ATHERTON COMMON UNIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 27, 2016

MINUTES

CALL TO ORDER: 6:30 PM.

ROLL CALL: Ken Lawson, Cliff Kinghorn, Kevin McIntyre and Kevin Eagan, Directors; Norman Desrochers, Association Manager.

PREVIOUS MEETING MINUTES:
Mr. Kinghorn moved to amend the Minutes of the July 26, 2016 in the following manner:

In the paragraph titled " 2015 YEAR END FINANCIAL REPORT....", change the phrase "increased replacement funding" to "increased replacement spending."

The motion to accept the Minutes as amended was seconded by Mr. McIntyre, and passed by a vote of 4 to 0.

Mr. Kinghorn moved to accept the Minutes of the August 17, 2016 Special Meeting as written. The motion was seconded by Mr. McIntyre, and passed by a vote of 4 to 0.

UNIT OWNERS COMMENTS AND QUESTIONS:
Mr. Chandler (Unit 25) suggested that residents be reminded to shut off their water service when they are away for extended periods of time. Mr. Jacobs (Unit 36) asked if residents were required to provide contact information to management in the event of a medical emergency. Mr. Kinghorn replied that residents shouldn't be obligated to provide the information, but may do so if they desire. Residents will be apprised of both suggestions.

Mr. Jacobs asked if there was a remedy for the green sediment on the pond surface. Mr. Lawson replied that Management has provided an estimate from a company to install a pond pump that the Board will consider next spring.

Mr. Brault (Unit 18) asked about the status of the Board's plan to replace some rotted window sills and siding on his condo, under which a portion of the cost would be paid as a common expense. Mr. Eagan asked whether the estimate that was previously provided by Cityside Maintenance included all visible rot on the sills and siding. Mr. Desrochers said that he will discuss the estimate with the Maintenance Manager, and, if necessary have him schedule a follow inspection with Mr. Brault to be certain that all rot is included.

FINANCIAL REPORT:
Mr. McIntyre summarized the July and August financial reports that were provided by Management. A motion was made by Mr. Kinghorn and seconded by Mr. Eagan to approve the financials. The motion passed by a vote of 4 to 0.

2015 YEAR END FINANCIAL REPORT:
Mr. Kinghorn said that Seelye &Schulz, P.A. has included language in Note C of the report to acknowledge that the association has significantly increased replacement spending over the past several years and undertaken projects that were designed to prolong the life cycle of some capital components. He moved to accept the report and authorize the Board President to sign the representation letter. The motion was seconded by Mr. McIntyre, and passed 4 to 0.

WORK ORDER STATUS REPORT:
Mr. Desrochers provided a summary and status of recent work order requests.

CAPITAL RESERVE COMMITTEE REPORT:
Mr. Jacobs, a committee member noted that Mr. Weller, the committee chair was unable to attend the meeting. Mr. Jacobs reported that the committee is expecting to receive a report soon from Vaillancourt Roofers on the overall condition of the roofs.

CAPITAL RESERVE FUND BALANCE:
Mr. McIntyre reported that the cash balance in the fund as of August 31, 2016 was $176,904.78.

PROPERTY MANAGER'S REPORT:
The Board discussed that items that were contained in Mr. Desrochers' report.

Solar Powered Lighting
Mr. Eagan reported that he looked into the possibility of installing solar powered lighting and concluded that it wouldn't work. He noted that many lights are located under trees, and said that the lights would only charge for a maximum period of twelve hours, which would be insufficient during the winter months.

Septic Systems
Mr. Desrochers said that Souhegan Septic has pumped all 15 tanks, and replaced the tank baffle for the system that services units 13-15. He also reported that Tom Carr from Meridian Land Services plans to inspect three more systems next week.

Mr. Kinghorn moved to approve a proposal from JL Sickler Construction to install a replacement distribution box in the leach field for units 34-36. The estimated cost is $1,525. The motion was seconded by Mr. McIntyre, and passed 4 to 0.

The Board asked Mr. Desrochers to get an estimate from the contractor to replace the septic system for Units 34-36.

Chimney Inspection

Mr. Desrochers said that RSE Maintenance Services has been given contact information for 28 units that are included in this year's chimney inspection list. He noted that the company plans to begin scheduling inspections with unit owners this week.

Fence and Lamp Post Painting

Mr. Desrochers said that at the Board's request he has asked Shane Humphrey for an estimate to paint the wood lamp posts and fence rails around the property, and clean the vinyl ones. A proposal is expected soon.

Exterior Repair and Painting Project

The Board members and Mr. Desrochers agreed that the project that was recently completed by Shane Humphrey on units 28-33 was very successful. Mr. Desrochers said that he consulted with the residents, and was not aware of any issues that need to be addressed. He reported that final costs were $29,160 for painting (as originally estimated), and $3,431.20 for rot repair, which was about $2,200 higher than the original estimate.

Lamp Post Installation

Mr. Desrochers said that Gagnon Electric installed a new post lamp in the area in front of Unit 10 to replace the non-functional lamp post that had been in front of Unit 9.

Tree Trimming

The Board discussed a daily rate estimate from Akorn Landscape to trim trees around the buildings. Mr. Kinghorn asked if the landscaper can provide a more detailed estimate, and identify the trees that would be removed. Mr. Desrochers said that he will meet with Akorn to devise a more specific estimate.

Pond Fountain

The Board reviewed an estimate from Larchmont Engineering & Irrigation to install a fountain in the pond. Further consideration will be given in the spring.

Master Insurance

Mr. Desrochers said that the master insurance, umbrella, liability and crime policies renew on October 29. The Board discussed a renewal proposal from HPM Insurance, the association's insurance agent. Mr. Desrochers said that he also expects to get a proposal from another agency soon. A decision will be made by the Board after both estimates are considered.

PROPERTY MANAGEMENT CONTRACT:
Mr. Kinghorn said that he will speak with Mike Martinez, VP of Cityside Management to finalize some details to be included in a new contract that begins October 1 through December 31, 2018.

OTHER APPROPRIATE BUSINESS:
The Board briefly discussed HB-353, which was recently enacted by the state legislature and contains revisions to the NH Condominium Act. Mr. Kinghorn will review the package and give a report to the Board.

NEXT MEETING:
Mr. Lawson said that the next meeting will be the Annual Meeting on December 3, 2016.

ADJOURNMENT:
Mr. McIntyre moved to adjourn, and the motion was seconded by Mr. Eagan. The meeting was adjourned at 7:45 PM.

Respectfully submitted,

Norman Desrochers
Cityside Management