

HERITAGE AT BUCKINGHAM AT AVON

c/o REI Property Management

OPEN BOARD MEETING

September 28, 2020

Teleconference

ATTENDEES:

Board: Dana Misorski – President, Suresh Hanumanta-Secretary, Vijaya Kollu-Treasurer

Residents in attendance: 16 Fenwick, 6 Churchill Place, 50 Buckingham Rd., 12 Camden Way, 12 Churchill,

REI: J. Kent Humphrey & Crystal Koplak

MICROSOFT TEAMS:

Reported by News Agencies, Tech Sites and Microsoft, cloud-based Microsoft applications, including Microsoft Teams, went down across a swathe of the U.S. prior to this evening's meeting. Users of Microsoft Office 365, Outlook, Exchange, SharePoint, OneDrive, and Azure reported they were unable to login. According to Forbes these issues started around 5 p.m. ET, with services not returning to normal until 10 p.m. ET.

Resulting in limited access to the Board Meeting, those able to access the conference are documented below.

The Board agreed to continue the meeting and offer those not able to access be provided copies of the minutes which they may email the comments to REI to be included in the next meeting.

MEETING CONVENED AT 7:33 PM

PROOF OF NOTICE:

Proof of Notice was unanimously approved motioned by D. Misorski seconded by V. Kollu.

MINUTES:

D. Misorski motioned for the minutes of June 15, 2020 to be approved with a minor change motion was seconded by V. Kollu all approved.

Original:

“Board unanimously agreed, after full review of pictures and documentation no reimbursements for repair/replacement is to be given to these owners be either the association or the contractor.”

Revision:

Board unanimously agreed, after full review of pictures and documentation no reimbursements for repair/replacement is to be given to these owners.

REVIEW FINANCIAL REPORT:

J. Kent Humphrey reviewed the August 2020 financials.

Income YTD	\$117,319
Expense YTD	\$105,003
Operating Cash	\$ 40,251
Reserves	\$481,268

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CORRESPONDENCE

31 ARLINGTON VARIANCE REQUEST – final approval unanimously approved by D. Misorski and S. Hanumanta. Approval sent to owner must follow Zoning and Building regulations from the Town of Avon.

THE VILLAGE AT AVON – Requested the association reduce as many expenses as possible to reduce costs. Steps were taken to reduce expenses... cleaning, cable, temperatures were set back in the spring and increased in the summer. The Village contributes 27.45% of the cost of maintaining the building.

42 BUCKINGHAM & 482 NEW ROAD – requesting warranty and contact information regarding Silver Line Windows. REI provided contact information. Noted that window warranty applies to the original owner.

482 NEW ROAD VARIANCE REQUEST – Tree and stump removal approved by email and recorded this day.

9 FENWICK – Requested the clubhouse be opened.

60 BUCKINGHAM ROAD - Tree hanging over trail at Buckingham to Countryside Park. Tree is associated with the area maintain by the Town of Avon. REI notified the town.

OLD AND NEW BUSINESS

CLUBHOUSE –

- K. Humphrey attended a recent CAI – CT (Community Association Institute – Connecticut) webinar regarding insurance and COVID-19 relating the following information:
 - If there was any ambiguity if anyone was covered for COVID in 2020, it will be clear in 2021 that they will not be as COVID exclusion riders will be part of all new insurance policy renewals. Dave Pilon of Bouvier Insurance Group was one of the presenters.
 - The consensus is HOAs are not covered and that boards should heed the continued advice of the lawyers, insurance, and property management professionals to keep amenities closed.
 - If a board decides to open amenities it would continue to be contrary to the advice of the professionals and would be a “Leap of Faith not to get sued!” Boards would be assuming liabilities that are not required to be assumed and contrary to board responsibility to not put the community at financial risk.
 - Additionally, the requirements issued by the State of CT to maintain and monitor facilities of this nature would burden the community financially. Labor cost alone are estimated at \$1,734 per week, supplies, sanitizing equipment and PPE’s would be an additional expense
- Board approved to keep clubhouse closed due to health and liability issues related to Covid 19.

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- Completed Clubhouse projects:
 - Purchased and installation of LED lamps.
 - Purchase and install floor doorstops, replacing cove base stops.
 - Replace weather stripping on all exterior and vestibule doors.
 - Repair hinges on exterior doors.
 - Replacement of HVAC blower motor.
 - Security software system upgrade and replacement of DVR (failed).
- Items to be considered for 2021 Budget:
 - Flooring for the fitness room.
 - Painting of the fitness room.
 - Purchase and install new blinds.
 - Replace exterior deteriorated wood trim with pvc.

TREE REMOVAL -

- The Board approved Browns Tree Service proposals for cutting and removing the perimeter parts of a fallen tree next to the clubhouse and leaving the trunk in the woods for \$1,300.00. \$2,800.00 expenditure to remove several dead cul-da-sac trees and clean-up the trail located off Camden Way.

RETENTION POND –

- Planning for 2021 retention pond cleaning, obtain proposal from Brown Tree Service.
- Pond adjacent to Buckingham Road plan 2021 to replace protective fencing around pond.

WEBSITE -

- D. Misorski and C. Koplak met with Cara Weigold regarding updating the associations web site that is no longer supported by the developer. I was noted several other developers were contacted though did not respond. Board reviewed the development proposal, \$4,500. They will continue to work with C. Weigold to refine the site specifics.

GOVERNING DOCUMENTS –

- The Board unanimously approved the final draft of the governing documents at the last meeting yet felt one additional review was necessary. The Board requested two volunteers from the community to assist in this review. J. Blaha offered his assistance.

ASPHALT –

- Walking Trail between Goodwin and Arlington is deteriorating. A proposal submitted by DM Hock Enterprises for \$15,200 was reviewed. This proposal includes the removal of the current asphalt, and base, preparing a six-inch sub-base and paving 2 ½ inches (after compaction). No action taken until a second bid is reviewed.

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PENDING ITEMS

- Street Signage – Status
- 22 Buckingham Road – Landscaping upkeep.

ADJOURNMENT:

The meeting adjourned at 9:24 PM motioned by D. Misorski and seconded by V. Kollu.

MINUTES PREPARED BY REI PROPERTY MANAGEMENT.