

**Nordland Villa Condominium Association Annual Meeting Minutes**  
**Nordland Library**  
**July 2, 2016 4:15 pm**

**Attendees:**

Lauren McKenzie: representing Club Homes N2, N4, N16, N23, N26 and N31

Clyde and Carol Furuta N 20

Ron and Marilyn Graham N 21

Joe Ingram representing by proxy Jim Considine N7

Hugh Thom N 17, by teleconference

**Opening of Meeting/ Old Business:** Notice of the annual meeting on July 2, 2016 was provided Nordland Villa Condominium unit owners by the Smuggler's Notch Homeowners' Association (SNHA) together with notice of the annual meeting of the SNHA. The Nordland meeting was adjourned at the conclusion of the SNHA meeting in the Smuggler's Notch Meeting House to 4:00 pm in the Nordland Library. It was noted that there was a quorum to proceed as an official meeting, as at least 20% of Nordland homes (at least 7 homes) were present in person or through proxy as provided in Section 2.08 of the By-Laws of Nordland Villa Condominium Association.

1. It was also noted that a majority vote of members present for a meeting of the Association is required in order to adopt decisions at such meeting.
2. Official meetings were not held in 2014 or 2015.
3. The Minutes for the last official meeting held in 2013 were approved.

**New Business:**

**Election of Nordland Board of Directors:**

There are two openings on the board this year: One unfilled spot and Jim Considine's term has expired. Additionally, a third Director is designated by the owner/Smuggler's Notch Resort of the commercial space unit

Ron Graham N21 and Hugh Thom N17 were nominated and elected as Directors of Nordland Villa Condominium Association. Their terms will expire in July 2019.

Ruth Mayville of Smugglers' Notch Resort has been designated to represent the commercial space unit.

Ron Graham presided over the remaining meeting matters. Marilyn Graham agreed to record the Minutes of the meeting for review by the Board and submission to Association members.

**Budget and Balance Sheet:**

*Nordland Balance Sheet* and *Nordland Profit and Loss* statements were presented by Joe Ingram for details concerning the financials of the Nordland Villa Condominium Association. Copies of the statements are attached to the Minutes. Joe Ingram confirmed that SNHA manages Nordland Villa Condominium Association commercial accounts and reported that the Association has a \$32,983 account balance in a checking/savings account.

**Delinquent accounts:**

As of July 2, 2016 delinquent accounts total \$30,575. Three units make up the majority of the money owed due to nonpayment of the Building Maintenance and Reserve Assessment. Joe Ingram reported that the delinquent accounts have been turned over to local attorney, Scott McAllister, and are now in legal collection. Joe also stated that liens have been placed on the above properties.

Joe stated that one Unit owner has worked out a payment plan and the first payment is due by the end of August.

*\*post meeting note:* Joe Ingram subsequently reported that another Unit owner paid \$10,000 the week following the annual meeting.

Two units are in arrears on the 2016 Building Maintenance and Reserve First Installment, due 3/2/2016 and will be contacted by SNHA for follow up.

There was discussion regarding delinquent dues in regards to finance charges and interest. Several regimes have a written policy. A policy will be drafted for Nordland and sent to all the Nordland homeowners.

**Liabilities/Expenses through June 2016:**

Master Insurance Policy for Nordland: \$15,469/ year; paid in two draws; \$7,734 paid to date.

SNHA Administration Fees: \$15,260/year; (\$492 per condo)

Grounds maintenance (trees removed in back of bldg): \$3,400

Project management \$412 (12% service fee from SNHA for each project management)

**Renewal Opportunities Plan 2016**

A Renewal Opportunities Plan submitted by Hugh Thom N 17 was discussed in detail.

The Plan will be posted on the SNHA website (snha.net) for review and feedback.

Hugh Thom will draft a letter to Nordland Villa unit owners concerning the Renewal plan.

Joe Ingram will circulate to the Nordland unit owners by email the letter and renewal plan.

Joe Ingram recommended scheduling a follow up meeting /teleconference call to discuss the plan and next steps.

Items that need to be timely addressed in the Nordland Building:

1. Common areas and exterior
2. Hallway Maintenance and carpeting
3. Rear roof will need to be replaced prior to its expected time (2024). Joe Ingram reported that the rear roof is prematurely failing. SNHA managed the previous roofing installation and Joe Ingram will contact the roofer re any warranty claims. Joe reported that the front roof was replaced in 2015.
4. Front Entrance Steps: 2 loose bottom steps in addition to cracked and/or up heaved stone steps. Joe Ingram reports that a lower step has been fixed several times, but still is loose. SNHA managed the front stairway project and Joe Ingram will contact the contractor to follow up on repairs. Members observed that this should be warranty work by the contractor.
5. Landscaping in the front of the building close to the units is in need of significant trimming and replacement of unsightly shrubbery. New plantings along the front of the building and around the electrical box at the front entranceway are needed.
6. The common area stairway between the first and second floor (as well as the stairs descending to the lower commercial area) is in need of immediate renewal.
7. Lights on front entrance steps have failed. Only one side appears to be working. Joe Ingram reported that the lights were installed by John Donne. Joe Ingram will follow up with J. Donne as SNHA managed the lighting project.  
*Post note:* Both sides of the front entrance lights were working at a point during the week following the annual meeting, with one light bulb out. It is noted that there may be a light timer issue.
8. The electrical box housing structure next to the front entranceway is unsightly with a tilting and deteriorated appearance. It needs to be removed and proper landscape screening placed around it.

Lauren McKenzie reported per RCI comments by guests that .... *(Nordland)... common areas are run down and feels like the 70's*. It was agreed that the lower level commercial space has outdated furnishings, décor, and artwork, as well as outdated ceiling tiles, yellow walls, carpeting and bathrooms/laundry room areas that are in poor condition and in dire need of replacement and updating. Lauren recommended that the commercial space needs significant upgrades including such as adding sheet rock to cover the cinderblock walls that are presently painted an ugly yellow color. It was discussed and agreed that Smugglers' Resort uses the commercial space for operating a commercial spa and the library is used by Smugglers' for management meetings and for commercial offerings of resort guest services including such things yoga and other classes and sessions which disproportionately adds wear and tear to

common areas. It was observed that the poor condition of the lower floor commercial space has downgraded the building and that Smugglers' Resort should at a minimum take immediate action to participate in the renewal of the Nordland Villa building including working with the Nordland Board to agree upon a plan of action that is implemented in accordance with the timeline set forth in the Renewal Plan.

It was noted that past discussions between the Nordland Board and Smugglers' Notch management had resulted in an agreement on the responsibility of Smugglers' Notch for the **cleaning** and **replacement** of portions of Nordland common area carpeting. It presents an example of common area responsibility that will need to be addressed as part of the Nordland Renewal project. The Board will review prior Minutes of Nordland Villa Condominium Association for guidance in connection with the responsibility for the cost of the installation of new carpeting.

It was agreed that the Nordland Villa Condominium Association Board will meet and confer with SNHA and Smuggler's Notch Resort, as owner of the Nordland commercial areas, to take corrective action on items needing updating, replacement, and renewal of Nordland Villa. This will preserve and enhance the property value of unit owners and provide better unit rental opportunities within the building.

Meeting adjourned at 5:30 pm.

Respectfully submitted,  
Marilyn Graham N 21