

**Little Mill Woods Condominium Association**  
**Minutes of the Annual Meeting**  
**October 24, 2020**

**Call to order:** Meeting was called to order at 10:00 am.

**Roll Call:** Board was represented by: Jody Lyn LaChance, Barbara Leclercq, Yves Descoteaux, Tom Noll and Chris Roy.

**Proof of Quorum:** Pursuant to the by-laws of the Association, a quorum was established and verified by Yves Descoteaux.

**Review of Robert's Rules of Order:** Rules were distributed along with notice of Annual Meeting and were reviewed by Jody Lyn Lachance.

**Proof of Meeting:** I, Jody Lyn LaChance, President of the LMW Condominium Association, do hereby certify that official notice of the Annual Meeting was mailed postage pre-paid to all members of the association, accordance with the Bylaws of the LMW Association.

**2019 Annual Meeting Minutes:** Copies of the 2019 minutes were distributed to all members of the association along with the notice of Annual meeting.

**MOTION:** made by John Burt to accept the minutes of the October 19, 2019 Annual Meeting as presented, seconded by Barbara Leclercq; motion passed unanimously.

**Motion to Roll Over Funds-**

**MOTION:** made by Barbara Leclercq to roll over any available funds from 2020 to 2021, seconded by John Burt; motion passed unanimously.

**Treasurer Report:** Cost of trash removal and insurance will increase in the upcoming year however condo fees will remain the same (at \$295/month) as these increases were offset by savings in line items that were not spent or came in under budget. Finalized budget for the 2021 year was distributed to all unit owners in the packet sent out for the Annual Meeting.

**President's Report:**

- Septic systems – Ongoing maintenance is done by rotating the cleaning of the tanks on some buildings and filter cleaning only on the remainder. This rotation is done every year.
- The Board met with contractor to discuss the removal of filters on gravity fed systems. The Board agreed to remove the filters from the gravity fed systems but keep them on the pump-up tanks which saves the association money. This year 8 tanks were emptied, 6 filters were cleaned, and 10 filters were removed.
- Stringers – Stringers were replaced on the front porches of 26 Christopher Drive and 4 Valerie Court.
- Front Step Blocks –38 blocks needed replacement at 10 units. This work was recently completed.
- A new privacy gate was installed on Valerie Court by Fences Unlimited which was partially funded by the developer of the commercial sites on Valerie Way.
- All unit driveways were sealed and the hole at the mailboxes was repaired and sealed. The white line along the walking path repainted as well as the end of Christopher Drive.
- Decks – Several decks were power washed and stained.
- Siding – Several units were also power washed.
- Shutters – Building #6 had shutters painted this year.
- The water drainage issue at 30 Christopher Drive was resolved.

- Cicada bee nests behind Building #10 were treated twice. It was noted that this will need to be done every August due to the soil consistency in the back of that building.
- A large dead tree was removed behind 11 Christopher Drive before it fell on the unit. Contractors also cleaned up limbs that were encroaching on the back side of the units.

*Projects planned for 2021 include:* deck evaluation/board replacement; paver repair and replacement; erosion control; solar sensor lighting on entrance sign; community center interior clean-up and updates; review and revision of LMW rules and regulations.

**Election of Officers:** No new nominations were made from the floor prior to the vote.

**MOTION:** Barbara Leclercq motioned to approve the nomination of Jody Lyn Lachance as President and Tom Noll as Treasurer; John Burt seconded, and the motion passed unanimously. Both will serve a 3-year term of office.

**Questions from the floor–** It was requested that residents receive notification prior to board meetings, along with meeting agendas, so they can attend if they choose. Jody Lachance noted that current Covid-19 restrictions limit the number of people allowed in the community center. Most times agendas are done at the last minute to ensure all the latest discussion points are included when the board meets. Chris Roy stated that she can include the next meeting date in the body of the email that she sends out to residents with the prior months minutes as they are usually sent the day after board meetings. This will give residents a notice period prior to the next meeting. Jane Parent also suggested it be posted on the board at the post office area of our development.

**Adjourn:** **MOTION:** to adjourn made by Barbara Leclercq and seconded by John Burt. Motion passed unanimously. Meeting adjourned at 10:25 am.

**Members of the 2020-2021 Board of Directors:**

**President-** Jody Lyn Lachance

**Email:** [jodylyn.lachance@gmail.com](mailto:jodylyn.lachance@gmail.com)

**Cell:** 603-401-7758

**Treasurer-** Tom Noll

**Email:** [tomnoll@hotmail.com](mailto:tomnoll@hotmail.com)

**Cell:** 714-552-2706

**Secretary-** Chris Roy

**Email:** [summersno@yahoo.com](mailto:summersno@yahoo.com)

**Cell:** 603-231-9019

**Director-** Barbara Leclercq

**Email:** [mieme@comcast.net](mailto:mieme@comcast.net)

**Cell:** 603-867-4016

**Director-** Yves Descoteaux

**Email:** [yves@northeasternentertainment.com](mailto:yves@northeasternentertainment.com)

**Cell:** 603-490-4323

Respectfully submitted,

*Chris Roy*