ATHERTON COMMON CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 8, 2018

MINUTES

CALL TO ORDER:
The meeting was called to order by Kevin Eagan at 7:05 PM. Mr. Eagan noted that time constraints would likely prevent the Board from addressing all of the items on the agenda, and an additional meeting would probably be scheduled in June.

ROLL CALL:
Kevin Eagan, Kevin McIntyre, Clare Smith and Art Brault, Directors; Norman Desrochers, Association Manager. Cliff Kinghorn joined the meeting at 7:30 PM.

PREVIOUS MEETING MINUTES:
Mr. Brault moved to accept the Minutes of the March 6, 2018 meeting as written. There was a second from Mr. McIntyre, and the Minutes were accepted by a vote of 4 to 0.

FINANCIALS:
Mr. McIntyre reviewed the financials for the months of February, March and April. He noted that there will probably be some adjusting entries to record from the review of the 2017 financials that was done by Seelye & Schulz, P.A., and suggested that the Board wait to approve the financials until after the adjusting entries are made by Management.

UNIT OWNER REQUESTS:
Unit 1
Ms. Miller requested that the association plant a tree in the bed near her driveway to replace a large ash tree that was removed last fall. Mr. Desrochers will ask Akorn to plant a tree that is suitable for the location and is of reasonable cost.

Unit 2
Ms. Madden said that she was advised by Ciardelli Fuel that she needs a new liner for her chimney. Mr. Kinghorn noted that chimney repairs were the responsibility of the unit owner, in accordance with an amendment to the By-Laws that was passed a few years ago.

Ms. Madden noted that the area in front of Unit 3 where a large tree was removed last fall is in rough shape. Mr. Eagan said that would inspect the location and give an assessment to the Board.

Ms. Madden said that water was occasionally coming into her basement, possibly from a crack in her foundation. Mr. Desrochers said that he will ask Saber Concrete to inspect the area and provide a plan for mitigation.

PROPANE:
The Board discussed the results of a survey that was done by Mr. Learoyd (Unit 27) of unit owners regarding the potential use of propane, and the installation of above ground tanks. The Board members expressed their opposition to further process on this issue. They thanked Mr. Learoyd for his efforts and placed his report on file.

CAPITAL COMMITTEE REPORT:
Mr. Weller, the Committee Chair reported that he met recently with Vaillancourt Roofing to discuss the possibility of having the contractor perform an inspection and evaluation of all the roofs, and was given an estimate of $270 per building to perform the work. Mr. McIntyre said that he will ask a contractor that he is familiar with to perform a similar assessment at no cost.

Mr. Weller said that he and his committee have reviewed the estimates from NH Blacktop Sealers and NE Sealcoating to perform crack sealing and paving repairs and are waiting for a proposal from another contractor before they make some recommendations. Mr. Desrochers said that he expects to get a third proposal in a couple of weeks.

EXTERIOR REPAIR AND PAINTING PROJECT:
Mr. Desrochers reported that a contract has been signed with Shane Humphrey for this year's project that includes units 4-6 and 10-12. He noted, however, that Mr. Humphrey was in poor health over the winter, and is just starting to get back to work. Mr. Desrochers said that he was advised by Mr. Humphrey that he plans to get started in July.

Mr. Desrochers said that as part of the project, 5 garage doors need to be replaced, along with 3 two panel privacy fences. He also noted that last fall the Board approved the installation of a two panel fence between units 43 and 44 to replace the fence that had been removed, and said that he recently received a request from Unit 7 to install a one panel fence between units 7 and 8 to replace one that had been removed last year.

LANDSCAPE IMPROVEMENTS:
The Board reviewed an estimate from Akorn to address the items that were contained in a list of recommendations from the Grounds Committee. Mr. Eagan said that the estimates total $10,700. Mr. Kinghorn moved to authorize Akorn to complete the listed improvements at a cost not to exceed $10,700. There was a second from Ms. Smith, and the motion passed by a vote of 5 to 0.

It was noted that an estimate still needed to be obtained from Akorn to trim and / or remove trees and bushes along the bank across from units 25-27. Mr. Desrochers said that he will meet with Akorn soon to determine a scope of work and estimated price.

SNOW REMOVAL, TURF DAMAGE:
Mr. Desrochers reported that Silver Maple has loamed and hydroseeded areas that were damaged by snow removal operations. He said that he will inspect these locations before releasing final payment.

TENNIS COURTS:
Mr. Desrochers reported that Maintenance recently tried to install the nets but discovered that the crank for each net was broken. He also noted that cracks have again opened up on both courts. The Board asked Mr. Desrochers to have Maintenance purchase one crank and install a net on the near side court.

REPAIR AT UNIT 23:
Mr. Desrochers reported that Maintenance investigated a report of water coming into a bedroom and proposed removing some of the siding and installing flashing and ice and water shield, at an estimated cost of $500-$600.

ADJOURNMENT:
The meeting was adjourned at 8:25 PM.

Respectfully submitted,

Norman Desrochers
Association Manager