

**Lexington Mews Association
Board Meeting – Open Session
October 18, 2018**

The meeting was called to order at 7:36 PM. Present were Cory Plock (Board Member/President), Gary Pasquarello (Board Member/ Vice President), Marie Starnes (Board Member/Secretary) and Doug Brown (Board Member/Director). Marie Meliksetian (Board Member/Treasurer) was unable to attend.

Also, in attendance was Art Stueck and Doris DaSilva of REI Property and Asset Management.

Homeowners Open Forum:

There were no actions items for the Board or REI as a result of the Homeowners Open Forum.

Officer Reports:

There were no Officer Reports given.

Ratification of the minutes:

Marie S. made a motion to accept the Open Session Minutes from the September 20, 2018. Gary P. seconded the motion. All present voted in favor of the motion. REI to send Cory P. a PDF copy of the Open Session Minutes to post on the Association's website.

Fine Hearings:

The fine hearing letter sent to Unit 2704, dated September 17, 2018 for a visitor parking violation, will be removed since the vehicle in question does not belong to Unit 2704.

Mary S. made a motion to post the two fines, in the amount of \$150.00, for the fine hearing letters for visitor parking violations for Unit 2707 dated September 14th and September 17th. Doug B. seconded the motion. All present voted in favor of the motion. REI to send the homeowner a fine-posted letter and notify accounting to charge their ledger.

Mary S. made a motion to post the fine for visitor parking violation in the amount of \$50.00 for the fine hearing letter sent to Unit 2302, dated on September 17th.

Gary P. seconded the motion. All present voted in favor of the motion. REI to send the homeowner a fine-posted letter and notify accounting to charge their ledger.

Marie S. made a motion to remove the four other fine-hearing letters to Unit 2302 for the fire pit and for the Hyundai Sonata that does not belong to the homeowner. Gary P. seconded the motion. All present voted in favor of the motion. REI to notify the homeowner of the Board's decision.

REI to remove the \$50 fine for Unit 2302, posted on October 12th, for the Hyundai Sonata that does not belong to the homeowner.

REI's report on follow-ups from the last board meeting:

REI will send a winter newsletter to the community.

REI to follow-up with the gutter cleaning quotes.

It was noted that the light across the driveway from Gary P.'s unit has not been fixed by Eversource (has a bird nest inside). REI to follow up with Eversource.

REI to follow up with Diane Davin, in Unit 1808, regarding the model the storm doors that she used previously.

REI to follow up from the last letter sent to Algonquin about the pressure washing. REI to send a follow-up letter if no response is received.

Financials:

The August 30,2018 Financials were reviewed.

REI to reclass the Pool Cleaning/Maintenance to Pool Supplies/Maintenance and revise the financials.

Work Orders:

The Open Work order report was reviewed.

REI to follow up regarding work order #66431 that encompasses the replacement of the front entrance sign post with composite material. The Board would like this work completed as soon as able.

REI to follow up regarding work order #66952 to make sure that the pool furniture is cleaned and neatly stored away.

New Business:

REI to send a warning letter to all those homeowners who have not provided their lease information and give them 10-days to comply. If after 10 days, they fail to provide the information, REI to send fine-hearing letters.

REI to note on the tickler that the garage and front door painting project will be initiated in the Spring of 2019.

REI to talk to Dave Osborne, from DBO, about how many coats of paint the garage doors require and his opinion. REI to schedule Gary P.'s unit (2105) to have the garage door painted as a sample to see how they will turn out.

REI to follow up with contractor regarding a rotted deck board on Cory P.'s unit (1603) that has an X that needs to be replaced and stained.

REI to issue a work order to fix the rotted door frame for Unit 1701.

REI to look for pool furniture to match what the association currently has (6 brown chairs, 3-4 umbrellas, 1 table for 6 chairs and 2 bench tables). REI to forward prices and models for the Board to consider.

The 2019 Budget Draft was reviewed. REI to round up the numbers and send to the Board for their review and vote at their next Board meeting in November.

REI to send the Annual Owner's Meeting Notices for board review. After the November Board Meeting, the Annual Owner's Meeting Notice must go out as quickly as possible.

REI to include in the newsletter - spigot winterization, smoke detectors, no using of the hoses, etc. Marie S. will send a copy of the previous newsletter sent.

REI to audit all the emails we have on file to make sure they are correct. Production to email each homeowner individually to confirm that we have the correct email address.

The Vehicle Registration Rule was discussed. Gary P. made a motion to approve the Vehicle Registration Rule. Marie S. seconded the motion. All present voted in favor of the motion. REI to send all homeowners a notification that the rule was approved and request the vehicle registration information. REI to also combine the Vehicle Registration Rule with the other rules and send Cory a PDF copy of all of them combined.

Claims:

REI to send a pass-through hearing letter to Unit 1806 for the insurance claim deductible of \$2,500 on the claim for their unit.

REI to send a pass-through hearing letter to Unit 1106 for the insurance claim deductible of \$2,500 on the claim for their unit.

Proposals:

Marie S. made a motion to approve the Sunburst Landscaping Proposal for five years for a grand total of \$353,770 for five years. Gary P. seconded the motion. All present voted in favor of the motion. REI to draft contract.

Marie S. made a motion to approve the Winter's Brother's Refuse proposal for 3 years for a grand total of \$85,680 for 3 years. Doug B. seconded the motion. All present voted in favor of the motion. REI to draft contract.

Doug B. made a motion to approve the Bartlett but the work not to exceed \$3,089.46. Marie S. seconded the motion. All present voted in favor of the motion. REI to ask Bartlett for a winter discount and to perform the work after November 15th.

Marie S. made a motion to approve the DBO Proposal to pressure wash the white fence on Cambridge Road for \$725.24. Gary P. seconded the motion. All present voted in favor of the motion. REI to notify DBO to have the fence power washed. REI to also note the tickler to include the power washing of the white fence in the 3-year rotation of power washing and deck staining.

Open Session was pended at 8:30 PM to re-open Executive Session.

Open Session was re-opened at 9:13 PM.

A motion to adjourn was made by Doug B. at 9:24 PM. Marie S. seconded the motion. All present voted in favor of the motion.