ATHERTON COMMON UNIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 16, 2017

MINUTES

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

ROLL CALL:
Kevin Eagan, Cliff Kinghorn, Kevin McIntyre and Clare Smith, Directors; Norman Desrochers, Association Manager. Mr. Brault was not present.

PREVIOUS MEETING MINUTES:
Mr. Kinghorn moved to accept the Minutes of the February 14, 2017 meeting as written. There was a second from Mr. McIntyre, and the motion carried 4 to 0.

FINANCIALS:
Mr. McIntyre reviewed the May financials with the Board. Mr. Kinghorn moved to accept the May financials. There was a second from Mr. McIntyre, and the motion carried 4 to 0.

PARTIAL ROOF REPLACEMENT, UNITS 35 AND 36:
The Board reviewed estimates from Vaillancourt Roofing, Jasmor Properties and MGS Construction. Mr. Kinghorn moved to accept the proposal from Vaillancourt, at a cost not to exceed $16,740.00. The cost will be expensed to the Capital Replacement Fund. Mr. Desrochers will ask the company to proceed as expeditiously as possible. Both unit owners will be given an opportunity to expand the length of ice and water shield at their expense. There was a second from Mr. McIntyre, and the motion carried 4 to 0.

EXTERIOR CHANGE REQUEST, UNIT 18:
The Board discussed a request from Mr. Brault, the owner of Unit 18 to install a 12' x 12' paver stoned patio behind the back steps of his condo. In his request, Mr. Brault noted that the patio would replace an existing fieldstone walkway, and would be two feet shorter in length. Mr. Kinghorn said that the area on which Mr. Brault proposed to install the patio is Common Area, and the condo documents prohibit the Board from authorizing a unit owner to infringe on it with a permanent structure. Discussion was held about forming a committee to establish guidelines for adding structures in the Common Area. Mr. Brault's request was tabled.

UNIT 26 INTERIOR ALTERATIONS:
The Board noted that the project has been ongoing for an extensive period of time, and no plans were provided prior to its commencement. Mr. Kinghorn advised that the condo documents place restrictions on interior alterations. Mr. Desrochers will contact the unit owner and request that plans for the scope of work be provided.

SNOW REMOVAL:
The Board discussed a proposal from Silver Maple to renew the snow removal contract for three more years, through the winter of 2019-2020. In the proposed renewal, the contract price would remain at $25,000 for the upcoming winter, increase to $26,000 in 2018-2019, and remain at that amount for the final year. Mr. Eagan proposed amending the contract to specifically include shoveling the back side of the mail boxes, keeping pathways to oil intake pipes clear of snow, and reducing the holdback for turf repairs to $1,000. Mr. Kinghorn moved to accept the proposal from Silver Maple upon the company's approval of Mr. Eagan's amendments. There was a second from Mr. McIntyre, and the motion carried 4 to 0.

Mr. Eagan said that there is still a need to reseed plow damaged turf near the driveways to units 36 and 43. Mr. Desrochers will contact Silver Maple.

SEPTIC SYSTEMS:
Mr. Desrochers said that there have been no reports of any problems with the systems that service units 34-36 and 43-45. He said that design plans for new systems have been drawn up by Meridian Land Services, but in accordance with their recommendation, applications have not been made with the Town of Amherst or State of New Hampshire. The Board asked Mr. Desrochers to consult with Souhegan Septic Service on whether there is a need to schedule septic pumping this year.

EXTERIOR REPAIR AND PAINTING PROECT:
Mr. Desrochers said that he has spoken with Shane Humphrey about this year's project that will include units 1-3 and 7-9. A contract will be made ready for signature.

NON-FUNCTIONAL STREET LIGHTS:
The Board discussed the ongoing issue with four light posts along Atherton Lane from units 34 through 45 that are not working because of a short in the line. Gagnon Electric proposed trenching a new line from each light post to an adjacent house, similar to what was previously done at other locations on the property. The Board asked Mr. Desrochers to contact the four unit owners of the houses where the new lines would be connected to discuss and seek approval of the electrician's proposal.

UNIT 44 PRIVACY FENCE:
The Board asked Mr. Desrochers to get an estimate to replace the fence that is in a state of disrepair.

ROOF RAKING:
The Board decided that responsibility for removing snow and ice from the roofs will be placed on the individual unit owner. Prior to next winter, the Board will select two contractors that unit owners will be authorized to call to schedule roof raking.

TENNIS COURTS, PICKLE BALL:
The Board discussed the possibility of using one of the courts for pickle ball. Mr. Kinghorn will research further before a decision is made.

ADJOURNMENT:
The meeting was adjourned at 7:50 PM.

Respectfully submitted,

Norman Desrochers
Cityside Management