ATHERTON COMMON UNIT OWNERS ASSOICATION
BOARD OF DIRECTORS MEETING MINUTES
APRIL 21, 2020

The meeting was called to order by President John Learoyd at 3 pm. Also in attendance were Vice President Dick Stout, Treasurer Kevin Eagan, Secretary Joan Ferguson, Capital Reserve Chairman John Sullivan, and Association Manager Norman Desrochers.

UNIT 17 PARKING. The Board authorized Desrochers to get an estimate from Amherst Paving to create a parking space adjacent to the driveway that would provide the residents with a total of two parking spaces for their condo.

UNIT 16 REQUESTS. The Board discussed some requests that were made by the new unit owner and made the following determinations:

- ✓ Generator Use. A portable generator is allowed. It must be stored in the garage. A transfer switch must be installed by a licensed electrician.
- ✓ Wrought Iron Railing on Porch. Eagan will take a survey of the railings around the property for design, color and material, and report his findings to the other Board members, after which a decision will be made on whether to grant permission to install a railing.
- ✓ Bird House with Ring Camera. Permission was granted to the unit owner to install a bird house with ring camera with the stipulation that it must be wireless and battery operated, and only view unit 17.

Learoyd will inform the prospective unit owner through her realtor.

TRAIL MAINTENANCE. Learoyd will schedule a date to work on the trail.

FOREST CUT BACK. The Board will budget for this work in 2021.

POND. Decision was made to purchase anti-algae products to discourage algae growth to be applied before the aerator is started for the season; cost not to exceed $500 toward purchase and application. In addition, Desrochers will contact Wetherbee Plumbing & Heating about clearing the lower culvert, with cost not to exceed $300.

LANDSCAPE REPAIRS. Akorn will make the repairs to the irrigation system in front of Unit 6 as well as address the general lawn and landscape issues not related to snow removal, but winter conditions such as the grass damaged by winter salt/sand application.
The Board approved Unit 39's request to remove dead bushes in front of the unit. The Association will pay for their removal and the Unit Owner will pay for purchase and installation of any new bushes compatible with the Association landscape. Desrochers will advise her of the Board's decision.

VINYL SIDING AND ROOF REPLACEMENT PROJECTS DISCUSSION.
Learoyd advised he tried to find a large vinyl siding manufacturing company to install the vinyl siding, but found that this type of work appears to be only accomplished by contractors. For the Board, a principle concern of an installation contract is labor warranty, but such warranties appear not to exist for this kind of business. Sullivan said he suspects a post-inspection that certifies the installation might effect a warranty that includes labor. Stout commented more due diligence was needed on the topic, particularly what vinyl siding providers put in their warranties (versus what a contractor might add).

Learoyd drafted a sample year Operations and Capital Reserve expenses sheet, breaking down typical budget lines (e.g., water, lawn maintenance, snow removal, trash, septic maintenance) into a Unit Owner's monthly portion to get some idea of a HOA monthly fee that includes a combination roof and vinyl siding project. The calculation of combining vinyl siding and anticipated 85 roof sections results in an estimated $534/mo/Unit Owner HOA monthly fee.

It was noted that the Association faces a period of roof replacements as most are aging out (20-+ years) -- requiring an additional $250-500K above the HOA monthly fee over the next 5-7 years even if the vinyl siding project is not approved. It was generally agreed those living on a fixed income would not like to pull out that huge sum of cash each year and thus a loan might be appealing. Another option would be to pull funds from Capital Reserve with a one-time special assessment for a roof loan. Stout recommended getting more roof project loan quotes as there are at least three contractors in the area to better understand the impact (to address the anticipated roofing need). He will contact them to arrange a walk-around with Sullivan and Descrochers joining them, reporting the findings to the Board's next meeting.

Learoyd will draft a format to present to the Unit Owners on the various options and associated financial estimates. That is, combine the roof and vinyl siding projects; a separate vinyl siding project; and a separate roof project.

It was agreed the Board will meet again in mid-May to discuss potential contractual bids for a vinyl and siding and roof replacement project as well as bids each for a roof replacement and vinyl siding installation. Also, the meeting will include discussion of whether it is feasible to replace all the unit front and back roofs at one time, leaving the garage roofs alone as they were replaced in 2008 and 2009, or if the roofs should be replaced over a six-year period. Stout and Sullivan agreed to get estimates for full replacement as well as potential costs associated with a six-year period. The goal is to have sufficient information for Unit Owners to vote in 2020 so the work (i.e., one of the three options) may begin in 2021.

Meeting was adjourned at 4:45 pm.

Respectfully submitted,
Joan Ferguson, Secretary