ATHERTON COMMON UNIT OWNERS ASSOCIATION

BOARD MEETING MINUTES

MARCH 10, 2025

The meeting was called to order by President Dick Stout at 5:00 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 Sue Stout, Rick Lack, Al Weller, and Laurie Wenger also attended.

Financials. Treasurer Howell Mitchell reported that finances are in good shape, with nothing particularly concerning at this time. Operating cash is $36,000.

Desrochers reported that we went through our contracted amount of road salt, so there will be additional expense for the overage.

Eiche suggested that we get rid of “Landscaping - Other” in the financial report and call it “Contingency” instead.

Mitchell asked which contracts need to be renegotiated this year. Akorn’s contracts for landscaping and snow removal will be renegotiated in the fall for next year. Insurance renewal will happen in the fall.

Capital Reserves. Capital Reserve Chair Kevin Eagan reported that the 10 and 20 year capital reserve needs projections will be updated to account for current rates of inflation, which are higher than previously planned. These projections were last updated in 2020-21.

Property Manager’s Report. Property Manager Norm Desrochers reported on issues at Unit #20 related to snow melt and rain drainage running into the garage. This has been an issue in the past at other units, and solutions have been developed on a case-by-case basis.

Desrochers reported that many units experienced significant snow and ice buildup on their roofs, and that ice dams were a potential issue this year. Many were just on the borderline of experiencing damage, but we do not have any reports of damage, so the risk has passed for this year. Mitchell pointed out that the Association’s policy is that damage from ice dams are the responsibility of the unit owners. Stout will send a notice to the owners describing the policy. Owners should monitor any ice dams on their unit’s roofs, and notify the Board of any concerns.

Painting plans for 2025 include units 1-3 and 7-9, and completion of the front decks at units 28 and 9, left over from last year. The contractor will be Chas Waterman, who did the work last year on units 28-30 and 31-33. Desrochers will be inspecting the units to be painted on Wednesday, March 12.

Desrochers reported that Providence Mutual, the master insurance company for the Association, provided some loss control recommendations resulting from a survey done by the company. Norm will send to unit owners a general notice about maintaining a fire extinguisher in each unit, and keeping adequate clearances of at least 30 inches in front of water heaters.

Amherst Community Power. Secretary Bruce Kinney reported on the rollout of the Amherst Community Power Program after attending the information session at the Town Hall on February 24. Residents should have received a letter from the town with information about this new program. Residents that did not receive a letter should call the town. Kinney previously sent an email notice to all owners describing the program and actions owners may choose to take.

ACC Website & Residents Communications. Webmaster Rick Lack reported on the upgrade to the ACC website, which is in progress. The overriding goal of the upgrade is to modernize the website and provide additional capabilities for the Association and unit owners, including easier document access, mailing lists for affinity groups such as book groups and game groups, and others. Testing of the website upgrade is currently underway, and rollout to the full ACC community will happen as soon as testing is complete, probably by mid-April.

Tree Maintenance Update. Director Pete Eiche reported that he has two quotes for needed tree work, primarily to remove dead trees and damaged trees that are safety risks. The Board directed Eiche to move ahead to get the work done by late spring or early summer.

Residents' emergency fire & rescue access. Due to a recent incident with the Amherst Fire Department (AFD) responding to an alarm at one of our units, a discussion ensued about how to notify the first responders about how to access the unit in the event that nobody is home or the residents do not respond. The Board decided that this should be an issue between the residents and the town, and that the Atherton Common Association should not get involved in keeping this information for both security and liability reasons. Unit owner Rick Lack, being a former Amherst EMT and familiar with AFD processes, took an action to talk to the AFD to help us determine how we can best advise our residents of their options.

Action items

- Dick Stout will send a notice to the owners describing the ACC's ice dam damage policy.
- Norm Desrochers will send a general notice to unit owners about loss control recommendations from Providence Mutual, the master insurance company for the Association.
- Pete Eiche will complete getting quotes and move ahead with getting the recommended tree work under contract for late spring or early summer.
- 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.

Meeting was adjourned at 6:29 pm.

Respectfully submitted,
Bruce Kinney
Secretary