ATHERTON COMMON CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
JULY 26, 2016

M I N U T E S

CALL TO ORDER: 6:30 PM.

ROLL CALL: Ken Lawson, Cliff Kinghorn, Kevin McIntyre and Kevin Eagan, Directors; Norman Desrochers, Property Manager.

PREVIOUS MEETING MINUTES:
Mr. Kinghorn moved to correct the Minutes of the May 31, 2016 meeting in the following manner:

In the paragraph titled "Exterior Paint and Carpentry Contracts", correct the spelling of his last name. In the paragraph titled "Other Business", correct the unit number of Mr. Weller to Unit 4.

The motion was seconded by Mr. Eagan, and passed 4 to 0.

UNIT OWNERS COMMENTS AND QUESTIONS:
Mr. Jacobs (Unit 36) said that he received a reassessment notice on his condo from the Town of Amherst with a significant increase in property value. The Board suggested that he contact the Assessor's Office and request a hearing if he wished to appeal the assessment.

FINANCIAL REPORTS:
After a discussion of the financials that were provided by Cityside Management, Mr. Kinghorn moved to accept the financials for the months of April, May and June. The motion was seconded by Mr. McIntyre, and passed 4 to 0.

2015 YEAR END FINANCIAL REPORT FROM SEELYE & SCHULZ, P.A.:
The Board discussed a draft of the financial statements that were prepared by Seelye & Schulz, P.A. for the year ended December 31, 2015. A concern was raised by Mr. Kinghorn about Note C in the report, titled "Future Major Repairs and Replacements", in which the accounting firm stated that amounts accumulated in the association's replacement fund may not be adequate to meet future needs. He noted that the association has significantly increased replacement spending over the past several years and undertaken maintenance projects to prolong the life cycle of some capital components.

The Board asked Mr. Desrochers to speak with the accountants and request that this section of the report include a note that the association has taken these measures to mitigate a potential shortfall. A vote to accept the report was tabled until the next meeting.

WORK ORDER STATUS:
Mr. Desrochers provided a summary and status of recent work order requests. He also discussed an evaluation by Gagnon Electric of a non-functional lamp post that is located near the road in front of Unit 9, and a proposal from the electrician to re-locate the lamp post to an area in front of Unit 10, using the condo as a direct power source.

Mr. Kinghorn moved to authorize an expenditure not to exceed $1,200 to re-locate the lamp post as specified by Gagnon Electric, provided that the Unit 10 owner agrees to pay for the cost of electricity to power the light. The motion was seconded by Mr. Eagan, and passed by a vote of 3 to 1, with Mr. McIntyre voting against.

A suggestion was made by Mr. Weller (Unit 4) to look into the possibility of using solar power to power the lamp posts in the future, and Mr. Eagan volunteered to do some research.

CAPITAL RESERVE COMMITTEE REPORT:
Mr. Weller, the Committee Chair reported that the committee met recently with Vaillancourt Roofing and asked the roofer to inspect and evaluate the condition of some of the roofs in the association. He said that they have not yet received a report from the inspection.

Mr. Weller said that the committee also consulted with Meridian Land Services, a local engineering firm regarding maintenance of the septic system. According to Mr. Weller, Meridian recommended inspecting three septic fields and tanks to get a sense of the overall condition of the system.

Mr. McIntyre moved to authorize Meridian to inspect three septic fields and tanks at a maximum cost of $750, and delay selection of a company to pump the septic tanks in the association until after a report of the inspection is issued by the engineering firm. A second was made by Mr. Eagan, and the motion passed 4 to 0.

CAPITAL RESERVE FUND BALANCE:
Mr. McIntyre reported that the cash balance in the fund as of June 30, 2016 was $168,749.77.

PROPERTY MANAGER'S REPORT:
The Board discussed the items that were noted in Mr. Desrochers' report.

Proposed Lawn Repairs
The Board reviewed a proposal from Akorn to loam and seed various areas of the property. Mr. Kinghorn noted that the proposal doesn't contain specified locations, and noted that some parts of the lawn are plow damaged, and didn't get adequate repair from the snow removal company. The Board decided not to undertake any repairs at this time.

Association Website
Mr. Eagan reported that he has assumed management of the web site in place of Barbara Kohl, who recently sold her condo. He indicated that he is in the process of updating information. He also noted that the password for unit owners should be changed, and it was decided that this will be done at the Annual Meeting.

Chimney Inspections
Mr. Desrochers confirmed that RSE Maintenance Services inspected chimneys at 17 units in 2014, and this appears to be the most recent inspections that were done by the association as a common expense. Mr. Kinghorn moved to authorize Mr. Desrochers to schedule inspections with RSE Maintenance Services at all units that were not included in the 2014 project.

TRIMMING OF TREES AND BUSHES AROUND UNITS:
Mr. Desrochers said that Akorn plans to do its annual trimming of shrubs and bushes in early August. He also noted that there is a need to do extensive tree trimming, particularly around the condos, and suggested that the Board consider undertaking a multi-year tree trimming plan. The Board asked Mr. Desrochers to get a proposal from Akorn.

PAYMENT SCHEDULE FOR ROT REPAIR AND PAINTING CONTRACT:
Mr. Desrochers advised the Board that Shane Humphrey requested a 25% deposit payment on the contract price of $30,380, with the balance paid upon satisfactory conclusion of the project. Mr. Kinghorn moved to authorize a deposit payment of $3,000 at the start of each of the two buildings that are included in the project, with the balance paid for each building upon satisfactory completion. The motion was seconded by Mr. Eagan, and passed by a vote of 4 to 0. Mr. Desrochers will discuss the payment terms with the contractor.

2017 PROPERTY MANAGEMENT:
Mr. Lawson noted that the management contract will be expiring at the end of September. Mr. Desrochers said that Cityside Management wants to renew, and Mike Martinez, Vice President at Cityside will contact Mr. Lawson soon to discuss a contract renewal.

COMMUNITY YARD SALE:
The Board discussed plans to hold a community yard sale in September. Details will be forthcoming.

OTHER BUSINESS:
Mr. Kinghorn said that when his garage doors were recently replaced, it was discovered that the center post in his garage was not properly anchored and needed to be repaired. He said that Fimbel Door did the work for $50, and the cost for material was $4.99. Mr. Eagan moved to have the association reimburse Mr. Kinghorn for the expense. The motion was seconded by Mr. McIntyre, and passed by a vote of 3 to 0, with Mr. Kinghorn abstaining.

NEXT MEETING:
The next meeting of the Board was scheduled for September 27, 2016.

ADJOURNMENT:
Mr. Kinghorn moved to adjourn, and the motion was seconded by Mr. McIntyre. The meeting was adjourned at 8:25 PM.

Subsequent to the meeting, the Board discussed by email a request by Beverly McGuire (Unit 16) for permission to make changes to her back porch. Mr. McIntyre moved to accept Ms. McGuire's plan, as detailed in her description and sketch. A second was made by Mr. Fach, and the motion passed by a vote of 5 to 0. Copies of the sketches are included with the Minutes.

Respectfully submitted,

Norman Desrochers
Cityside Management