WATERVIEW CONDOMINIUM ASSOCIATION

BOARD OF TRUSTEES | APPROVED MEETING MINUTES

Meeting date: November 9, 2026 Location: Community Room Start time: 4:00 p.m. | End time: 5:42 p.m.

Present: Stewart Schwartz; Thomas Baumeister; Ashlee Traynham; Robert Thomas; Frank Cicalese
Quorum: [Confirm]

Status: Approved by the Board of Trustees on November 10, 2026

1. Professional Property Management

The Board discussed transitioning from self-management to a professional management company, with an anticipated January 1 start date. Proposed services include collecting assessments, paying invoices, issuing compliance notices, supporting annual budgets, administering elections, attending open Board meetings, coordinating maintenance work, and handling resident communications.

The anticipated annual management fee was described as approximately $42,000. After discontinuing the existing administrative position, the estimated net incremental cost was discussed as approximately $25,000–$27,000. These figures require confirmation against the proposal.

A further introductory call with another prospective management company was discussed for Friday at or after noon. No final management-company selection or contract approval is clearly established in the transcript.

2. Board Composition and Vacancies

The Board discussed recent resignations, current membership, potential vacancies, and recruitment of additional trustees. The Board voted to appoint Frank Cicalese to the Board. The motion passed unanimously, 4–0, with all four voting members in favor. The Board also discussed filling remaining vacancies at a future meeting.

The Board discussed maintaining the existing membership temporarily while awaiting clarification of Hassan's anticipated resignation and Nick's Board status. A potential candidate named Dave was discussed; no final appointment is clearly established.

Trustees discussed soliciting interest from homeowners at the December Association meeting. Potential conflicts of interest and recusal from personnel-related matters were also raised.

3. Rules, Compliance, and Resident Input

The Board discussed consistent enforcement of property rules concerning trees, hedges, sheds, fencing, and other exterior modifications. Members emphasized the need for fair, consistent application of governing documents and legal guidance.

No enforcement or grandfathering policy was adopted. The topic was tabled for a future meeting, with support for discussing potential changes during a homeowner public-comment forum.

4. Landscaping and Snow Removal

Five landscaping proposals and five snow-removal proposals were reported as obtained. The Board reviewed M&M's performance and competitive pricing.

The Board voted 5–0, unanimously, to approve M&M for snow removal, subject to final contract review. Discussed terms included a $500 monthly retainer for November through April ($3,000 total), plus per-event charges tied to snowfall measurements. Illustrative event prices were approximately $2,100 for 1–3 inches and $4,100 for 7 inches or more.

M&M's proposed landscaping pricing was described as approximately $1,000 per cut for 24 cuts, plus approximately $3,200 each for spring and fall cleanup, totaling approximately $30,400 before any additional services. The Board voted 5–0, unanimously, in favor of switching landscaping companies to M&M. Final contract terms and implementation timing remain subject to confirmation.

5. Maintenance Operations and Staffing

The Board discussed clearer maintenance work orders, weekly priorities, attendance and time reporting, supervision, and accountability. Priority work includes power washing areas with visible algae, seasonal leaf removal, cleaning, and general grounds upkeep.

The Board discussed transitioning Nick from hourly compensation to a salaried position. Discussion included proposed compensation, emergency and on-call responsibilities, routine overtime expectations, scheduling flexibility, availability, and notification procedures. Following discussion, the Board voted unanimously, 5–0, to approve changing Nick's employment status from hourly to salaried. The salary dollar amount is intentionally omitted from these minutes; the effective date and detailed employment terms should be documented separately.

Elkin was discussed as remaining hourly, with overtime to be limited and subject to authorization. The Board discussed evaluating future staffing arrangements and documenting performance expectations.

6. 2027 Operating Budget

The Board reviewed the 2026 budget and a previously prepared working version of the 2027 budget. Members generally agreed to retain the existing budget framework on an interim basis, adjusting line items as confirmed expenses and savings become known.

