

Aspetuck Condominium Association, Inc.

November 26, 2014

Dear Aspetuck Condominium Association Unit Owner:

Please be advised that the **2014 Annual Unit Owners Meeting has been scheduled for Thursday, December 11th, 2014, at 7:00 PM.** (Sign-in will begin promptly at 6:45 PM.) The meeting will be held at the Association's Clubhouse.

Please note that the maintenance standards have also been enclosed. This policy shall serve as a specification regarding maintenance and upkeep for homeowners of items that fall within their responsibility at Aspetuck Condominium.

The agenda for the meeting will be as follows:

- 1) Roll Call
- 2) Proof of notice of meeting
- 3) Reading and disposal of any unapproved minutes
- 4) Reports of officers
- 5) Reports of committees
- 6) Unfinished Business
- 7) New Business
 - Election of Inspector of Elections
 - Election of Directors
 - 2014-2015 Budget Ratification
- 8) Adjournment

Also enclosed is the Board approved budget for 2015 for the period of January 1, 2015 through December 31, 2015. The 2015 Budget reflects a 5% increase in the monthly common charges.

Unit Currently Paying	Unit Will Pay in 2015
\$146	\$154
\$150	\$157
\$153	\$161
\$157	\$164
\$218	\$229
\$226	\$238

If you are unable to attend the meeting please complete the enclosed proxy and mail it to Scalzo Property Management or give it to another unit owner or Board member who will be attending the meeting.

Thank you in advance for your cooperation and we look forward to seeing you at the annual meeting.

Sincerely,

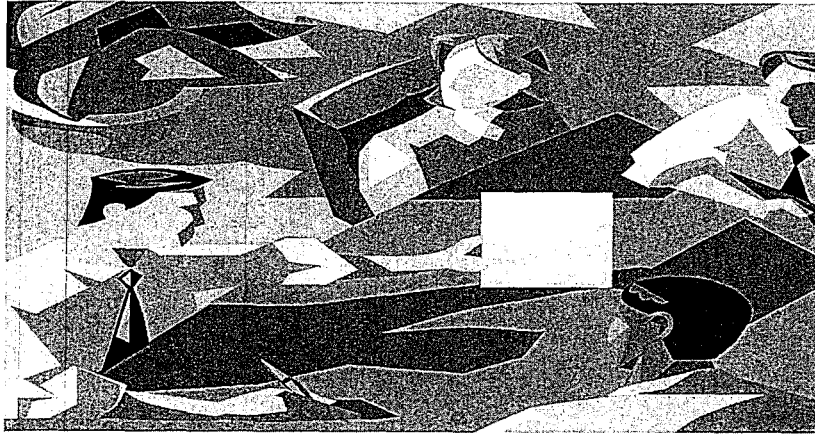
Board of Directors

Board of Directors
Aspetuck Condominium Association, Inc.

