

**Jersey Court Condominium Homeowners Association  
Board of Directors Meeting Minutes**

**Date:** December 12, 2017 at 7:00 PM

**Place:** Barbara Percy, 73 Jersey Ct., Unit B-5

**Present:** Ernie Lapierre, Gail Asam, Barbara Percy, Joan O'Malley, John LaPan, and France Paquette.

At 7:12 pm, the meeting was called to order by Vice President, Ernie Lapierre, due to the unexpected absence of the President, Lee Labier.

**Secretary's Report:** The minutes of the October 10, 2017 meeting were reviewed. Motion by Gail and seconded by Joan to accept the minutes as written. Motion accepted.

**Treasurer's Report:**

- Reviewed the JCCHA January 1, 2017 - December 31, 2017 Comparison by Category as of November 30, 2017.
- Account balances as of November 30, 2017

Bank Accounts	Balances
Certificate of Deposits	\$70,112.76
Checking	\$13,332.30
Savings	\$19,133.37
<b>Total in Bank Accounts</b>	<b>\$102,578.43</b>

- All units are current with fee payments to the association.
- An 18 month CD for \$40,000.00 was opened at NCFCU on November 3, 2017. Our three CD's chart out as follows:

Financial Institution	Amount in CD	Matures
Union Bank	\$15,000.00	11/10/19
NCFCU	\$15,000.00	02/11/19
NCFCU	\$40,000.00	05/03/19
<b>Total</b>	<b>\$70,000.00</b>	

- The premium for our blanket insurance for the condos went up a little from last year. It is currently \$5544.00 for the year with \$1,000.00 deductible. Union Mutual is our provider. It was discussed that we should periodically evaluate our policy to see if coverage is adequate and up to date. Gail will look into this.
- Our plowing contract has been set and is the same rate as last year. Gail will request a copy of the contract from Hank Kessler who is our unit owner liaison for plowing and mowing.
- Motion was made and seconded to accept the treasurer's report. Motion was accepted

**Old Business:**

- John LaPan of the Maintenance Committee suggested we be sure to include in next year's budget the cost of work of Ernie Lapierre's external wood foundation covering and also add the cost of repair on the asphalt aprons for the units on Jersey Court that require repair.
- John LaPan wanted to be sure all unit owners know about the possibility that some of our units have higher than recommended radon levels. You can get information on radon, free radon test kits, and radon mitigation from the Vermont Department of Health at 1-800-439-8550 or [radon@vermont.gov](mailto:radon@vermont.gov).

**New Business:**

- none

**Our next JCCHA board of directors meeting will be Tuesday February 13, 2018, at Ernie Lapierre's unit B-2 at 7:00 pm.**

Meeting was adjourned at 7:55 pm.

Respectfully submitted,

Barbara Percy, Secretary

**Jersey Court Condominium Homeowners' Association**  
**Board of Directors' Meeting Minutes**

**Date:** Tuesday, August 15, 2017  
**Place:** Gail Asam's Unit 47, A-4  
**Present:** Lee LaBier, Joan O'Malley, Barbara Percy, John LaPan, Gail Asam, Fred Ober

Meeting called to order by Lee LaBier at 7:07 p.m

**Secretary's Report:** Motion made by Gail Asam to accept the minutes of last meeting, Tuesday, June 13, 2017 with no corrections.

**Treasurer's Report:**

- The Treasurer's Report was presented by Gail Asam. She handed out a report that showed the financial picture as of July 31, 2017.
- A CD came due for approximately \$10,500 and we opened a new one adding \$4,500 to the amount to total \$15,000 at North Country Federal Credit Union (Morrisville office.) Another CD will come due on October 15 of this year for \$36,000. We will make decisions about that CD at the next board meeting.
- There was discussion about investing in mutual funds instead of only in CDs but the risk seemed to be too high. Other discussion occurred about what it is going to cost us for new roofs in the future. Barbara Percy agreed to look into the roofing costs for discussion at a future meeting.
- Motion made and seconded to accept the Treasurer's Report. Motion was accepted.

