ATHERTON COMMON UNIT OWNERS ASSOICATION
MEETING MINUTES
SEPTEMBER 22, 2020

The meeting was called to order by President Dick Stout at 4:03 pm. Also in attendance were Treasurer Kevin Eagan, Secretary Joan Ferguson, Director Rich Nowak, Capital Reserve Member Gary Chandler, and Association Manager Norman Desrochers. In addition, in attendance were Unit Owners Meg and Joe Perez, Sue Stout, Linda Madden, Howell Mitchell, and Larry McCoy.

President Stout called the meeting to order. He introduced himself as the president as John Learoyd had resigned his position as president on Sept. 15. In his opening remarks, Stout emphasized that work orders must be submitted to the Board for review before they can be executed. In the future, it is unlikely the Board will approve work orders requesting reimbursement if the Board has not previously approved, unless it is an emergency. (Art III, paragraph 1 (amended) and Art. V, paragraph 4 (amended))

Eagan moved to approve the July 14 minutes as submitted with Nowak seconding.

The Board agreed the next meeting will be on Nov 10 so that the annual meeting may be on Sunday, Dec 6, 2 pm, at the Congregational Church, 11 Church Street. The former was moved forward so that budget deliberations are at least 21 days prior to the annual meeting in accordance with the bylaws. (Art II, paragraph 6 (amended).)

Financials. Eagan reported the Association's operations and capital reserve budgets are well under budget to-date in a number of areas, but added that historically the fall season brings additional spending. There are no delinquent HOA fee payments for this past quarter.

- ✓ Operations. In July, there was extra landscaping (about $1K over) with unusually high maintenance including garden repairs by Unit 31 and the water bill jumped to the allocated budget.
- ✓ Capital Reserve. Balance was $270.3K with no payments in July. There were also no payments in August and the ending balance was $275.1K due to funding into the account.
- ✓ All considered, end-of-year projection (including fixed expenses, some additional maintenance not in the budget and if all HOA fees are paid) there is likely at $15-20K available. Eagan advised the Board may opt to spend it or vote to roll over the funds into next year's budget. One option, he noted, is that if the loan is approved, that amount might be applied toward the down payment.
- ✓ Eagan said the 2019 EOY review by the accountant should be available by the end of 2020, saying he doesn't expect significant findings except that some funds may be moved from Capital Reserve to Operations or vice-versa due to definition errors.
- ✓ Eagan moved and Nowak seconded to approve the financials. Motion carried.

Work Orders.

- ✓ Unit 10 requested an inspection of the shingles around the back skylights which appear to be in poor condition, although no leak has been reported. The Board asked Desrochers to get a quote on repair.
- ✓ Unit 45 Maintenance has inspected and will pull away the deck at next year's rot and paint cycle. Near-term fix is to install catch drain and a drain pipe under sidewalk to let water run-off into the woods. Currently water is seeping into the siding and the particle board is damp.
- ✓ Unit 17. Water is coming into the basement, suggesting a crack in the foundation under the deck. The Board asked Desrochers to propose some options.
- ✓ Unit 30. Unit owner asked he be notified when maintenance will make the repairs by the

garage as he wants to explain the issue on-sight. McCoy said lack of oversight led to faulty work by the vendor.

- ✓ Unit 33. The Board approved Unit Owner's request repairs/replacement of driveway's cracked concrete/asphalt

Stout commented that there are three kinds of repairs: nice-to-do, should-be-done, and must-repair. The Board will review work orders based on the sense of urgency and the availability of funds. Citing a 2007 report contracted by the then-Board, the Association should have at least $2M in Capital Reserve. He has asked the Capital Reserve Committee to discuss this shortfall and make both long-term and short-term recommendations to make-up the shortfall as significant infrastructure costs are inevitable in the next several years.

Cracked Sealcoating of the Road. The Board accepted New England Blacktop Seal Coating's bid for $10,286 to make repairs as outlined in their proposal. Comment was made that the bid was more comprehensive than the others. Madden asked if the driveways and sidewalks could also be seal coated as well. Desrochers will contact NE Seal about how often seal coating should be applied as most driveways and sidewalks were treated last year. It was noted Unit Owners paid for the treatment at that time.