Aspetuck Condominium Association, Inc.
2015 Proposed Budget

	Approved 2013 Budget	Approved 2014 Budget	Expenses Thru 10/31/14	Proposed 2015 Budget
Ordinary Income				
Member Fee Income	\$ 362,000.00	\$ 372,556.84	\$ 309,073.71	\$ 399,120.00
Late Fees	-	1,750.00	4,525.00	1,750.00
Interest Income	-	-	-	-
Laundry Income	-	-	8,053.16	3,114.48
Rental Registration Fees	-	-	-	-
Other Income	-	-	24,805.00	-
Clubhouse Rental	-	100.00	510.00	100.00
Loss to Foreclosure	-	-	(843.68)	(1,000.00)
Total Ordinary Income	\$ 362,000.00	\$ 374,406.84	\$ 346,123.19	\$ 403,084.48
Expenses				
Management Fees	\$ 26,400.00	\$ 26,400.00	22,971.35	29,127.00
Bookkeeping	15,000.00	15,000.00	11,770.00	15,000.00
Postage, Mailings, Supplies	3,200.00	3,500.00	1,262.96	2,000.00
Legal & Accounting	2,000.00	3,000.00	6,358.98	4,500.00
Insurance-Pkg. Policy Incl. D&O	46,038.00	46,500.00	38,475.00	64,000.00
Flood Insurance	8,000.00	6,000.00	7,111.60	9,348.00
Insurance-Umbrella	2,600.00	3,000.00	2,520.80	3,000.00
Federal Income Tax	1,300.00	-	-	-
Electricity	18,500.00	10,800.00	8,104.36	10,800.00
Electricity-Loan	-	11,494.92	9,578.80	11,494.92
Water	42,000.00	40,000.00	32,922.55	40,000.00
Telephone-24 Hour Number	345.00	-	-	-
Propane	2,000.00	3,000.00	3,286.24	3,600.00
General Repairs & Maintenance	25,417.00	57,437.92	38,401.62	46,081.94
Fire/Life Safety Hazard Repairs	1,200.00	2,560.00	3,913.67	2,560.00
Powerwashing/Painting	-	-	-	17,427.30
Repairs Clubhouse	1,000.00	1,000.00	-	1,000.00
Repairs Electric	8,500.00	-	9,916.06	-
Meter Box Maintenance	-	4,600.00	-	5,500.00
Trash Removal	24,000.00	24,000.00	19,040.40	23,000.00
Janitorial	12,600.00	12,000.00	6,949.96	9,500.00
Exterminating & Tick Control	5,000.00	2,000.00	2,259.99	2,233.32
Grounds/Snow Contract	60,000.00	60,000.00	51,973.36	60,000.00
Fertilization	3,500.00	-	-	-
Landscaping Improvements	-	1,500.00	-	3,000.00
Fire Claim	-	-	1,279.01	-
Crack Seal/Line Painting	-	2,000.00	-	-
Special Project	8,000.00	-	-	-
Restated Documents	9,200.00	-	-	-
Reserve Contribution	36,200.00	38,614.00	-	39,912.00
Total Expenses	\$ 362,000.00	\$ 374,406.84	\$ 278,096.71	\$ 403,084.48
Net Income/(Loss)	\$ -	\$ -	\$ 68,026.48	\$ (0.00)
* Any surplus funds of the association remaining after payment of or provision for common expenses and any prepayment of reserves shall be retained by the Association for future expenditures.				
General Repairs & Maintenance				
Unknown general repairs	15,173.16			
Deck repair	10,000.00			

Aspetuck Condominium Association, Inc.



I am interested in serving on the Board of Directors:

Name: _____

Address: _____

Home Phone: _____ Work: _____

Email: _____

Brief History:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Please return the above to Scalzo Property Management for consideration at the Annual Meeting.

2 Stony Hill Road, Suite 201, Bethel CT, 06801
203-790-6888 phone 203-790-9390 fax

ASPETUCK CONDOMINIUM ASSOCIATION, INC.

DIRECTED PROXY

ANNUAL MEETING

December 11, 2014

The undersigned does hereby constitute and appoint Jim Tupko, President, or (designate any person who will be present) _____ to act as proxy at the Annual Meeting of the Members of the Aspetuck Condominium Association, Inc. to be held on Thursday, December 11, 2014 at 7:00 p.m. at the Clubhouse with full power to vote and act for me in my name, place, and stead, in the same manner, to the same extent, and with the same effect as if I was personally present thereat, only as follows:

I hereby direct my proxy to vote for the following candidates (vote for no more than three (3) by checking the box which corresponds to your choice):

_____	(<input type="checkbox"/>)
_____	(<input type="checkbox"/>)
_____	(<input type="checkbox"/>)
_____	(<input type="checkbox"/>)

Name _____ **Unit #** _____

Any proxy or proxies heretofore given by me to any person whosoever are hereby revoked.

