

Members present: Roger Lange, Romeo Berthiaume, Jim Hayden, Peter Garvey, Don Godeke
And 18 Homeowners

1. Opening: Chairman Roger Lange welcomed the homeowners and asked for a moment of silence in memory of residents Deborah Cnossen and Helen Ray who recently passed. Roger then mentioned that the Trustee terms of Jim Hayden and Romeo Berthiaume would be ending this year. Jim will run for another term and Romeo will step down as Trustee in June of 2017. Roger also thanked the Trustees, the clubhouse committee for their work, and Marianne Williams for her work with the Village flowers and outside decorations.
2. State of the trust: Roger said the state of the trust was strong and there would be no condo fee increase for 2017.
3. Finances: Treasurer Peter Garvey was pleased to report that the OCV Condo Association Trust is in sound financial condition. Before proceeding he acknowledged and thanked Andy Habe for his long service and contributions as chairman and Marianne Williams for her long service and contributions as treasurer, whose organization of the finances enabled a smooth transition.

The association has a fixed annual income of \$202,000 (less \$4) solely from the monthly condo fees. A breakdown of budgeted expenses is as follows:

a.	Contract items (landscaping, trash removal, snow plowing, insurance)	\$114 K	56%
	Utilities (electric, gas, water & sewer, irrigation water)	\$ 8.3K	4%
	Financial (reserve account, accounting, management, taxes)	\$ <u>45.5K</u>	<u>23%</u>
	Subtotal	\$167.8K	83%

The above items are fixed by contract, by-law, or other obligation and once finalized are beyond our control. It must be pointed out that Trustee Jim Hayden negotiated a reduction from Waste management for 2016 and they did not raise their rate for 2017. Jim likewise got competitive bids for snow plowing and the contract was awarded to J. R. Dowding who kept the same rate for the next two years, 2016-2017 and 2017-2018. Trustee Romeo Berthiaume did the same for landscaping with competitive bids and that contract was awarded to Village Green with a slight increase for 2017 and 2018. These all help to keep our costs reasonable and allow us to hold the line on condo fees.

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| b. | Maintenance and other resources | \$34.2K 17% |
| | | Total \$202 K 100% |

The balance of \$34.2K, 17%, is for maintenance and resources such as roads, buildings, water line repair, equipment/supplies, handyman, etc. This is the hardest part to forecast since water line leaks and roof repairs are costly and unpredictable. To date these have not caused our budgets to go off track, also justifying no condo fee increase for 2017.

- c. The reserve account continues to grow and as of the end of November stands at \$110,015. A December contribution will be added to that amount. A new reserve study is underway to gauge long term expenditures so as to not have to impose special assessments in the future. The checking account has a positive balance and will remain so after paying bills this month.
 - d. Peter asked if there were any questions. Marianne Williams asked if the budget amount for the reserve account was the same. Peter replied in the affirmative; the amount is \$30,040.
 - e. Later in the evening, Peter was asked about his experience with the Clean Energy Collective solar company here in Uxbridge. He replied that he was still analyzing the result, but it appeared he was receiving a 5% saving on his transmission portion of the electrical bill. This is only a few dollars but does have the advantage of a clean energy source. Peter will report further in the future.
4. Contracts: Jim reported the water leaks in the NVD area have been corrected and the blacktop damage repaired. Trash disposal is going well with Waste Management and we will continue with them in 2017. Snow removal will continue with J. R. Dowding for two more years at the same cost. Roof repair is being done by Superior Roofing on two units this winter. So far 19 half roofs, mostly rear roofs, have been repaired, with more to be done in the future.
 5. Landscaping, smoke alarms, directory, and fall clean-up: Romeo reported the smoke alarm testing was completed in November and all are working well. All residents should check their own CO alarms on a regular basis. He also reported that a revised 2017 directory was being completed by Bill Oncay and would be available by year's end. The annual census is required and will continue each fall; the forms include residents' garage codes and will only be available to the Trustees in an emergency. Village Green will continue at the same cost for two additional years. Romeo pointed out that the fall cleaning was successful. Village Green made a second pass to accomplish this. He also explained to the residents of buildings # 15 and 16 of NVD that Rip Rap would be installed behind their units this winter to prevent erosion. Village rules and regulations are being updated. All outside garage lightbulbs are required for security and are replaced by Romeo at association expense. This fall core erosion seeding was done for problem areas and if those areas do not take they will be replanted in the spring at no extra cost to us. It was noted that all hydrants in the Village should have antennas so their location is seen with winter snows. The ornamental pear trees will likely be pruned this winter. Romeo was thanked for his nine years of serving as a Trustee.
 6. Maintenance: Don reported on the work of our Village handyman, Dave Doppler. Main projects done by Dave included painting the bulk heads and 36 units' front doors. He cleaned the gutters

of all OCW units and four NVD units—before snow fell and work had to stop; it should be finished soon when weather permits. Dave weedwhacked the overflow area, made repairs to unit steps and entrances, removed trees and branches with Romeo, repaired three decks, filled basement cracks and other small projects, and back-filled the edges of the shed driveway. Don is also the secretary and sends monthly minutes to Bill Oncay who sends them to residents with online access. Don provides hard copies for non-computer residents, delivered by Bonnie Trombert and Sylvia Habe to NVD and by Don to OCW.

7. Closing: After a time of questions and answers, Chairman Roger thanked all for coming and wished everyone a Merry Christmas and Happy New Year.

Respectfully submitted by Don Godeke, Secretary