**Duplex Council Meeting**

**May 21, 2024**

**Attendees:**

Directors: Roland Bernier, Fred Moffa, Beth Holcomb

8 additional Unit Owners in attendance

**Meeting opened at 7:02 p.m.**

**Old business:**

1. Follow-up from April meeting Unit Owners’ Forum
   1. Unit Owners with holiday decorations displayed have been notified by Elite to remove them or face fines.
   2. Pressure washing is scheduled; a walk-around was done to identify those units where this is needed. Directors are confirming with Elite that residents will be notified in order to make sure windows are closed prior to the washing.
   3. The covered car that has been parked too long on Marble Faun has been tagged with a note to the owner that the car will be towed if not removed and parked legitimately in the owner’s driveway.
   4. The drainage issue at 20 Haskins is scheduled to be addressed in the fall of 2024.
      1. Erosion issues with the hill behind this unit will also be addressed in the fall with a shade resistant grass seed.
2. The final phase of the deck replacement project will commence in July/August of this year.
   1. Anyone desiring deck stairs and/or a gate that is not part of their current deck will need to submit a request to Elite with payment prior to their deck work beginning. A form for this will be sent sometime in June.
3. Each Council is allowed one Alternate Director to fill in when an elected Director is unable to attend a Board meeting. Duplex Council does not have this position currently filled. For more information or to express interest in the role, please contact one of your current Duplex directors.

**New business:**

1. Duplex Council Reserves status was reviewed with time for questions.
2. Pool key fobs were available at the meeting with a plan for the directors to walk around the Duplex community to distribute as many as possible. Anyone not receiving theirs in this manner may contact Elite Property Management to make plans to obtain theirs.

**Unit Owners’ Forum:**

1. It was noted that the driveway asphalt is pulling back from the brick fronts of some units. Rather than do this as a one-off, we will need to determine how many of these are an issue and schedule work in one shot.
2. Sidewalks are also deteriorating within the community. This will need to be addressed.
3. With all of the recent exception-based maintenance management (due to the 3-year deck project), the question was raised if we could get back to a regularly scheduled maintenance plan going forward. This would encompass power washing, tree work, trim painting, and other routine maintenance. The directors will discuss this with Elite as we plan for 2025 and beyond.
4. It was also noted that deck inspections were done by the Town of Windsor with some failures reported. What is the status of that? We will check with Elite and provide feedback at the June Duplex Council meeting.

**Meeting adjourned at 8:04 p.m.**