ATHERTON COMMON UNIT OWNERS ASSOCIATION

BOARD MEETING MINUTES

September 8, 2025

The meeting was called to order by President Dick Stout at 3:01 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 attending included Sue Stout (#45), Joan Ferguson (#9), George Goodloe (#12), Al Weller (#4), Deborah Neigel (#1), and Laurie Wenger (#35).

Financials. Treasurer Howell Mitchell reported that cash is at a reasonable level, and accounts receivable is unchanged ($1,109) but being worked on. The landscaping and tree work is comfortably below budget, and the $8,400 balance due has been paid. The $100,000 CD due on 9/15 will be rolled over. Mitchell proposed that the $130K reserve cash be converted to an additional CD, but Desrochers pointed out that there will be a large payment for the exterior repairs, and it was decided to leave the cash where it is to avoid early CD withdrawal penalties.

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

- Painting status:
    - Units #7-9 are mostly complete except for a half day of replacing the shutters and gutters.
    - Units #1-3 are less than half done.
    - There are several decks that still need to be painted. The Unit #26 deck may need repair on a few boards before it is painted.
    - The deck painting policy was discussed. The policy is that decks will be painted by the Association during the normal painting cycle (7 years). Decks that need to be painted outside the painting cycle (typical since decks deteriorate more quickly) may be painted at the unit owner's expense.
    - Priorities are to complete this year's painting projects, including units #1-3 and #7-9, plus decks at units #20 and #29 that were left over from last year.
- Unit #35 missing louvers on gable vent: We are looking for a person who can do small repair jobs to tackle this.
- Unit #21 sprinkler head has been repaired.
- The Akorn (landscaping & snow removal contractor) 2 year contracts were renewed, at an additional cost of 5% or $5,536. This cost would increase the HOA fee by $10 per unit per month.
- Kevin Eagan asked about the contract with Great North. Subsequent research showed that the contract expires on December 31, and is automatically renewed with an escalator of 3.5% or the Boston consumer price index, whichever is less. 3.5% will be built into the budget to be presented at the Annual Meeting.

Grounds Maintenance Update. Director Pete Eiche reported on the following landscape issues:

- Many trees and bushes appear distressed. This is due to less rain than normal this year, and may recover next year if rainfall is closer to normal. Known instances of the need for tree service or removal are listed below.
- At unit #25, there is a large Bradford Pear that is recommended by the arborist to be removed.
- The large tree at unit #24 needs to be removed
- Two red pines between units #42 and 43 need to be removed, as the arborist has stated they will not survive.
- Unit #9 has a tree that needs branches removed.
- A large tree at unit #4 was struck by lightning on Saturday and may need to be removed, but not imminently (could last up to 2 years per Eiche). The arborist will be asked next week for an opinion as to when/if it should be removed.
- Sam Harris has presented us with the best quote, and will be hired to do as much of the above work as possible within budget. The Board voted to spend $2,500 for this work, with Eiche being given authority to decide which trees are the highest priority to be included.
- Work needs to be done to replace eroded road edges, especially after this last weekend's heavy rain. Mitchell pointed out the importance of keeping up with this, as major repairs to the road are prohibitively expensive. Kevin Eagan has consulted with a civil engineer who has estimated three potential road projects ranging from $1,000K to replace the entire road down to $300K to grind off 3" and re-pave over it.
- Stout mentioned two units that are having water problems due to last weekend's storm – units #20 and #2. Desrochers was asked to investigate these.

Other Business

- Pond drain blockage. Nobody knows who blocked the drain.
- Board candidates for 2026. Dick Stout is resigning as President as of the end of 2025. All other current Board members agreed to run again for their positions. The Board will need to identify one additional member to be elected at the Annual Meeting in December.

Action items

- Bruce Kinney will send a broadcast email to all owners asking them if there are any other trees that need work, and to notify the Board if so.
- Norm Desrochers will investigate the water problems at units #2 and #20.

The meeting was adjourned at 4:12 pm.

Respectfully submitted,
Bruce Kinney
Secretary