ATHERTON COMMON UNIT OWNERS ASSOCIATION
BOARD OF DIRECTORS SPECIAL MEETING
JUNE 4, 2018

MINUTES

CALL TO ORDER:
The meeting was called to order by Kevin Eagan at 6:05 PM.

ROLL CALL:
Kevin Eagan, Kevin McIntyre, Clare Smith and Art Brault, Directors present; Cliff Kinghorn, Director, by telephone; Al Weller, Chairman, Capital Reserve Committee. Norman Desrochers, Association Manager.

CRACK SEALING AND PAVING REPAIRS:
The Board reviewed proposals from NH Blacktop Sealers, NE Sealcoating and T&K Asphalt Services. Mr. Weller plans to meet later this week with the Capital Reserve Committee to discuss the quotes and make a recommendation to the Board.

ROOF EVALUATIONS:
Mr. Desrochers noted that the Board has a proposal from Team Engineering to perform a roof analysis, and an estimate was recently obtained from Vaillancourt Roofing to inspect roofs and provide an assessment of their overall condition. Mr. McIntyre said that he has a contractor in the roofing industry who has agreed to assess the roofs, and he expects that the contractor will be able to do the inspection next week.

ROT REPAIR:
Mr. Eagan noted that the Board has received a large number of maintenance requests from owners of units that are not on this year's exterior repair and painting schedule. The Board will look to form a committee to inspect and evaluate the exterior condition of the buildings, and develop and prioritize a list of maintenance needs.

FINANCIALS:
A motion was made by Ms. Smith to accept the financials for February, March and April. There was a second from Mr. Brault, and the motion passed by a vote of 5 to 0. Mr. McIntyre said that the year-end financials were accurately presented by Seelye & Schulz, P.A. in their review. Mr. Eagan will sign the representation letter.

LANDSCAPING IMPROVEMENTS:
Mr. Desrochers reported that Akorn was given authorization to proceed with addressing the items on the proposed improvements list that were approved by the Board at the May 8, 2018 meeting. He said that Akorn plans to start with stump grinding next week.

Mr. Desrochers also reported that he met with Akorn to look at the overgrowth on the hill opposite units 25-27, and the landscaper will do some moderate clearing of the area for now before a decision is made on whether to proceed with additional work.

Mr. Desrochers said that the owner of Unit 1 has picked out a small tree that will be planted by Akorn to replace a large ash tree that was removed last fall. He also said that Akorn will clean up the area in front of Unit 3 where another large tree was removed last fall.

STREET LIGHTS:
Mr. Desrochers said that Maintenance and Gagnon Electric are working on finding a suitable light fixture to replace damaged fixtures on 4 or 5 light posts. Mr. Eagan said that the new lights should be medium base, single lights.

EXTERIOR REPAIR AND PAINTING PROJECT:
Mr. Desrochers reported that he spoke again with Shane Humphrey about the upcoming project that includes units 4-6 and 10-12, and said that Mr. Humphrey plans to start in mid July. He said that the owners of units 5,11 and 12 have decided to replace their garage doors (total of 5 doors). He noted that this years' price from Fimbel Door is $758 per door. Installations will be scheduled prior to the start of the exterior project. Mr. Desrochers also said that he will get a price from Maintenance to install 3 two panel fences that are part of the project, another 2 panel fence for units 43 and 44 that was agreed to by the Board last fall, and a one panel fence to replace the fence that was removed last year between units 7 and 8.

TENNIS COURT:
Mr. Desrochers reported that a net and new crank were installed on one of the courts.

UNIT 20 REPAIR ESTIMATE:
The Board discussed a couple of options that were proposed by Maintenance to repair rot on the front entrance deck and siding. A motion was made by Ms. Smith to proceed with repairs as identified in option 1, at a price not to exceed $1,200. A second was made by Mr. Brault, and the motion passed by a vote of 5 to 0.

The meeting was adjourned at 7:15 PM, and the Board moved into Executive Session.

Respectfully submitted,

Norman Desrochers
Association Manager

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