**President's Report:**

**Old Business**

- Resignation of Vice President, Ernie Lapierre - An email was received by the board that Ernie would be resigning due to a move from his unit in the near future. Barbara agreed to look into possible candidates to fill this position until our June annual meeting in 2018. She will get back in touch with the board ASAP.

- Maintenance Committee:

Corner molding repairs on four garage doors have been completed by Fine Line.

Repair of the plywood skirtings at the base of John Lapan's and Lee LaBier's units will be done by Bill Young not to exceed \$350.

John LaPan passed out a "Request for Quotation" sheet from committee members Bill O'Malley and John LaPan with suggestions and quotes from two vendors for prep and sealing work on the driveways and parking areas of around our units. There was much discussion and it was decided that the board needed

more information about the processes from the vendors. John was willing to contact Bruce Bouchard, one of the vendors, to come back a meet with two of the board members.

**New Business**

- Tree Trimming - Barbara Percy has agreed to get quotes from cedar tree trimmer, Corey Hathaway and crab apple trimmer, Nathan Purich. We will take an email vote about the completion of these projects for this fall.
- Snow plowing - Lee will check with Hank Kessler to be the liaison with the plowing company again this year.
- The meeting was adjourned at 8:46 p.m.

**Next Meeting: Our next meeting will be held at Gail Asam's unit (47 - A4) on Tuesday, October 10th, at 7:00 pm.**

Respectfully submitted,

Barbara F. Percy, Secretary

# **AGENDA**

## **JCCHA Annual Meeting**

**June 13, 2017, 6 p.m., Budliger Unit**

**Call to Order & Establish Quorum**

**Welcome & Introductions**

**Recess for Pot Luck Supper**

**Reconvene**

**Reports:**

- **Secretary (Barbara)**
- **Treasure (Gail)**
- **Audit Committee (Fred)**
- **Nominating Committee/Election of Officers (France)**
- **Walk About Committee (Bill)**
- **President (Lee or Ernie)**

**Additional Issues???**

- **How to deal with common area maintenance needs**
- **New Policy for disposing of yard waste**

**Adjourn** (Note: immediately following adjournment, the newly elected president will announce the next meeting of the Board.)

**Jersey Court Condominium Homeowner's Association  
Board of Director's Meeting Minutes**

**Date:** June 13, 2017 (immediately following annual meeting)  
**Place:** Budliger Basement, 73 Jersey Court, Unit B-6  
**Present:** Lee LaBier, Ernie Lapierre, Gail Asam, Barbara Percy, and Joan O'Malley

Meeting called to order by acting president, Ernie Lapierre at 7:45 pm.

**Listing of Board of Directors** elected for one year term June, 2017 to June, 2018:

President - Lee LaBier  
Vice President - Ernie Lapierre  
Secretary - Barbara Percy  
Treasurer - Gail Asam  
Member at large - Joan O'Malley

**Plan for the first Board of Director's meeting:**

The first meeting will be held at the home of Ernie Lapierre at 17 Jersey Court, Unit B-2, on Tuesday, August 8th, at 7:00 pm.

Meeting was adjourned at 7:55 pm.

Respectfully submitted,

Barbara Percy, Secretary

**Jersey Court Condominium Homeowner's Association  
Board of Director's Meeting Minutes**

**Date:** May 9, 2017 at 7:00 PM  
**Place:** Joan and Bill O'Malley, unit B7, 97 Jersey Ct  
**Present:** Lee LaBier, Ernie Lapierre, Gail Asam, Bill O'Malley, Joan O'Malley, Carol Budliger  
Barbara Percy, and France Paquette

Meeting called to order by Lee LaBier at 7:03 pm.

