ATHERTON COMMON UNIT OWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

APRIL 4, 2019 MINUTES

CALL TO ORDER:
The meeting was called to order by John Learoyd at 6:30 PM.

ROLL CALL:
John Learoyd, Kevin Eagan, Betty Shankel, Joan Ferguson and Dick Stout, Directors; Norman Desrochers, Association Manager.

FINANCIALS:
Mr. Eagan noted that the financials for the months of October through December were not formally approved by the previous Board. The current Board members agreed with Ms.
Shankel's suggestion that she be given an opportunity to review the financials for this month before a vote is taken to approve them.

Ms. Shankel said that she reviewed the financials for the months of January through M arch , and expenses through the period are on target with budgeted amounts. A motion was made by Mr. Eagan to approve the financials for January, February and March. There was a second from Mr. Stout, and the motion passed 5 to 0.

Mr. Learoyd reported that he and Ms. Shankel will update signatory authority for the Capital Replacement fund with St. Mary's Bank, where the funds are held.

PREVIOUS MEETING MINUTES:
A Motion was made by Mr. Stout to accept the Minutes of the October 9, 2018 meeting as written. There was a second from Eagan, and the motion passed 4 to 0, with 1 abstention.

A motion was made by Mr. Eagan to accept the Minutes of the October 22, 2018 meeting as written. There was a second from Mr. Stout, and the motion passed 4 to 0, with 1 abstention.

A motion was made by Mr. Stout to accept the Minutes of the January 3, 2019 meeting as written. There was a second from Mr. Eagan, and the motion passed 5 to 0.

UNIT 44 ROOF:
A motion was made by Mr. Eagan to accept a proposal from Adam Vaillancourt, LLC to install a new roof and skylight on the front side of Unit 44, with the following stipulations:

The total cost of the project is $6,802, including the cost to replace the skylight, which Valliancourt estimates to be $700-$800. M. Desrochers will get the specific cost from Valliancourt and inform the unit owners that they will e responsible for the sklylight installation cost. Mr. Desrochers will also inform the unit owners that the cost to install the skylight does not include any interior work that might be necessary. As part of the project. the Board will allow payment of $400 to the unit owners towards the cost of the ceiling painting.

There was a second from Ms. Shankel, and the motion passed 5 to 0.

UNITS 5 AND 45 BASEMENT WATER MITIGATION:
The Board discussed a proposal from Saber Concrete to seal foundation cracks at both units to prevent further water infiltration into the basement. The total estimated cost is $1,375. A motion was made by Mr. Learoyd to accept the proposal as estimated. There was a second from Mr. Eagan, and the motion passed 5 to 0.

Ms. Madden (Unit 2) reported that she has experienced occasional water into her basement. Mr. Desrochers said that he would come over to inspect the area to try to determine the source of the leak.

UNIT 20 DRAINAGE:
The Board discussed possible remedies to prevent water from collection in the driveway and flowing into the garage and onto the walkway. Mr. Desrochers will consult with Akorn for suggestions, and a plan will be formulated.

UNIT 6 INTERIOR ALTERATIONS:
The Board directed Mr. Desrochers to contact the unit owners by certified mail to request submission within two weeks of an architecture and engineering approved plan for modifications to their condo that includes removal of a weight bearing wall.

EXTERIOR ROT REPAIR AND PAINTING PROJECT:
Mr. Learoyd said that the 2019 project includes units 13-15 and 16-18. Shane Humphrey's Painting, LLC will again be the painting contractor. Mr. Desrochers will obtain estimates for rot repair . Mr. Eagan said that he will inspect the units on the project list to update the survey that was done by the Rot Committee last fall.

GROUNDS:
The Board discussed the purchase of an aeration system for the pond. Mr. Learoyd said that he will obtain the equipment in the next couple of weeks.

The Board discussed the potential installation of new posts and LED lanterns. Mr. Eagan said that he will research for a light fixture that will take a medium base. Consideration was given to
re-positioning the new lights to the middle of each building but was rejected for logistical reasons.

Mr. Eagan proposed that the Grounds Committee survey trees on the property to determine which ones are potentially hazardous to the buildings. He will speak with Mr. Nowak, the Committee Chair to discuss scheduling an inspection.

SHORTFALL IN THE CAPITAL REPLACEMENT FUND:
Mr. Learoyd noted that the association will need to address the ongoing shortfall in the fund to enable the association to meet future Capital Replacement expenses. The Board discussed options to increase funding through increased condo fees or special assessments, but no decisions were made.

BY-LAWS AMENDMENTS:
Mr. Eagan said that he will work with Mr. Kinghorn later this spring to review the current By- laws, draft changes and select an attorney.

ROOF ANALYSIS:
A motion was made by Mr. Learoyd to accept a proposal from Team Engineering to perform a roof survey of all roofs on the property to assess the existing condition of the roofs and prepare a replacement schedule. There was second from Ms. Shankel, and the motion passed 5 to 0.

The meeting was adjourned at 8:50 PM.

Respectfully submitted,
Norman Desrochers
Association Manager