ATHERTON COMMON UNIT OWNERS ASSOCIATION
ANNUAL MEETING
DECEMBER 7, 2017

MINUTES

CALL TO ORDER:
The meeting was called to order at 6:05 PM by Kevin Eagan, President of the Board of Directors.

WELCOME AND INTRODUCTION:
Mr. Eagan welcomed new unit owners to the association, and introduced Cliff Kinghorn, Kevin McIntyre, Clare Smith and Art Brault, members of the Board, and Norman Desrochers, Property Manager from Great North Property Management.

PROOF OF ANNUAL MEETING NOTICE:
Mr. Desrochers confirmed that the meeting notice was sent by first class mail to all unit owners on November 15, 2017.

QUORUM:
Mr. Desrochers certified that a quorum was established with 26 units in attendance and 7 units represented by proxy.

VOTE ON PROPOSED AMENDMENTS TO THE BY-LAWS:
Mr. Kinghorn gave an overview of the proposed amendments, hereby identified as Amendment One and Amendment Two. Amendment One would allow Common Area to be assigned as Limited Common Area solely for the purpose of allowing unit owners to create backyard patios and install porch steps when deemed appropriate by the Board to allow access to said patios. Amendment Two would allow the association to approve a list of alterations, additions and improvements made by a list of units which may have converted Common Area into Limited Common Area. After a discussion of the proposed amendments, ballots were distributed and votes were taken. Mr. Kinghorn noted that an affirmative vote of 67% of the association was necessary for ratification. The results of the vote, which were announced later in the meeting, are as follows.

Amendment One
Yes 21 No 15

Amendment Two
Yes 36 No 0

As a result, Amendment Two passed, but Amendment One failed.

2016 ANNUAL MEETING MINUTES:
A motion was made by Mr. McIntyre (Unit 15) and seconded by Mr. Nowak (Unit 23) to accept the Minutes of the 2016 Annual Meeting as written. The vote was all in favor.

IRS 70-604 RESOLUTION:
Mr. Desrochers read the resolution, which allows the association to apply excess income at year end 2017 to the following year's assessments. A motion to adopt the resolution was made by Mr. Weller (Unit 4) and seconded by Mr. Brault (Unit 18). The vote was all in favor.

2017 ACCOMPLISHMENTS AND ISSUES:
Mr. Eagan noted the following...

Upon recommendation by the Grounds Committee and approval by the Board of Directors, Akorn is scheduled to start on Monday, December 11 a major tree trimming/ removal project around the entire property. He noted that the project is going to be funded by surplus funds that are expected to accrue in the association's Operating Fund at year end 2017. At Mr. Eagan's request, Ken Lawson, the Grounds Committee Chair summarized the goals and efforts of the committee, and detailed additional grounds maintenance items that were included in their report. Mr. Lawson said that the committee would support a special assessment to pay for the cost of addressing these items.

Mr. Eagan also discussed other accomplishments, including:

- Chimney inspections of all units on the inspection list were completed.
- The snow removal contract was renewed with Silver Maple, and the landscaping contract was renewed with Akorn.
- An exterior repair and painting project was completed on units 1-3 and 7-9.
- Two street lights were replaced, and the Board will consider replacing two more lights in the spring.
- The tennis courts were power washed, and surface cracks repaired. Consideration will be given to making the courts multi use in 2018.

He said that upcoming plans include updating the By-Laws to bring them into compliance with amended state statutes, updating the association handbook, addressing the other recommendations made by the Grounds Committee, and negotiating a new management contract in the fall. He also noted that the Board will consider hiring an engineering firm to evaluate the condition of the roofs and provide a long term replacement plan. In addition, two septic systems are being monitored; design plans are in place for their eventual replacement.

SPECIAL ASSESSMENT:
A motion was made by Mr. Lawson (Unit 30) and seconded by Mr. Nowak (Unit 23) for the Board to establish a one- time special assessment of $200 per unit to fund the cost to address the remaining items that were included in the Grounds Committee report. The motion passed by unanimous voice vote. The assessment will be imposed in March, 2018.

Mr. Kinghorn said that the association owes a debt of gratitude to Mr. Lawson and the committee members, and thanked them for their efforts.

