ATHERTON COMMON UNIT OWNERS ASSOICATION
BOARD MEETING MINUTES
MARCH 1, 2022

The Zoom meeting was called to order by President Dick Stout at 4:31 pm. Also in attendance were Vice President Grover Penny, Treasurer Brenda Pabon, Director Pete Eiche, Secretary Joan Ferguson, Capital Reserve Chairman Kevin Eagan, and Association Manager Norman Desrochers. In addition, Unit Owner Linda Madden attended.

Financials. Pabon reported Operations had an EOY balance of $130,428 with $14K outstanding to Akorn Landscaping and $15K leftover. There was $248K in Capital Reserve at EOY. While awaiting the 2021 audit report, the landscaping sub-account appears to be under budget and snow removal is overbudget. However, the December snow removal payment wasn't paid until January and thus the overbudget for January.

She asked about the two credits totaling about $500 showing up in the HOA fees report that have been carried for at least two years. Desrochers will investigate and advise the Board regarding disposition.

Stout asked why the trash pick-up invoice increased in January. Desrochers said Buckley sent an email to Great North in November 2021 advising of the rate increase but admitted he didn't see it until Stout asked about the invoice when the financials were distributed prior to the March Board meeting. Because of the increase (approximately by 30%), trash pick-up will be about $2.2K overbudget for 2022. Penny suggested some cost savings might be found as several Unit Owners are away from Atherton for a period throughout the year (wintering in the South or spending time in second homes during the summer) and thus do not put out trash for significant periods. Desrochers agreed to contact Buckley as well as review the contract to see if there might be cost savings based on actual number of Unit trash pick-ups. If so, Stout will send out a survey to Unit Owners asking about absences.

Stout asked about the $450 conveyance fee credit. Descrochers explained a deed was registered in late December 2019 but didn't transfer until January 2020. As the Unit Owners voted to increase the fee at the December 2019 meeting effective 2020, the fee balance should have been credited back to the new owners (and subsequently has been).

Landscaping. Eiche advised the winter tree removal by NH Arbor Works should start later this week (on or about March 3) and continue for 3-4 days. It is expected that all high priority trees will be removed, and the budget may come in as much as $3.5K under budget due to the accepted bid. He will send out an email to notify Unit Owners, adding that the police, fire and EMT departments have been notified to alert them of the extra equipment both parked on the road and frequent moves of the equipment. (Secretary Note: Actual work began March 7 and concluded March 18.)

Penny thanked Eiche and the volunteers who worked on the strategic plan, sought guidance from both foresters and arborists, and studied the bids.

Next phase is to follow-up with grinding the stumps later this spring and identifying and planting any replacements with appropriate species and bushes to provide color and privacy. Eiche added the Board will coordinate the replacement phase with affected Unit Owners as well as with the foresters and arborists. He added the Board invites Unit Owner volunteers to engage in the background work in determining the scope of that effort. Volunteers should contact him.

Water Issues. Desrochers reported Saber Concrete inspected the basement conditions in Unit 16, noting several cracks, including those previously patched. At the time of the inspection, there was no evidence of water but identified locations where water might have come in. The fix was estimated at $600, but Saber isn't convinced and recommended an on-site visit when rain is coming in to identify the location – although there is no doubt water is coming into the basement. Penny suggested the Unit Owner take photos when it was dry and when water was coming in. It might give Saber and Desrochers a better idea of the exact location of the leak and how it might be coming into the unit's basement.

Unit 20's driveway doesn't drain properly even though a berm was installed at the top of the driveway last year. The Board agreed to look at a more intensive repair once Unit 17's driveway is repaired this year. It is likely the repair will be in the 10s of thousands of dollars.

Unit 25's drain at the bottom of the driveway is full of debris and water leaks into the garage. It will be cleaned out in spring. Madden suggested all the drains be regularly cleaned out during the spring thaw. The Board agreed.

Desrochers reported Unit 26's basement appears to have flooding issues related to improper flashing where the front deck meets the building. He said the repairs will be made by mid-March.

Unit 42 reported water in the garage with the water coming in from the driveway. There is water coming into the basement and it needs to be inspected to determine the source of the water as a trench along the side of the garage didn't solve the issue. Egan commented that this appears to be the same issue that was resolved 3-4 years ago, but the drain installed at the time eventually didn't solve the problem. He said another solution needs to be applied. Eiche said he will look at the issue and track the leak with chalk until spring when a permanent solution might be developed.

Amherst Paving will begin a project to resolve the water ponding on Unit 17's driveway in spring at an estimated cost of $13.5K.

Unit 16's basement water issue was inspected by Saber Concrete who noted that there are some foundation cracks, some of which might or might not be the culprit. Desrochers will follow-up.

Painting. Buildings 25-27 and 40-42 are scheduled to be painted and Desrochers said he had contacted Shane's recommendation regarding a contact. While he has confidence in Shane's recommendation, he will reach out to other condominium associations and commercial buildings to get some additional bids. He noted that repairs (rot repair, loose panels, etc) are set to being in May.

Eiche recommended more estimates to better understand the market. Penny noted that because we were so satisfied with Shane's work that his recommendation should carry more weight when

selecting a painter, even if the recommendation might cost more. Eiche agreed that talking with each of the contractors will give the Board a good idea on each contractor's interest. Desrochers added it would be wise to discuss a 2-year contract in the proposal. The Board asked Descrochers for least two more quotes, asking each contractor to visit the Common before making a bid. Stout noted the budget for the project is $15K per building. Egan pointed out the decks replaced last year (Units 43, 44 and 45) need to be stained and should be added to this year's contract.

Vinyl Covering for the Fence Rails. Penny said it probably had been more than 10 years ago when the Association started to cover the fences, but the plan never went beyond the seven rails at the entrance as funds might have run out. Stout suggested the Association have a paint session this summer – cleaning, scraping and then painting – with Unit Owner volunteers. Descrochers will ask the painter for estimates and Eiche will look at costs for a community project.

Mailboxes. Stout presented the Board with options to replace the aging mailbox and estimated the cost would be close to $10K to replace them with USPS approved boxes. He said the Post Office doesn't approve the make and model (except that they be USPS certified) but needs to have the master key. He also asked if Great North might install them. Ferguson will survey the existing boxes with the actual condition of the individual boxes (doors broken, locks missing, etc.) and the general condition of the boxes (rusting stanchions, etc.), reporting back to the Board. Subject to Board approval, this will probably be a 2023 project if funds aren't available in 2022.

Snow Plowing. Comment was made that plowing of the driveways now begins at the top of the hill instead of the entrance. While the president did receive some callsl complaining about unplowed driveways, Ferguson noted the driveways at the entrance were cleared while there were still intermittent flurries during the latest storm. She added that Akorn has done several pretreatments throughout the winter, minimizing inconvenience to the Unit Owners. The Board reminded Unit Owners the driveways must be clear of vehicles before the snowplow can remove the snow. If vehicles are in the driveway, the snow will not be removed.

Meeting adjourned at 5:40 pm.

Respectfully submitted,
Joan Ferguson
Volunteer Secretary
Atherton Common