2021 Operations Budget.

- ✓ Building Painting Schedule. The plan is for two buildings in 2021 and two in 2022. In addition, two buildings (Units 43-45 and Units 22-24) were last painted in 2016. Eagan offered to do a walk around of those buildings to make a recommendation if a third building should be painted 2021/2022. He noted the budget is typically $5K for rot repair and $15K for painting each year. McCoy asked if we are using solid stain instead of paint. (Yes.).
- ✓ Akorn Landscaping Snow Removal. The company has offered to provide snow removal for about $31.9K (streets, driveways and sidewalks), but each unit owner would need to apply ice melt to their sidewalks (each unit owner receiving one bag of ice melt for the season). This offer is about $5K more than last year (due to increased labor and materials costs). McCoy asked if the company will be removing the snow during the storms. Desrochers replied the company will work throughout the storm to keep the streets clear and the driveways will be cleared after the storm has ended. He added that Atherton is a difficult property to clear as most driveways slope down and there is little space to place the cleared snow.
- ✓ Great North Contract. The 2–year contract is up for renewal January 1. There will be no raise in their basic rate which is $1,305 per month or $29 per unit owner per month.
- ✓ Insurance. The 12-month contract is also up for renewal and there was discussion about increasing the deductible, but no details were finalized.
- ✓ Cutback of the Woods. It was recommended this action be in the operations budget for next year as the cutback has not been accomplished since 2014. Eagan advised the Grounds Committee needs to review prior to including the item in the budget. McCoy asked if there is a plot plan for the septic systems as he believes the septic fields must be at least 30-feet from the edge of the forests. It was noted that the meadows are mowed in June and early fall to allow for evaporation. Joe Perez and McCoy asked that the meadow at the top of the hill be cut at least twice a year. The request is to be referred to the Grounds Committee for a recommendation.

Capital Reserve.

- ✓ Roofing Loan. Eagan is collecting materials to start the application process and Capital Reserve Chairman Sullivan will work with him to begin the application process.
- ✓ 2021 Budget Planning. Stout asked the Capital Reserve Committee to meet by Nov 10 so that a proposed 2021 budget will be ready to present to the Unit Owners at the

annual meeting.

Grounds Committee. Stout announced Peter Eiche agreed to join Board, filling Rich Nowak's position as well as serve as the Grounds Committee chairman. (Nowak is moving out-of-state.)

- ✓ Akorn Re-Seeding Lawns. As background, Eagan said that 2017 annual meeting voted to have a $300 special assessment to cut back bushes, cut down trees and repair walls and fences. That assessment included re-seeding behind Units 30, 43 and 44 but that activity was not accomplished. Akorn recently looked at the Association's lawns and recommended including Unit 30's back and side areas as well as behind Unit 45 and Unit 45's side area. Cost would be around $4.1K. Eagan noted the Board had previously approved Unit 9's (Ferguson) request to level and re-seed the front and side areas between Unit 9 and 10 at Unit Owner's cost. He requested the Association reimburse Ferguson as the area is visible from the road.
- ✓ McCoy said an area by his unit has washed away and needs to be filled. Madden requested the area behind Units 2 and 3 be re-seeded and maintained as well. The Board will ask the Grounds Committee to look at the two areas and make a recommendation on how to proceed.
- ✓ Sue Stout asked if the mowers could mow more closely to the top of the hill. The request will be referred to the Grounds Committee.
- ✓ McCoy advised there is a maple tree between Units 29 and 30 that needs to be trimmed. He offered to pay for it as well as supervise the work. He was advised to contact Eiche who will take the request to the Grounds Committee.
- ✓ A motion was made, moved by Egan and seconded by Nowak, to approve the re-seeding. Motion carried. It was noted that the unit owners are responsible for watering the re-seeded areas until the grass has taken hold.

Rot Repair at Unit 2. Madden asked that several clapboards need repair/replacement due to rot. She was advised to submit a work order and maintenance will inspect it, making any repairs. (Unit was painted in 2017 when rot repair should have been made. The Board also commented that, historically, $500 was budgeted for rot repair, but today, the rot repair budget is $5K – adding the aging of the units is increasing this budget line.

The meeting was adjourned at 5:10 pm. The next meeting will be in John Sullivan's garage, Unit 21, Nov. 10 at 4 pm.

Respectfully submitted,
Joan Ferguson, Secretary