

Duplex Council Meeting

November 21, 2023

Attendees:

Directors: Roland Bernier, Fred Moffa, Beth Holcomb (Alternate Director)
4 additional Unit Owners in attendance

Meeting opened at 7:02 p.m.

Old business:

1. Update on gutter repair/cleaning
 - a. Gutters will be cleaned after the majority of leaves have fallen from the trees.
 - b. At this time gutters will be inspected and repaired as needed.
 - c. Elite is revising the list of gutters to be checked based on recent correspondence from the directors.
 - d. Any Unit Owners with concerns regarding their gutters should contact Elite to ensure they are included in the inspection and cleaning.

New business:

1. Duplex Director elections for 2024 were conducted.
 - a. Nominees were Roland Bernier, Fred Moffa and Beth Holcomb.
 - b. Tom Schuck withdrew his name from consideration due to health issues.
 - c. No additional nominations were made from the floor.
 - d. Approval for the slate of nominees was unanimous.
 - e. There is still an open position for Alternate Director. The Alternate Director serves as backup for a sitting director when the director is unable to attend a Conservancy Board meeting. This ensures Duplex voting strength for our assigned 3 slots when any potential votes are taken at these meetings.
 - i. **Duplex residents are encouraged to consider this role and submit their names to Chris Kohnle at Elite Property Management, with copies to Duplex Directors.**
2. The proposed Duplex Budget for 2024 was presented with opportunity for unit owners to ask questions.
 - a. **The current budget contains no Duplex fee increase for 2024.** While the current state of the Conservancy portion of our fees is also not scheduled for any increase, this may change if the final conservancy budget changes from its current projection. **Board members are expected to vote on the final budgets at the December Board meeting.**
 - b. The only number in the proposed budget that may change is that of insurance costs, since a contract with an insurance company for next year has not yet been decided on.
 - c. Members present at the meeting voted unanimously to accept the proposed budget with the provision that, if the final insurance number exceeds the estimated number by a significant enough amount as to cause a fee increase, the vote would be rescinded and unit

owners would be presented with another opportunity to review, revise and conduct a final vote. Most likely, this would be done at the December Duplex Council meeting.

3. Unit Owners were reminded to winterize their outdoor water spigots in order to avoid freezing pipes during cold weather:
 - a. Be sure to turn off and drain outside faucets. The petcocks should be found in your basement close to where the pipes run to the outside spigots. You will have an inside valve for each outside spigot. After shutting off the inside valves, open the outside spigots to drain any remaining water and leave them open through the winter months.

Unit Owners' Forum:

1. One unit owner asked to be included in the gutter work to be scheduled. They were directed to contact Elite for inclusion.
2. Question was raised about power washing siding – many units need this. Roland said he would check with Chris.
 - a. *Post-meeting note: Chris noted that power washing of siding was deferred due to deck replacement and some emergency expenses in 2023. This will be included in 2024 projects.*

Meeting adjourned at 7:44 p.m.