



Avalon Village Owners Association Board of Director's Meeting Minutes – July 22, 2021

Members present: (Meeting held via conference call) Deborah Carey Johnson, Andy Stewart, Martin Perfit, Bill Gilfillan, Nadine Morse

Others present: Beth Frost, Ariel Bonin

Called to order by Martin Perfit at 1:59 P.M.

Motion was made, **seconded and unanimously passed** to approve the minutes of the May 20, 2021 **Board** meeting.

Cooperative Director's Report-Beth Frost

1. Work Orders/Maintenance Update
 - Beth reported that there are currently 80 outstanding work orders, which includes those remaining from both walkarounds. To date we have completed 46 of the 70 work orders for Buildings & Structures and Grounds.
 - We have the brush piles scheduled for removal on July 26th or 27th.
2. Sales Report
 - There are currently no cottages for sale.
 - There are 14 people on the Priority Reservation list.
3. Status of Activities/Manor House
 - We are slowly easing back into activities.
 - First Fridays to start back up in August, as well as a dinner option after First Friday social hour.
 - We will have another gathering in August, titled Picnic at the Manor.
4. Property Insurance Update – up 21.6%
 - Due to a number of water damage claims over the past few years, our property insurance has gone up considerably, as well as our deductible going from \$1,000 to \$5,000.
 - Our auto has gone up 5% and our umbrella has gone up 6.7%. Both are within normal limits for increases.
5. Pump Station Update
 - As the pump station continues to have ongoing issues, we have taken the initiative to contact Jim Kizer, engineer, who designed our current pump station, as well as our pump station maintenance provider, Tim Schoppe, who has been involved with the pump station since the pump was placed.
 - Jim will come up with plans in the near future in regards to how we can best handle any modifications to our pump station that will service us moving forward for many years to come.

Finance Report-Bill Gilfillan

Bill reported the following financial reports for the period ending June 30, 2021.

- **Balance Sheet**

- Operating account cash balance is \$51,826. This was \$14,980 at the same time last year.
- Reserve balance is \$422,070. This compares to \$417,796 at the same time last year.

- **Operating Account**

- Revenues exceed expenses by \$35,105.
- Activities expenses are \$1,951 over budget, in part because the December activities for the holidays weren't paid until January, and in part because we spread the budget out with less in the beginning of the year because we thought activities would be delayed until later in the year.
- Insurance is over budget by \$3,313 due to a premium increase.
- Total maintenance expenses are \$10,597 less than budget.
- Personnel expenses are under budget by \$2,926 due to the mild winter.
- Professional fees are over budget by \$1,248 due to the fees for the 2020 tax return coming all in one month and the budget being spread out over several months. Also, Legal fees reflect a large bill for dealing with the flag issue.
- Service calls are underspent by \$1,594.
- Utilities are \$1,814 less than budget.

- **Reserve Account**

- Expenses exceed revenues by \$6,752.
- Operations needed to borrow \$20,000 from reserves for the April 2021 real estate tax payment. This has been repaid.
- There is a balance remaining of \$17,592 for the loan from reserves to operations for the purchase of the newest John Deere tractor that is being paid down by \$300 per month from operations.

Motion was made, **seconded and unanimously passed** to accept the Treasurer's report.

Board members discussed the increase in property insurance.

- We are only offered one insurance option at the moment, due to the six water damage claims we've had over the past few years.
- Moving forward, we have already taken preventative measures to open ourselves up to more affordable (and other) insurance options in our future: This spring Ben checked all refrigerator lines and toilets in all 58 cottages, because those were the items that caused the claims.

The budget process will be starting soon. Management will establish a timeline.

Old Business

- Repairs to Foxglove Drive
 - Beth received a quote from Wellman Paving of \$43,200 for possible road repairs for some point in the future. This work covers from the Main Road to the fire hydrant at the bottom of the Manor House hill.
 - Board members questioned who pays what percentage for the repaving of Foxglove. Karen, our bookkeeper, would have those numbers.
 - Moving forward, Management will obtain additional quote information for paving.

- Removal of wood/debris along Foxglove
 - We have the brush piles tentatively scheduled for removal on July 26th or 27th.
 - It was agreed by all Board members that we should not postpone the removal on July 26th or 27th. The motion was already passed at the last Board meeting. At this point, just the cost needs to be allocated.
- Dog station
 - Management purchased a new dog station, which has been installed on Foxglove. This item was requested at the May 18th Forum.
- New speed limit sign at top of Thistle
 - Management purchased a new speed limit sign, which has been installed at the top of Thistle along Library Rd. This item was requested at the May 18th Forum.

The Board discussed shareholders attending Board meetings. Everyone agreed that this always has been and will be allowed. Covid changed things, as the Board was forced to meet via phone conference. (The next Board meeting will be held in person at the Manor House.) The Forums are designed as the proper time for all residents to voice concerns or topics for discussion.

New Business

- Reserve Fund increase clarification
 - The Board stands by their motion from the May 20th Board meeting to implement the Reserve Fund increase. All residents had and have been informed of the Reserve Study, and the costs are broken down.
- Annual Meeting (September 13, 2021)
 - Hampden Academy has agreed to let Avalon use them as a venue.
 - Information for the meeting will go out to shareholders on August 9, 2021, as they are supposed to receive this information 30 days before the meeting.
- Clarification of cottage base price increase
 - Motion was passed at the March 18, 2021 Board meeting to approve the 8% increase; that increase will stand at this time.

Business added from the July 20th Forum:

- Should Avalon amend the bylaws for appliances?
 - The Board agreed that the bylaws will not be changed at this time.
 - A reminder: To avoid confusion and incorrect pricing, if a resident goes to Dunnett's without letting Management know prior, they need to alert the Dunnett staff they are from Avalon Village. The correct protocol is to notify Management first and let them facilitate the new appliance process.
- Should Avalon change contractors?
 - Every contractor we have contacted is delayed because of Covid—a spike in business, delays in obtaining products, and not enough people willing to work. We have built up

relationships with our contractors, so in some situations, they are actually more responsive than trying to start over with someone new.

- In most situations, because this is a co-op, the Cooperative Director is the one dealing with contractors and any issues that arise, versus a traditional real estate setting where the homeowner must work things out with a contractor on their own.

- What should Avalon do to handle the Browntail Caterpillars?
 - The Board agreed that it is not Avalon Management's responsibility to solve the issue of the caterpillars, as they have wreaked havoc on the entire state.
 - The Avalon office will send out a detailed, informational email to help alleviate the problem, so we can all combat it the best we can.

FUTURE BOARD MEETING DATES:

- September 9, 2021 at 2 pm (Manor House)

ANNUAL MEETING:

- September 13, 2021 at 6 pm (Hampden Academy)

ORGANIZATIONAL MEETING:

- October 7, 2021 at 2 pm

Meeting adjourned at 3:26 P.M.

Next meeting scheduled for September 9, 2021 at 2 pm.

Respectfully Submitted by Ariel Bonin and Beth Frost