2018 OPERATING BUDGET:
Mr. McIntyre presented the proposed budget, which maintains the condo fee at $425 per unit, per month. He said that a surplus of operating income over expenses is expected in 2017, which helped to keep the condo fee at the current rate. Mr. McIntyre noted that the budget contains funds to paint the exterior of six units in 2018. Following discussion of the proposed budget, a motion was made by Ms. Shankel (Unit 28) and seconded by Mr. Kinghorn (Unit 31) to approve. The vote was all in favor.

2018 CAPITAL REPLACEMENT BUDGET:
Mr. McIntyre said that the balance in the Capital Replacement Fund at year end 2017 is estimated to be $172,193. The 2018 Budget includes funding of $40,500 into the fund, with earned interest estimated at $700. He said that potential projects including rot repair, fence installations, garage door installations, septic field replacements, road repairs and roof replacements have an estimated total cost of $89,690, which would leave the fund with a projected year end 2018 balance of $123,703.

Mr. Eagan said that as Board President it was incumbent on him to comment on the adequacy of the Capital Replacement Fund, and in his opinion, the current balance in the fund and present level of funding are not adequate to meet anticipated expenses in the next 5-10 years. A motion was made by Mr. Learoyd (Unit 27) and seconded by Mr. Brault (Unit 18) to approve the Capital Replacement Budget. The vote was all in favor.

ROOF RAKING POLICY:
Mr. Eagan said that the association will not be involved in scheduling roof raking this winter, or paying for the cost as a common expense. Instead, individual unit owners will be responsible for hiring contractors that have been approved by the Board to come onto the property to perform roof raking services, and for paying them directly. Mr. Desrochers said that he has a list of three contractors who are available, and will provide contact information to unit owners via email. Ms. Shankel suggested that unit owners might get better pricing if a group of interested homeowners entered into an agreement with one of the contractors. Mr. Desrochers will get a list of interested owners and forward the list to Ms. Shankel.

OPEN COMMENTS AND QUESTIONS:
Ms. Michaelis (Unit 41) suggested that a study be done to investigate the feasibility of converting from oil to propane in the community. Mr. Learoyd volunteered to organize a committee.
Ms. Madden (Unit 2) noted that there are various street light designs on the property, and suggested that they should be uniform to create a better aesthetic.
Several unit owners commented on the work by Akorn Landscape, and praised them for their efforts.
Some unit owners asked if Silver Maple can be reminded to clear the oil inlets of snow, and not leave snow at the end of driveways.

Mr. Eagan asked Mr. Desrochers to discuss the management transition from Cityside to Great North. Mr. Desrochers said that the transition to date was going well, with no problems encountered. He noted that many of the support staff and maintenance personnel from Cityside who assisted in the management of Atherton Common are now employed by Great North, and will continue in their previous roles. He also said that he was very happy to continue as the Property Manager for the association.

ELECTION:
Mr. Desrochers said that there were no nominees other than the current five members of the Board. A motion was made by Mr. Weller (Unit 4) and seconded by Ms. Washington (Unit 6) to re-elect all five Board members. The motion passed unanimously.

ADJOURNMENT:
The meeting was adjourned at 7:40 PM.

Respectfully submitted,

Norman Desrochers
Great North Property Management

Amendment Two

Pursuant to the Declaration of Condominium of Atherton Common Condominium Paragraph 3 (f), the Unit Owners Association has voted, by the requisite sixty seven per cent of the votes in the Association, to approve the following list of alterations, additions and improvements to the listed units which may have converted Common Area into Limited Common Area.

List of Back Yard improvements to approve retroactively

Unit 3 - Condenser under the porch

Unit 5 - Back steps

Unit 9 - Condenser unit on the side near entrance door.

Unit 10 - Back steps and small deck off of porch.

Unit 12 - Back steps

Unit 13 - Back steps

Unit 14 - Back steps

Unit 15 - Back steps and deck

Unit 18 - Back steps

Unit 19 - Deck and back steps (the deck is actually an extension of the front porch).

Unit 20 - Back steps

Unit 22 - walkway from driveway to the back

Unit 23 - Back steps and Patio

Unit 29 - Back steps

Unit 32 - Back steps

Unit 35 - Back steps

Unit 37 - Back steps

Unit 38 - Back steps

Unit 39 - Back steps

Unit 40 - Back steps

Unit 41 - Back steps and garden
Unit 42 - Garden

Unit 43 - Back steps

Unit 45 - Back steps and extended front porch with steps off the back

Any such approved alterations, additions and improvements shall be the responsibility of the individual unit owners to maintain, repair, paint and if necessary remove said alterations, additions and improvements.