ATHERTON COMMON UNIT OWNERS ASSOCIATION
BOARD OF DIRECTORS SPECIAL MEETING
OCTOBER 24, 2017

MINUTES

CALL TO ORDER: 6:00 PM.

ROLL CALL:
Kevin Eagan, Cliff Kinghorn, Kevin McIntyre, Clare Smith and Art Brault, Directors; Ken Lawson, Grounds Committee Chair; Norman Desrochers, Property Manager.

GROUNDS COMMITTEE REPORT:
Mr. Lawson said that the committee included Gene Madigan, Rich Nowak and Melanie Sullivan. He indicated that the committee met on several occasions, and in September conducted an inspection of the entire property, from which recommendations for improving the common area grounds were detailed in a report to the Board. Mr. Lawson reviewed the committee's recommendations, and noted that they established three priorities for completing the work that is needed to address all identified problems-Health and Safety Concerns, Maintaining Essential Infrastructure, and Esthetics and Property Value. Mr. Lawson said that Akorn estimated that five days of work is needed to address the tree trimming and tree removal that was identified during the property inspection, at a cost of $2,800 per day. The Board asked Mr. Desrochers to schedule a meeting with Akorn to discuss their tree work estimates.

LANDSCAPING CONTRACT:
Mr. Kinghorn moved to accept a proposal from Akorn for a new, two year contract for landscaping services. There was a second from Mr. McIntyre, and the motion passed 5 to 0. The contract price increased by 2% in the first year, with no change in the second year, and no change in the scope of services.

BY-LAW AMENDMENTS:
The Board discussed a draft of two amendments that were written by Mr. Kinghorn pertaining to the assignment of Common Area into Limited Common Area. Ms. Smith moved to proceed with passage of the amendments. There was a second from Mr. Kinghorn, and the motion passed 5 to 0. The proposed amendments will be voted on at the Annual Meeting in December.

ROOFS:
The Board discussed an estimate from Vaillancourt Roofing to replace sections of the roof on units 1 and 5. The Board asked Mr. Desrochers if there is an active leak at either location, and he said that neither unit owner has reported any ongoing leaks. The Board noted that no funds are currently budgeted in the replacement fund for roof replacements. Mr. Desrochers

suggested that the Board consider establishing a long term roof replacement plan instead of occasionally replacing sections of roof in various locations. He also recommended that the Board consult with an engineering firm to do an analysis of the current condition of all the roofs on the association, assign them a life cycle, and provide an estimate of the cost to replace them. The Board accepted his recommendation, and asked him to contact a company to obtain an estimate of the cost to provide this information.

EXTERIOR LIGHTS:
Mr. Eagan noted that the entrance light sign is out. He will troubleshoot to determine the cause. He also noted that the post light fixtures around the property are not consistent in design, and will work towards establishing uniformity.

ADJOURNMENT:
The meeting was adjourned at 7:44 PM.

Respectfully submitted,

Norman Desrochers
Property Manager