Proxies which do not indicate a candidate preference will be used for quorum purposes only. Mail or fax this proxy to Scalzo Property Management, Inc. or give it to the proxy of your choice who will be **attending the meeting**.

M E M O R A N D U M

TO: Aspetuck Condominium Association Homeowners
FROM: Board of Directors
DATE: 11/26/2014
RE: **Maintenance Standards Policy**

Attached you will find the maintenance standards policy that was approved at the Sept 23rd Board Meeting following the notice and comment process. This policy shall serve as a specification regarding maintenance and upkeep for homeowners of items that fall within their responsibility at Aspetuck Condominium Association.

If you have any questions regarding this policy please feel free to contact Scalzo Property Management via email at Rmusumeci@scalzoproperty.co or phone at 203-790-6888. Thank you.

2 Stony Hill Road, Suite 201, Bethel CT 06801
203-790-6888 Phone 203-790-9390 Fax
www.scalzoproperty.com

Final

Aspetuck Condominium Association, Inc. Maintenance, Repair and Replacement Standards (For consideration as a Supplement to the Rules for the Association)

1. LICENSED AND INSURED CONTRACTORS

Any maintenance, repair and replacement activity authorized by the Unit Owner, whether performed in connection with one of the maintenance, Repair and Replacement Standards contained herein or for any maintenance, repair and replacement activity not covered by these Standards which relates to the Unit or any Limited Common Element to be maintained, repaired and replaced by the Unit Owner, shall be performed by a contractor that is licensed in the State of Connecticut and insured with a minimum of \$1,000,000.00 liability coverage. Upon request made by the Association, Unit Owners shall provide the Association with documentation satisfactory to the Association evidencing the existence of both the license and insurance.

2. WATER HEATERS

- ☐ Unit Owners shall maintain, repair and replace any water heating device ("WHD") located within the boundaries of their Unit such that the WHD is maintained in a good state of repair. In addition, any WHD must be removed and replaced prior to the expiration date of its original warranty.

In the event that there is any loss, claim, damage or expense caused by or contributed to by water that escapes from any WHD that is located within the boundaries of a Unit, there shall be a rebuttable presumption that the WHD failed either because it was not maintained in a good state of repair or because it was not removed or replaced prior to the expiration date of its original warranty. This presumption may be rebutted by providing proof to the satisfaction of the Association that either: a) the WHD had been removed and replaced prior to the expiration date of its original warranty; or b) that there was a properly installed and functioning water detection alarm prior to the date of such loss, claim, damage or expense.

- ☐ Whenever a WHD is replaced, the Unit Owner must install: a) an automatic shutoff valve that will shut off the flow of water in the event that a water leak is detected; b) an alarm that will sound if moisture is present; and c) a pan underneath the WHD that is designed for that purpose. Unit Owners must provide proof to the satisfaction of the Association that these items have been installed.

3. HEAT DURING WINTER MONTHS

During the winter months (December 1 through April 30), Unit Owners shall maintain a minimum temperature of at least 58 degrees Fahrenheit in all living areas contained within the boundaries of their Units.

4. DRYER VENTS

Unit owners are responsible for ensuring that their dryer vents have metal duct work that meets the applicable Building Code. All vents must be ventilated through an exterior wall and have an appropriate vent cover. Dryer vents must be inspected and cleaned at least every other year.

5. WASHER HOSES

Unit Owners must install metal braided safety supply hoses between any water source and any clothes washing appliance located within the boundaries of his or her Unit. In addition, Unit Owners must install a working, single lever water shutoff at the water source. Unit Owners shall provide proof to the satisfaction of the Association that these items have been installed.

6. REPORTING LEAKS

Unit Owners acknowledge that serious damage to the common interest community is likely to occur where a leak or other condition of escaping water is identified by the unit Owner but is not reported to the Association on a timely basis. Accordingly, Unit Owners have a duty to the Association and the other Unit Owners in the common interest community to *immediately* report to the Association any leak or other condition that is or has resulted in escaped water.

