

NORTHBROOK CONDOMINIUM ASSOCIATION
P.O. BOX 260
AMESBURY, MA. 01913

Northbrook Board Meeting

Date: Tuesday, October 27, 2020

Time: 5:30pm

Place: 52 Pamela Lane

Participating Board Members:

Jim Wilkins, President

Paul Mahoney, Vice President

Evelyn Olson, Treasurer

Cathy Morrison, Clerk

Wilma Bybee, At Large

Chris Lamkins, At Large

Absent Board Members:

Connie MacLeod, At Large

Previous to this Board Meeting, Gail McElhinney and Ben Corjay gave their resignations to the Board. Due to the need to fill those positions, Connie MacLeod and Chris Lamkins were appointed, by majority vote, to the Board.

The October 27th meeting was called to order at 5:30pm. There was a brief Executive Session, before the following reorganizational meeting. Doreen Silva was present on a consulting basis. Cathleen Jillson was present to document the meeting.

Cathy Morrison stated that there needed to be a reorganization of the Board. Wilma Bybee stated that the positions on the Board require more knowledge. Wilma nominated Cathy Morrison as President. Paul Mahoney seconded. All members present at the meeting were in favor, with one member absent.

Cathy Morrison then stated that the next board position was Vice President. Wilma Bybee nominated Paul Mahoney. Paul Mahoney nominated Jim Wilkins. Cathy Morrison seconded Jim Wilkins. All members present at the meeting were in favor, with one member absent.

Cathy Morrison then stated that the next board position was Treasurer. Cathy nominated Evelyn Olson as Treasurer. Wilma Bybee seconded. All members present at the meeting were in favor, with one member absent.

Cathy Morrison then stated that the next board position was Clerk. Cathy nominated Connie MacLeod. Wilma Bybee seconded. All members present at the meeting were in favor, with one member absent.

Evelyn Olson then brought up Connie MacLeod's concern about not having a zoom meeting for this board meeting, having an agenda prior to the meeting, someone keeping track of time/time limits, recording of notes, 40-minute meetings, and sharing edited notes among board members. She also mentioned that she was unable to attend due to having to work late. Cathy Morrison mentioned that Connie could have called into the meeting and been put on speaker phone to join. She also mentioned that the agenda had not been done for this meeting, due to it being mainly a reorganizational meeting, and that there would be an agenda for future meetings.

Next, the meeting was opened up for board members having any questions or concerns. Cathy Morrison requested delegating someone to be maintenance coordinator, handling any requests from form submissions and keeping her informed of what needs to be done and the progress. Cathy volunteered her cell phone as the phone to call for emergencies only, i.e. water leak, at 978-943-6609. Chris Lamkins was asked to be maintenance coordinator, and accepted.

The Board then discussed purchasing a leaf blower, which would cost \$601.29. This was to be done so that David Olson could clean the gutters. David is also going to walk the complex, locate the water shut-offs and map them. Purchasing a turn-off tool was then discussed. All members present at the meeting voted unanimously to purchase the leaf blower, with one member absent.

Wilma Bybee then brought up that each board member should know how to do each position. She offered her help. Doreen Silva advised the board, stating under no circumstances should they touch the CD or reserve account. The reserve account should actually be increased, for a condo complex this size, by \$1500 a month, if possible. Higher would be better.

Wilma Bybee then stated that she is already seeing damage to the roads at Northbrook. Doreen Silva advised the Board that they can re-write the existing loan at the five-year mark, to do the roads, stating that re-writing the loan is better than assessing unit owners. It was also discussed that National Grid still has not finished the work they were slated to do over two years ago. Doreen stated to keep on top of them.

It was asked if we had a signed contract for snow removal. Cathy Morrison and Jim Wilkins both stated that they met with the contractor twice, to discuss the terms, and have come to an agreement. The contract just needs to be signed. They said they will hound the contractor for this. The term will be a 2-year contract. Our current contract ends December 31, 2020.

Chris Lamkins then suggested that due to new people being on the Board, it would be a good idea to get together every other month, until board members are used to their positions. Cathy Morrison tentatively scheduled the next board meeting to be at her house on December 15th, at 5:30pm. All members who were present agreed, with one member absent.

The meeting was adjourned at 6:30pm.