ATHERTON COMMON UNIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 14, 2017

MINUTES

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

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

PREVIOUS MEETING MINUTES:
Mr. Brault moved to accept the Minutes of the August 8, 2017 meeting as written. There was a second from Mr. McIntyre, and the Minutes were accepted by a vote of 4 to 0.

Ms. Smith moved to accept the Minutes of the October 24, 2017 meeting as written. There was a second from Mr. Brault, and the Minutes were accepted by a vote of 4 to 0.

FINANCIALS:
Mr. McIntyre reviewed the financial reports for August, September and October. Mr. Brault moved to accept the financials, and there was a second from Ms. Smith. The motion carried by a vote of 4 to 0.

2018 BUDGET:
Mr. McIntyre discussed a draft of the Operating and Capital budgets for 2018 that contains no increase in the current condo fee of $425 per month. A motion was made by Ms. Smith to approve the budget, and there was a second by Mr. Brault. The motion passed by a vote of 4 to 0. The budget will be reviewed and voted on at the Annual Meeting next month.

SALE OF MANAGEMENT COMPANY:
Mr. Desrochers discussed the recent sale of the Cityside property management division to Great North Property Management. He said that he would continue to be the Property Manager for Atherton Common, and noted that many of the support staff at Cityside had been hired by Great North in similar positions that they held at Cityside. He said that as a result, a smooth transition was anticipated.

ROOFS:
Mr. Desrochers said that he contacted Team Engineering to discuss the Board's desire to get an analysis of the condition of the roofs, projected life cycle, and estimated repair cost for the purpose of developing a long term roof replacement plan. The company will tour the property soon and provide an estimate to do the analysis.

TREE TRIMMING / TREE REMOVAL:
Mr. Desrochers reported that Akorn plans to start the Board authorized project on or about December 1, weather permitting. Akorn estimated that it would require five days to complete the work that was identified in the Grounds Committee report, at a cost of $2,800 per day. Mr. Desrochers said that he will be meeting soon with a couple of tree service companies to get an estimate to remove two ash trees that are located at Unit 1 and Unit 3.

ROOF RAKING:
The Board asked Mr. Desrochers to obtain a list of 3 or 4 contractors who are qualified and insured to perform roof raking services this winter. Contact information will be provided to unit owners who are interested in hiring them to remove snow and ice from their roofs.

FIELD MOWING:
Mr. Desrochers said that Akorn mowed the field on November 10.

EXTERIOR REPAIR AND PAINTING CYCLE:
The Board discussed plans for the 2018 project. Mr. Desrochers said that the next units on the list are 4-6 and 10-12. An estimate from Shane Humphrey is anticipated within the next week.

PRIVACY FENCE:
The Board authorized Maintenance to install a two panel privacy fence at units 43 and 44 to replace the one that had been removed.

ROAD, WALKS AND DRIVEWAY REPAIRS:
The Board reviewed estimates from NH Blacktop Sealers to crack sealing and paving repairs at various locations. Consideration will be given to scheduling some of this work in 2018.

ADJOURNMENT:
The meeting was adjourned at 7:20 PM.

Respectfully submitted,

Norman Desrochers
Property Manager