7. CHIMNEY CLEANING

Unit Owners must, on a semi-annual basis, hire a licensed and insured contractor to clean any chimney which serves only the Unit Owner's Unit. The Unit Owner may use the services of a contractor selected by the Association or the Unit Owner may select its own contractor. On a semi-annual basis, Unit Owners must provide proof to the satisfaction of the Association that this work has been completed.

8. SMOKE DETECTORS & WATER DETECTORS

Unit Owners are responsible for the installation and maintenance of smoke and water detectors and compliance with the applicable laws and codes regarding smoke detectors. They must be inspected and tested annually. Batteries must be replaced annually. Unit Owners must pay any inspection or other fees that are charged by the Town of New Milford for any inspection or violations.

9. ELECTRICAL CIRCUITS AND OUTLETS

Total electrical usage both in the aggregate and per circuit in a unit shall not exceed the capacity of the circuits which serve the Unit as labeled on or in the circuit breaker boxes. No single electrical device or assemblage of electrical devices creating electrical overloading of standard circuits may be used without written permission from the Association.

10. ATTIC SPACE MAINTENANCE (GARDEN STYLE UNITS ONLY)

The attic storage spaces are limited common elements. No such storage space may be used unless the flooring is covered by ½" plywood.

11. KICK-PLATE HEATER MAINTENANCE (TOWNHOME STYLE ONLY) The kick-space heater under the kitchen sink must be inspected annually and replaced as necessary prior to the expiration of the manufacturer's warranty. Unit Owners must provide proof to the satisfaction of the Association of compliance with this requirement.

12. PLUMBING

Unit Owners are responsible for ensuring that all plumbing and plumbing fixtures including, but not limited to, sinks, toilets, showers, bath tubs, washing machines and dishwashers are properly maintained and free of any leaks. Areas around plumbing should be inspected regularly for moisture and other signs of leaks. All repairs and installations may only be performed by licensed and insured plumbers.

13. WINDOWS

Unit Owners are responsible for the maintenance, repair, and replacement of windows. All leaks, stains, water damage, warping, rotting, or any other damage are the Unit Owners' responsibility.

14. DOORS

Unit Owners are responsible for the maintenance, repair, and replacement of any doors that provide access solely to their Units. All leaks, stains, water damage, warping, rotting, or any other damage are the Unit Owners' responsibility. "Doors" include storm doors, sliding glass doors (sliders) and garage doors.

15. FIRE EXTINGUISHERS

All Garden Units must have one working fire extinguisher that is located within the Unit. All Town House Units must have two working fire extinguishers, one that is located in the garage and one that is located in the living area.

16. HAZARDOUS MATERIALS

No hazardous or combustible material may be stored in any Unit.

17. SNOW REMOVAL

Unit Owners are responsible for cleaning snow from decks and around and on their vehicles.

18. GENERAL STANDARD OF CARE

Unit Owners acknowledge that the Association's property insurance costs are positively impacted by the diligent maintenance, repair and replacement of the Units, the fixtures and improvements located within the boundaries of the Units and the Limited common Elements that the Unit Owners are required to maintain, repair and replace. Unit Owners have a duty to use reasonable care to maintain, repair and replace his or her Units, the fixtures and improvements located within the boundaries of the Units and the Limited Common Elements that the Unit Owners are required to maintain, repair and replace. Unit Owners must exercise the same level of care in performing his or her maintenance, repair and replacement obligations that a homeowner who lives in a single family home instead of a common interest community would observe.

19. RESPONSIBILITIES OF TENANTS, GUESTS, INVITEES OR OTHER OCCUPANTS

Unit Owners are responsible for ensuring that any tenant, guest, invitee or other occupant of the Unit complies with each of the maintenance, repair and replacement standards set forth above. For the purpose of interpreting and applying these maintenance, repair and replacement standards, where the context requires, the term "Unit Owner" shall include any tenant, guest, invitee or other occupant of the Unit.