ATHERTON COMMON UNIT OWNERS ASSOICATION

BOARD MEETING MINUTES

MARCH 12, 2024

The meeting was called to order by President Dick Stout at 4:32 pm. Also in attendance was Director Pete Eiche, Director Art Brault, Secretary Joan Ferguson, Treasurer Howell Mitchell, Capital Reserve Chairman Kevin Eagan, and Association Manager Norman Desrochers. In addition, Unit Owners Sue Stout (#45), Shirley Eiche (#32), Kaki Lochhead (#16), Larry McCoy (#30), Al Wheller (#4), Meg & Joe Perez (#33), and Richard Lack & Tracey Toeher (#17) attended.

Financials. Mitchell reported there are no foreseeable reserve issues as this was a mild winter. As for the two Certificates of Deposits (each at $100K), the Association will earn between $7.5-10K in interest. As of now, the CD's will be rolled out (one is due to mature in March and another in May) and the interest will be rolled over as part of the CDs. Stout added that once a septic contract is awarded, the Association will pay the invoice in increments (upon contract award, once work starts and when the work is completed to the satisfaction of the Board). Desrochers said that two 2023 invoices due in January have been paid and Stout confirmed that the 2023 End-of-Year budget ended in a positive but it was tight. Kevin Eagan asked if the Capital Reserve funds "borrowed" by Operations in 2023 were "returned" before EOY in accordance the bylaws. Both Stout and Desrochers confirmed the funds had transferred prior to the EOY. McCoy asked if there were funds available in the budget for the septic replacement. Stout said the budget published in the December Annual Meeting Minutes is $115K for the septic replacement including follow-up landscaping/road repairs as approved by the Unit Owners. See the monthly financials located in the Great North portal for detailed information.

Septic System. Stout said the Board met with a Unit Owner familiar with utility contracting to look at the three proposals received, and he agreed to make a recommendation regarding a follow-up request for proposal. Once the Board receives his comments, the Board will draft a RFP that will go out to the three bidders. Stout confirmed the Board expects to award a contract this year, but the actual work will depend of weather and the contractor's schedule. The award of a second contract will depend on n the quality of the work accomplished. McCoy recommended the leach field be inspected prior to deciding on contract award.

Desrochers said the septic pump-out is scheduled for May 21-22 and the inspections will be accomplished then. The inspections will be not only be visual but a camera will be used to inspect the lines. (See more comments related to the septic under "Other queries.")

Painting. Desrochers said Buildings 28-33 exteriors will be painted as weather permits as the contractor confirmed Atherton is "first" on his list of 2023 jobs. Affected Unit Owners will be notified in time to remove screens, remove any patio furniture, etc., before the painting begins.

McCoy asked if the painting could be as early as May and if rot repair would be accomplished by then. Desrochers said significant rot repair was completed last year – when the painting was scheduled but subsequently postponed due to weather. He added additional rot repair is always noted when the painter pressure washes the buildings and when they begin painting. The 2024 schedule is weather dependent. Eiche asked Desrochers to ensure the Unit Owners also received a list of what will be painted so the Unit Owners will know what to expect. Tocher ask if the Unit Owners might receive the color code for the exterior as apparently the former owner might have applied touch-up paint to the exterior, but the color doesn't match.

Streetlights. Desrochers said the series of lights currently out were being worked on. McCoy suggested they test the affected photocell by blocking it off with tape. If the lights don't come on, then it is probably the switch. Eagan added the buried lines aren't in a conduit so if there is a problem, a new

hook-up will need to be made as the buried line from the pond goes under the road; digging up the line would be extraordinary expensive when a new hook-up would be more practical as it would not require the road to be dug up every time there is an issue.(Secretary's note: per the property manager's email dated 4/10/2024, the street lights issue has been resolved.)

Work Orders. Unit 31 reports water comes into the garage during rainstorms. They believe this was caused by the repairs made to the driveway. Desrochers advised he looked at the driveway noted there is not much of a lift in the layout of the driveway. He will recommend a solution.

Unit 42 will receive new shrubs that were dug up last fall as soon as the weather is suitable.

Unit 44 reported damage to the garage door, suspecting it might have been caused by snow removal. Akorn was asked to look at the damage and said it was not caused by a plow but suggested it was a delivery truck. Repair will be scheduled.

Unit 18 reports that the trim on the garage doors has a gouge needing repair. Repair will be scheduled.

Other queries. Sue Stout (Unit 45) asked what unit owners do while the septic replacement work is ongoing. Mitchell replied that water can still be used, but the toilet might not be available for a couple of hours while the installation is being worked. Dick Stout said the new system will be a two-tank system so there will be a minimum of interruption of service.

McCoy noted the state requires two tanks. He recommended both tanks be new as keeping an old one in place may require replacement in a couple of years. He also suggested the Board negotiate with the potential contractors and their suppliers rather than just accepting the bid. He is also concerned about burying the contaminated material onsite. (Stout said the Board would not accept onsite burial.) McCoy added hydro-seeding of the worked area is better than just grass seed as hydro-seeding will not wash away in a rainstorm. He also asked If the stumps would be removed/ground down. (Eche replied the stumps would be cut to ground level.)

McCoy advocated for building an access road via Unit 36, suggesting it would give permanent access to that portion of the meadow so that future maintenance behind the four buildings in that area can be easily accessed. Egan said that the 100-foot road could then be covered with grass. Stout replied the Board is inclined to favor access off the cult-du-sac as the estimated access costs are far less than the costs of the former – likely to require a hefty special assessment for Unit Owners. He added the Board will hire a surveyor to identify the location of any pipes or other buried utilities to avoid heavy equipment crossing over the pipes. (Secretary's note: when the buildings were originally built, most pipes were either heavy plastic or thin metal – likely to break under the weight of heavy equipment).

McCoy wanted to know if the landscape hillside screen across from his home would be replaced if the cul-du-sac approach was selected. Eiche said yes. McCoy is concerned that rainstorms would flood the street. Eiche explained the current road construction in the cult-du-sac directs water flow down the street from the main road to the swale where it goes into the woods.

Stout assured McCoy his comments will be considered before awarding the septic replacements.

The next Board Meeting will be June 11, 4 pm, at the Amherst library.

The meeting was adjourned at 5:37 pm.

Respectfully submitted,
Joan Ferguson
Volunteer Secretary