ATHERTON COMMON UNIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
AUGUST 8, 2017

M I N U T E S

CALL TO ORDER:
The meeting was called to order by Board President Kevin Eagan at 6:30 PM.

ROLL CALL:
Kevin Eagan, Kevin McIntyre, Clare Smith and Art Brault, Directors; Norman Desrochers, Association Manager. Director Cliff Kinghorn was not present.

PREVIOUS MEETING MINUTES:
Mr. Brault moved to accept the Minutes of the May 16, 2017 meeting as written. There was a second from Mr. McIntyre, and the motion carried by a vote of 4 to 0.

Mr. McIntyre moved to accepted the Minutes of the July 10, 2017 Special Meeting as written. There was a second from Ms. Smith, and the motion carried by a vote of 4 to 0.

FINANCIALS:
Mr. McIntyre reviewed the financial reports for May, June and July. Ms. Smith moved to accept the financials, and a second was made by Mr. Brault. The motion carried by a vote of 4 to 0.

UNIT OWNER REQUESTS:

Unit 21
John Sullivan, the unit owner discussed the build-up of algae in the pond. Mr. Sullivan said that he recently inspected the pond and found that the culvert is clogged and causing algea to form. He requested that the association take action to get the culvert unclogged. Mr. Penny (Unit 35) said that there are two drainage pipes, one high and the other low that facilitate flow. Mr. Desrochers will contact Hollis Construction, a company that has done prior excavation work for the association, and ask them to inspect the culvert and provide an estimate to unclog it.

Mr. Sullivan also asked the Board for permission to replace his existing asphalt walk with a brick walkway that would be of the same footprint. Upon a motion by Mr. McIntyre and a second by Ms. Smith, the Board voted 4 to 0 to grant permission on the condition that the Sullivans and future owners of the unit will be responsible to maintain it.

Unit 9
Upon a motion by Mr. McIntyre and a second by Mr. Brault, the Board voted 4 to 0 to grant permission to Joan Ferguson, the unit owner to dismantle and remove her rear deck, on the condition that egress from the rear porch meets current code.

The Board tabled a decision on whether to accept a proposal from Ms. Ferguson to remove and replace the existing gutters and downspouts on her condo, for which she would pay half the cost, pending additional information from her.

Unit 6
Lynn Washington, the unit owner said that there are two large cracks and a depressed area in her driveway that need repair. Mr. Eagan said that there are likely many driveways and walks in the association that are in need of repair, and suggested that an inspection be done of the entire community to identify them. Mr. Weller, the Capital Committee Chair will coordinate an inspection with Mr. Desrochers.

Ms. Washington also reported that there are some large oak tree branches on her roof, and asked the Board to consider getting them removed.

Unit 7
Christy Day, the unit owner said that there is a large section of lawn in front of her condo that is in poor condition. Mr. Desrochers said that Akorn inspected the area and gave an estimate of $495 to loam and hydroseed, and install an additional sprinkler head.

GROUNDS COMMITTEE:
Mr. McIntyre noted that the Board receives many requests from unit owners for landscaping maintenance and tree service, and said that it isn't financially prudent for the association to address these concerns on an individual basis. Mr. Eagan suggested that a Grounds Committee be formed to identify grounds issues and develop long term plans to resolve them. Mr. Lawson (Unit 30) volunteered to chair and form a committee. The Board accepted his offer.

ROOFS:
The Board noted that estimates from Vaillancourt Roofing for repairs at units 1 and 5 were discussed at the July 10 Special Meeting, but no ongoing problems at either unit existed at the time, and the item was tabled. Mr. Desrochers said that no leaks have been reported since then. The matter was tabled pending further developments.

The Board discussed the need to acquire a history of roof work in the association. Mr. Penny suggested that after the information is obtained it should be stored in the Cloud.

EXTERIOR REPAIRS AND PAINTING, UNITS 1-3, 7-9:
Mr. Desrochers said that he was advised by Shane Humphrey that he plans to start the project within a couple of weeks. Mr. Humphrey reported that his work schedule this year has been disrupted by the frequent, inclement weather.

GARAGE DOOR REPLACEMENTS:
Mr. Desrochers reported that Fimbel Door replaced the garage doors at units 1, 2 and 3 yesterday. The project went smoothly, and no problems were reported.

STREET LIGHTS:
Mr. Desrochers reported that Gagnon Electric trenched new wiring and connected non-functional street lights to units 40 and 45 last week, in similar fashion to work that he did last year at Unit 10. Later this week, Akorn plans to repair turf that was damaged by the trench work. Two other street lights remain inactive. Further action was tabled until a later date.

UNIT 3 DRIVEWAY:
Mr. Desrochers reported that Amherst Paving completed repairs to a damaged section of the driveway, in accordance with a proposal that had been accepted by the Board.

TENNIS COURTS:
Mr. Desrochers reported that the tennis courts were power washed by Blue Sky. However, he said that the company was requesting a supplemental payment of $750 above the contracted price of $1,215, due to an unforeseen need to truck in additional water, and provide additional manpower. The Board deemed the request to be unacceptable on the basis that no change order was given prior to the delivery of additional water and use of additional labor. The Board also expressed its dissatisfaction with the results of the power washing, and directed Mr. Desrochers to pay Blue Sky the original price of $1,215.

Mr. Desrochers also reported that the cracks on the playing surface were filled by Cityside Maintenance, and the net for the near side court was installed.

UNIT 44 PRIVACY FENCE:
Mr. Desrochers said that the rotted privacy fence was removed by Cityside Maintenance, as directed by the Board ~~at the request of the son of the deceased unit owner.~~

SEPTIC SYSTEMS:
Mr. Desrochers said that he was advised by Souhegan Septic that there isn't a need to pump out the septic systems this year, as they were all pumped last August. The company suggested pumping them out every other year, and will plan to contact Mr. Desrochers in the spring.

LANDSCAPING:
Mr. Desrochers said that Akorn has begun its annual pruning and trimming of bushes and shrubs.

UNIT 2:
Linda Madden, the unit owner informed the Board of planned skylight replacements. She also noted that is she working with JP Pest Control to mitigate recent mice activity, and the company suggested placing wire mesh along the sides of the front porch. Wood rot that she identified near the foundation and under the front door will be investigated during the upcoming rot repair project.

UNIT 44 SATELLITE DISH:
Mr. Eagan said that he received an inquiry from the real estate agent involved in the sale of the unit about installing a satellite dish. The Board will determine what authority it has with regard to restrictions and specifications before a response is given to the prospective buyer.

ROOF RAKING:
A discussion was held on establishing a policy for roof raking this winter. Some options were provided by Mr. Eagan. Board members favored removing the work as an association responsibility, and eliminating the cost as a common expense. Instead, individual unit owners would determine whether to get their roofs raked, and would be able to schedule the work with one of a few contractors that were authorized to do the work. A decision was tabled until a later date.

ADJOURNMENT:
The meeting was adjourned at 8:05 PM.

Respectfully submitted,

Norman Desrochers
Association Manager