**Conversation with Tracy Wells from Bournes:**

- Tracy made a presentation and answered questions about our propane contracts for this coming year which begins on June 1, 2017. We'll have the same price as this past year which is \$1.60 per gallon. For the following year starting June 1, 2018, the price will be \$1.65. All board members approved this pricing.
- Contracts will be mailed individually to unit owners when current readings for the meters are complete.
- We asked if we could have a discounted rate for furnace cleaning if we all agreed to have Bournes do the cleaning. We need further clarification on this.

**Secretary's Report:** Motion made and seconded to accept the minutes of the March 7, 2017 meeting. Motion was accepted.

**Treasurer's Report:**

- Treasurer Gail Asam passed out Account Balances as of April 30, 2017 and Comparisons by Category.
- Recently \$1500.00 was moved from our checking account to our savings account. One CD is coming due in July and will need to be reinvested.
- All units are paid up and current with fees.
- The JCCHA account balances as of April 30, 2017

<b>Bank Accounts</b>	<b>Balance</b>
Certificate of Deposits	61,736.12
Checking	16,652.50
Savings	19,423.21
<b>Total Bank Accounts</b>	<b>97,811.83</b>

- Motion made and seconded to accept the Treasurer's report. Motion was accepted.

**President's Report:**

- **Old Business:**
  - o Lee LaBier talked to Nick Manosh, concerning the removal of the grass

clipping mounds at the top of the lots not developed. Nick said it is not the responsibility of Manosh to remove the clippings put there by others.

- o Joan O'Malley spoke to us last meeting about 10 Blue Spruce sapling trees that she would like to donate to JCCHA. Joan provided us with the full information on the trees. It seemed two persons were interested in planting one or more in pots to start them.
- o Trial unit for changing foundation wood: It was decided to use Ernie Lapierre's unit. John LaPan will work with Ernie.
- o Approval of a raised bed garden box was given to the Paquette unit to be installed in the rear of their unit and size being 4 ft. by 10 ft.

- **New Business:**

- o Roadway and driveway work: A quote was received by Gail Asam from Kevin Slayton who has been our contractor for this process for several years. Last year the roadway was sealed after filling the cracks. Kevin suggested this year we fill all cracks (\$600) and seal the driveways (\$1000). Discussion followed and a motion was made by Carol Budliger with Ernie Lapierre seconding to do only the cracks for drives and roadways this year. We would reschedule sealing of driveways until next year. Motion passed.
- o Ant control: Gail will call to start the summer monthly ant control with the May application.
- o Walk-About Committee: We need to do this work soon. John LaPan will join Joan and Bill O'Malley and hopefully get the report of the condition of our buildings and grounds to us for the annual meeting in June.
- o Hank Kessler wrote a letter about vines on the trees behind his unit. He wishes to have Fine Line cut these down when they are cleaning up in that area.
- o Polly Manosh was notified that if she wants the tree in front of her unit replaced, she needs two quotes and approval of the board.
- o **We planned for the JCCHA Annual Meeting (and Pot-Luck Dinner) to be held on Tuesday, June 13, 2017 at Bob and Carol Budliger's unit, B-6, at 6:00 pm.** A notice will be sent out to all unit owners. Barbara Percy will call each unit owner to see about attendance and to check on what each can bring to the dinner. There will be a committee to help Carol set up the "Basement Bistro" for the event. France, Gail and Joan will assist.
- o An audit committee was chosen to include Fred Ober, Hank Kessler, and Bob Budliger.
- o Nominations were set to be approved at the upcoming annual meeting on June 13 to include: President - Lee LaBier; Vice President - Ernie Lapierre; Secretary - Barbara Percy; Treasurer - Gail Asam; Member-at-Large - Joan O'Malley

- **Other Business:**



- o Carol Budliger brought up the need for two or three unit owners to be involved as our condo maintenance committee. We will discuss this selection at the annual meeting.
- o Household food waste: Barbara Percy and France Paquette will investigate options for the future to do on-site composting of food waste instead of paying Casella to collect the food waste when Vermont state law requires separation from the non-food scrap waste.
- o A big **thank you** to France Paquette who filled in as secretary of the board for two meetings this winter in the absence of Barbara Percy.

