ATHERTON COMMON UNIT OWNERS ASSOCIATION

BOARD MEETING MINUTES

May 29, 2025

The meeting was called to order by President Dick Stout at 3:59 pm. Also in attendance were Director Pete Eiche, Vice President Art Brault, Secretary Bruce Kinney, Treasurer Howell Mitchell, Capital Reserve Chair Kevin Eagan, and Association Managing Agent Norman Desrochers. Unit Owners Deb Neigel, Linda Madden, Al Weller, and Ed Merrill also attended.

Financials. Treasurer Howell Mitchell reported operating cash of $34,750 as of 4/30. Year-to-date operating net (income minus expenses) is $19,065, or 15% of the YTD budget.

Capital Reserves. Capital Reserve Committee Chair Kevin Eagan reported that the Capital Reserve committee will be meeting soon to start updating the capital plan to account for higher inflation than forecasted when the plan was last updated in 2022. The updated plan will be available for the annual meeting later in the year.

Property Manager's Report. Property Manager Norm Desrochers reported on maintenance & repair work in progress, recently completed, and in discussion for future work.

- Painting status: Exterior repairs on both buildings (Units 1-3 and 7-9) have been completed. Units 7-9 have been power washed, and painting has begun. The painters will also start working on staining the decks at units 28 and 29. The contractor suggested that we consider contracting for two full coats in the future, since this would improve durability. Desrochers will ask for a quote to do two full coats.
- Repair status: Linda Madden and Deb Neigel reported that the Great North maintenance crew did an excellent job on their units (#1 & #2), and Bruce Kinney (#3) agreed. A discussion ensued about the poor condition of many of the decks, some of which are being repaired by the owners, including the installation of synthetic decking materials such as Trex.
- The status of repairs at Unit 29 to the back stairs and garage doors was discussed in light of the impending sale. Desrochers was asked to contact the new owners to make them aware of the situation prior to the closing.
- Road repair: There is a need to do some crack sealing before next winter to enhance durability of the road. Desrochers has contacted Ameriseal to indicate our interest in retaining them to do the work.
- Road maintenance: Mitchell proposed adding more rip-rap to the edges of certain sections of the road. Various locations for this were discussed, however more study is required.

ACC Website & Residents Communications. There was no report, as webmaster Rick Lack was unable to attend the meeting. Subsequent discussion with Lack the next day showed that several unsuccessful attempts have been made to contact the EMTs at the Amherst Fire Department to discuss access to residences in an emergency. He will continue to work on closing this action from the March 10 meeting.

Tree Maintenance Update. Director Pete Eiche reported a number of landscape issues:

- A dead branch on the large tree at Unit #9 needs to be removed. The tree itself is otherwise healthy. Eiche recommended that we wait until next year and do this removal along with any other tree maintenance required at the time. He will discuss this with the unit owner.

Other Business

- Tennis court net: Per Desrochers, the net was probably put up by the Great North maintenance crew as a normal spring action. They will be asked to remove it, as the court is not safe to play on.
- Handbook update: Eiche solicited comments from everyone for an upcoming handbook update.
- Limited common area expenses policy: A discussion ensued about responsibility for maintenance of modifications made by owners to limited common areas, such as gardens, sidewalks, etc. Stout suggested that we tackle this issue as part of the handbook update.
- Fidium fiber wiring & connections: Eiche suggested that we talk to Fidium about the approach for connecting units to the Fidium fiber network. The unique configurations of some of the buildings has led to inconsistent ways to connect the Fidium fibers to the units that have contracted with them. Some units require separate fiber runs from the street to make the connections instead of a single run to each unit.
- Board notification of work orders: Work orders are currently submitted in different ways, including simple email requests, a work order form submitted either by email or paper, or a web form filled out on one of two websites. Desrochers will work with the webmaster to provide this capability in a consistent way on the updated website.
- Removal of garden at Unit #3: A maintenance request has been submitted by the owner to have the small garden in the front yard removed and replaced with grass. A motion was made by Eiche and seconded by Brault to consult with Akorn on the best way to do this work. The motion passed with four in favor and none opposed. Kinney (owner of #3) recused himself.
- Missing louvers in gable vent at Unit #35: Desrochers will work with maintenance to determine the best way to do this repair, as it is in a location that is difficult to get to.

Action items

- Desrochers will work with maintenance on the Unit #35 repairs
- Desrochers will consult with Akorn on Unit #3 garden

- Eiche will talk to Fidium about the fiber connections.
- Desrochers will talk to the webmaster about a place on the new website to submit work orders. This will eliminate the duplicate tools now on the AthertonCommon.net and Great North websites.
- Continued from March 10 meeting: Rick Lack will talk to the Amherst Fire Department to determine how the Association should advise residents to provide emergency unit access to the AFD, if they wish to do so.
- Anyone with comments on the Atherton Common Handbook should submit them to Pete Eiche.

Board Actions Taken by Email Since the March 10th Meeting

- Approved various tree trimming and brush work throughout the grounds to take place in April, as arranged by Director Pete Eiche. Work was completed as planned.
- Approved the request of the owners at Unit 43 to replace their front door and paint it to Board specifications, at their own expense.
- Approved the request of the owners at Unit 27 to have their porch enclosed, at their own expense.
- Approved minor porch repairs at Units 19 and 20.
- Approved the request of the owners at Unit 3 to add a railing to one side of the front porch, at their own expense. The work was performed by the Great North maintenance crew during the outdoor repairs in preparation for painting the unit.
- Declined the request of the owners at Unit 26 to expand their front deck, as the proposal would encroach on common land, and would therefore be impractical due to significant legal complexity.
- Approved the request of the owners at Unit 8 to redo the decks with more durable color matched synthetic decking material, at their own expense. The Board reminded the owners that they and future owners will subsequently be responsible for deck maintenance.

The meeting was adjourned at 5:29 pm.

Respectfully submitted,
Bruce Kinney
Secretary