Potential changes include a separate management-fee line item, revised payroll assumptions, lower anticipated landscaping and snow-removal costs, and changes to utilities. The previously announced assessment increase was described as taking effect January 1; exact rates and final budget totals were not supplied in the transcript.

The Board discussed asking Kathy to reconcile the working figures, revise the budget presentation, and publish the appropriate budget information on the Association website. Formal adoption of a final 2027 budget is not clearly documented.

7. Reserve Study, Capital Projects, and Funding

The Board reviewed the pending reserve study and its anticipated role in establishing funding needs and priorities for decks, roofs, concrete, and other common elements. The Board discussed consulting Association counsel after receiving the study to determine applicable requirements and funding options.

The reserve account was described as approximately $60,000 following a $10,000 transfer. An insurance-designated account was described as approximately $43,000 following a $15,000 transfer. The operating account was described as approximately $180,000 before approximately $80,000 in pending expenses. All balances are approximate and require reconciliation.

The Board discussed possible future assessments, including installment-based options, but did not approve a new special assessment. Major deck replacement decisions were deferred pending the reserve study.

8. Insurance and Utilities

Annual insurance expense was discussed as approximately $280,000, with payment due around March 1. The Board discussed prior borrowing to finance the premium and the benefit of increasing insurance-designated cash reserves. The status of any loan and its interest cost require confirmation.

The Board discussed seeking competitive insurance guidance through the management company.

A proposed 2027 natural-gas rate reduction from approximately $0.66 to $0.60 per unit was reported from an earlier presentation. The Board discussed reviewing the contract, available alternatives, and any potential conflicts before relying on the arrangement.

9. Delinquent Assessments and Governing Documents

The Board reviewed delinquent assessment accounts, including one balance described as approximately $22,000 and another account involving probate. The number and status of delinquent accounts were inconsistent in the discussion and require reconciliation.

The Board discussed seeking legal advice regarding collections, liens, recovery of legal expenses, late fees, and applicable governing-document provisions. No changes to late fees or collections policy were approved.

10. Homeowner Communications

The Board discussed posting meeting minutes, announcements, and budget information on the Association website. Limited homeowner response to requests for telephone contact information was noted.

The Board considered an opt-in one-way notification system and anticipated that the future management company would issue introductory information and handle ongoing resident communications.

11. Upcoming Meeting and Adjournment

The next homeowner meeting was referenced as December 12 [year to confirm]. The Board hoped to have preliminary reserve-study information available for homeowner review.

The meeting ended at 5:42 p.m. An adjournment motion was not confirmed in the supplied transcript.

Action Items / Follow-up

- **Management-company selection:** Complete introductory call, compare proposals, confirm transition date and scope.
- Landscaping: Confirm M&M contract, start date, and scope following the unanimous 5–0 approval. Snow removal: Confirm M&M contract, covered areas, rates, and term following the unanimous 5–0 approval.
- **2027 budget:** Reconcile draft budget, payroll, management fee, utility projections, and publication.
- Maintenance staffing: Implement the unanimously approved (5–0) change of Nick's employment status from hourly to salaried; confirm effective date, employment terms, on-call coverage, scheduling, and Elkin's overtime approval procedure.
- **Reserve study:** Obtain study, review capital priorities, consult counsel on funding obligations.
- **Insurance and gas:** Review insurance options, premium financing, and gas contract alternatives.
- **Delinquencies:** Reconcile balances and obtain legal advice on collections and late fees.
- **Governance:** Confirm current trustee roster, vacancies, quorum, and appointment records.
- **Resident communication:** Prepare website updates and homeowner forum topics.

Administrative Items Pending Confirmation

Quorum; exact motion language for M&M snow removal; the 2027 budget; management-company selection; exact financial balances and contract terms; date of the next meeting; and effective date of Nick's salaried status. Frank Cicalese's appointment (4–0), the M&M landscaping-company change (5–0), M&M snow removal (5–0), and Nick's change from hourly to salaried status (5–0) have been confirmed.

Prepared by: _____ Date of Board approval: November 10, 2026