**Don't forget the Annual Meeting on Tuesday, June 13th at the Budliger's Bistro Basement!**

Meeting was adjourned at 8:28 pm.

Respectfully submitted,

Barbara Percy, Secretary

**Jersey Court Condominium Homeowners' Association**  
**2016 Annual Meeting**  
**Minutes**

**Date:** Monday, June 13, 2016

**Place:** Budliger's Unit 73-B6

**Present:** Gail Asam, Lee LaBier, Ernie Lapierre, Gilles and France Paquette, Barbara Percy, Bill and Joan O'Malley, Bob and Carol Budliger, Fred and Harriet Ober, Tim Trombley, and Peggy (Tim's guest), Polly Manosh, John LaPan,

Meeting Called to Order by Gail Asam, President at 6:05 p.m.

A quorum was established.

**Secretary's Report:** Motion made by Fred and seconded by Carol to accept Minutes of Wednesday, June 24<sup>th</sup>, 2015 Annual Meeting.

Motion was accepted unanimously with no nays or abstentions.

**Treasurer's Report:** Was presented by Carol Budliger for Cynthia Borck

- Membership asked for more details on such items as Miscellaneous
- Casella has increased our rate of recycle pickup. \$6 per unit per month for the additional charge.
  - The Board of Directors will look into prices for services from other companies such as Meyers
- Thanks was expressed to Carol for performing the duties of the Treasurer while Cynthia was in Florida
- Fred made the motion that we not increase our Association Fee by 3% on January 1, 2017. The motion was not passed. Fee will increase 3% next January.

Motion made by Lee and seconded by Fred to accept the Treasurer's Report. Motion was accepted unanimously with no nays or abstentions

**President's Report**

- **By-Laws Amendment** – Submitted and Presented by Bob Budliger
  - A motion was made by Ernie and seconded by Lee to adopt the By-Laws Amendments to Article V, Section A (13), decreasing the number of days required for notification and response of business matters before the Association Members from 60 to 30 days, and Article XI, Section A, increasing the cap of the expenditure amount from \$1,000 to \$2,500.
    - The Amendment was voted in by a count of 13 yeses.
    - Bob will submit a copy of the Amendment and submit the appropriate fees to Town Hall.
- **Report of Audit Committee** – Submitted and Presented by Fred Ober
  - Motion was made by Gail and seconded by Ernie to accept the Audit Committee Report. Motion was accepted unanimously with no nays or abstentions.
- **Spring "Walk Around Results"** – Submitted by Joan and Bill O'Malley, and Carol Budliger.
  - Fred moved and Ernie seconded it that the Walk Around Report be accepted and referred to the Board of Directors for further assessment.
  - Motion was accepted unanimously with no nays or abstentions

- **The following nominations of Board of Directors were made:**
  - Carol nominated Lee LaBier for President and seconded by Fred
  - Lee nominated Ernie Lapierre for Vice President and seconded by Bob
  - Bob nominated Barbara Percy for Secretary for 6 months and seconded by Ernie
  - Fred nominated Cynthia Borck for Treasurer and seconded by Bob (Cynthia agreed to remain as our Treasurer from Florida until her house sells here in Vermont.).
  - Lee nominated Carol Budliger for Member-At-Large and seconded by Ernie

All nominees were voted into office by unanimous approval of membership present.

Bob made a motion to adjourn the meeting at 7:55 p.m., it was seconded by Ernie and the motion was accepted unanimously with no nays or abstentions and Gail Adjourned the meeting.

Respectfully submitted.

*Ernest D. Lapierre*

Ernest D. Lapierre, Secretary