ATHERTON COMMON UNIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
FEBRUARY 14, 2017

MINUTES

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

ROLL CALL: Kevin Eagan, Cliff Kinghorn, Kevin McIntyre, Clare Smith and Art Brault, Directors; Norman Desrochers, Association Manager.

PREVIOUS MEETING MINUTES:
Mr. Kinghorn moved to accept the Minutes of the September 27, 2016 meeting as written. Mr. McIntyre seconded the motion, which passed by a vote of 5 to 0.

Mr. Kinghorn moved to amend the Minutes of the December 12, 2016 meeting in the following manner:

Title the meeting "Board of Directors Organizational Meeting."

Prior to Roll Call, note that Mr. Kinghorn moved to waive formal notice of the meeting. The motion was seconded by Mr. McIntyre, and passed by a vote of 5 to 0.

In the section titled "Septic Field Replacements," change the second sentence to read "Mr. Kinghorn also noted that in a previous inspection report, Meridian suggested that the association pull up roots from around the holding tank for the septic system for Units 34-36.

The motion was seconded by Mr. McIntyre, and passed by a vote of 5 to 0.

FINANCIALS:
The Board discussed the financials reports for the months of September, 2016 through January, 2017. Mr. Desrochers noted that Seelye & Schulz, P.A. performed a review of the 2016 financials, and a preliminary report is expected soon. Mr. Kinghorn moved to accept the financials for the months of September, 2016 through January, 2017. The motion was seconded by Mr. McIntyre, and passed by a vote of 5 to 0.

SNOW REMOVAL:
Mr. Eagan assessed the recent performance of Silver Maple, the company that provides snow removal services for the association. He said that the recent series of heavy snow storms created a challenge for the contractor to keep the road and driveways cleared of snow, and noted that a mechanical breakdown with one of the contractor's tractors made it extremely difficult to complete the clean-up of some of the steeper driveways in a timely manner. However, Mr. Eagan and the other Board members concurred that Silver Maple has done a satisfactory job to date.

Mr. Chandler (Unit 25) suggested that a notice be sent to residents whenever a delay in clean-up is anticipated, and Mr. Desrochers said that he would do so via the Pilera Portal.

ROOF RAKING:
The Board discussed the potential for ice dam leaks that has developed from the recent snow storms, particularly at units that were severely impacted by ice dams two winters ago. A motion was made by Mr. Kinghorn and seconded by Mr. Brault to authorize Mr. Desrochers to enter into an agreement with Just Roofs to remove snow and ice from the roofs above 10 specified units, at a cost not to exceed $350 per unit. The motion carried by a vote of 5 to 0.

CAPITAL RESERVE COMMITTEE REPORT:
Mr. Weller, Committee Chair reported that the committee is scheduled to meet in March. He said that there are no plans to replace any roofs at the present time. The committee plans to consult with an engineer to determine if any work needs to be done on the road. Mr. Weller noted that all septic systems have been pumped out and inspected, and repairs made to several systems, including the replacement of several distribution boxes. He also noted that design plans for new systems for units 34-36 and 43-45 have been developed by Meridian Land Services. However, Mr. Weller said that there is no need to proceed with filing applications for approval of the system deigns with the town and state. He suggested that strong consideration be given to J.L Sickler to install the new systems when they are needed, in light of the recent work that was done by the contractor on several of the existing systems.

WORK ORDER SUMMARY:
Mr. Desrochers gave a status report on work orders that have been generated since the Last meeting of the Board, and indicated that there are no open work orders at the present time. Mr. Eagan reported that the light is out on the first post at the entrance to the property. Mr. Desrochers will ask Cityside Maintenance to inspect it.

PROPERTY MANAGER'S REPORT:
The Board discussed items in Mr. Desrochers' report that had not already been addressed.

Street Light Issues
Mr. Desrochers said that the temporary repair that was done by Gagnon Electric to get most of the lights back on has been successful, but a permanent solution will be required. The Board asked Mr. Desrochers to have the electrician come back in the spring to evaluate ad propose a course of action.

GRILL USE, MANDATORY RECOMMENDATION FROM MASTER INSURANCE COMPANY:
The Board discussed a letter from AmGUARD Insurance Company, the company that provides master insurance coverage for the association that contains a mandatory recommendation with regard to the use of gas grills and charcoal grills. The Board directed Mr. Desrochers to send a letter to the unit owners about the policy for grill use that has been mandated by the insurer.

CHIMNEY INSPECTIONS:
Mr. Desrochers reported that RSE Maintenance Services has 7 units left to inspect from the original list of 28 units. He said that he and the contractor are working to get the remaining units scheduled as soon as possible.

BY-LAW AMENDMENTS:
Mr. Kinghorn said that he is working with Atty. John Bisson to determine which sections of the By-Laws will need to be amended as a result of revisions that were made by the New Hampshire Legislature to the Condominium Act.

Respectfully submitted,

Norman Desrochers
Cityside Management