ATHERTON COMMON UNIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
AUGUST 7, 2018

M I N U T E S

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

ROLL CALL:
Kevin Eagan, Kevin McIntyre, Art Brault and John Learoyd, Directors; Norman Desrochers, Association Manager. Mr. Learoyd was appointed by the Board to fill the seat that became vacant with the resignation of Clare Smith last month. Not present at the meeting was Director Cliff Kinghorn.

PREVIOUS MEETING MINUTES:
Mr. Brault moved to accept the Minutes of the May 8 Board of Directors Meeting as written. There was a second from Mr. Learoyd, and the Minutes were accepted by a vote of 4 to 0.

Mr. Brault moved to accept the Minutes of the June 8 Special Meeting of the Board of Directors as written. There was a second from Mr. Learoyd, and the Minutes were accepted by a vote of 4 to 0.

STREET LIGHTS:
Mr. Eagan acknowledged that the new light fixtures that were recently installed in some locations are too small, and said that they will eventually be changed. He suggested that the Board consider the replacement of all street lights and posts during the budget process later this year.

FINANCIALS:
Mr. McIntyre reviewed the financials for May, June and July. He noted that the adjusting entries that were made by Seelye & Schulz, P.A. as part of the 2017 review are contained in the June financials. A motion was made by Mr. Brault to accept the financials for May, June and July. There was a second from Mr. Learoyd, and the motion passed by a vote of 4 to 0.

Mr. Desrochers said that Fimbel Door replaced five garage door panels, in conjunction with this year's exterior painting and repair project. The cost was $3,790, half of which will be paid by the owners of the three units where the doors were replaced. Upon a motion by Mr. Brault and second from Mr. Learoyd, the Board authorized Mr. McIntyre to pay $3,790 from the Capital Replacement Account to Fimbel Door.

MASTER INSURANCE CLAIM, UNIT 44:
Mr. Desrochers reported that he was informed by Creighton's Construction that all repairs have been completed. He said that the adjuster's loss estimate totaled $17,405.39, but the amount will likely increase slightly as the result of some supplemental pricing from Creighton for additional repairs.

Mr. Desrochers said that the association has been paid $12,405.39 by Nationwide, the association's master insurance carrier, which represents the amount of the loss to date minus the $5,000 deductible on the claim. He said that he was informed by the insurance adjuster for the owners of Unit 44 that $4500.00 was paid to them for the deductible. As a result, there is a $500 gap.

Mr. Eagan said that the By-Laws give the Board the authority to assess some or all of the deductible on a master insurance claim to one or more unit owners. He suggested that due to the cause of the loss (fallen tree) and the fact that most of the resulting damage was to the common area, the Board should consider not assessing the owners of Unit 44 for the remaining $500 on the deductible.

A motion was made by Mr Learoyd to accept payment of $4,500 from the owners of Unit 44, and not assess them an additional $500. There was a second from Brault, and the motion passed by a vote of 4 to 0.

GROUNDS COMMITTEE:
Mr. Lawson reported that the efforts of the committee have been focused recently on finding a way to reduce or eliminate the large amount of algae in the pond. He said that the committee has consulted with UNH to get referrals for companies that perform this kind of service, and noted that they have met with one company to date and plan to meet with another one tomorrow. Mr. Lawson thanked the Board for following through with many of the landscaping improvements that were recommended, and suggested that an inspection of the property be done four times a year.

ROT COMMITTEE:
Mr. Eagan distributed a copy of the report from a recent inspection of the property and noted that extensive issues were discovered in many locations. He suggested that the cost to address these concerns should be funded as part of the operating budget for 2019. The Board will take up this matter during budget deliberation.

PATCHING, CRACK SEALING PROJECT:
Mr. Desrochers said that New England Sealcoating has scheduled the pavement patching repairs for August 14, and plans to do the crack sealing on August 16. The company was selected by the Board after the June 4, 2018 meeting, upon recommended by the Capital

Replacement Committee. The estimated cost is $13,704, including $9,244 for patching and $4,460 for crack sealing.

BY-LAW REVISIONS:
Mr. Eagan said that the plan to updated the condo documents, eliminate all amendments and place everything into one document will probably not be completed this year.

EXTERIOR REPAIRS AND PAINTING PROJECT:
Mr. Desrochers gave an overview of the project that includes units 4-6 and 10-12. He said that Shane Humphrey started this week on units 4-6. Fimbel Door replaced a total of 5 garage doors at units 5,11 and 12. Each of the unit owners has paid the association for their portion (one half) of the expense.

Mr. Desrochers said that there are 9 privacy panels to replace....6 of them are located next to units that are included in the painting and repair project. The other locations are at Unit 7, where a one panel fence was removed last year, and between units 43 and 44, where a two panel fence was removed last year. Mr. Desrochers said that Great North Maintenance estimated just under $5,000 to do the project. Mr. Eagan noted, however, that only $2,000 was budgeted in 2019 from the Capital Replacement Fund for privacy fence replacements. No decision was made on which fences to replace.

LANDSCAPING IMPROVEMENTS PROJECT:
Mr. Desrochers reported that Akorn has completed many of the improvements that were recommended by the Grounds Committee and approved by the Board. Items that remain include:

- Repair of the stone wall at the pond.
- Installation of rip rap and landscape cloth in the drain next to Unit 24.
- Repair of the stone retaining wall at the front entrance.
- Removal of roots and seeding of the area behind Unit 30.
- Removal of the bed at Unit 33.
- Repair of the grass area behind units 43 and 44, then loam and hydroseed.

UNIT 20, FRONT DECK AND FRONT ENTRANCE AREA REPAIRS:
Mr. Desrochers said that Maintenance has completed the project with only a few items on a punch list to address. He said that the final cost is not yet available but noted that the scope of work greatly exceeded the original plan because of the extensive amount of subservice rot that was discovered.

The meeting was adjourned at 7:50 PM.

Respectfully submitted,

Norman Desrochers
Association Manager