

TO: Garrison Condominium Board of Directors
FROM: David G. Hodgdon, Acting Secretary
RE: Minutes of August 2, 2016
DATE: August 27, 2016

Members Attending: Joy Adler, Charlene Courtemanche (President), David Hodgdon (Treasurer)

Members Absent: Kara Barnes Allaire, Peter Rose (Secretary)

Others Present: Steve Miller (Manager)

- 1) **Minutes** – Dave made a motion to accept the minutes of the previous meeting. Joy seconded the motion. The motion was accepted unanimously for those present.
- 2) **Financials** – Steve explained that there were \$38,175 in reserves through June and all bills had been paid through the date of the meeting. The condo association continues to transfer \$1,625 per month to the reserves in order to increase the reserve account. The actual income received through June 30 was \$48,915 and the actual expenses were \$37,213. Thus, the Financials are in good shape. Other aspects of the financial report from the management company were discussed.

3) **Manager's Report**

Landscaping Improvements -All of the landscaping improvements agreed on by the board were completed. Some of the specifics were highlighted.

Entrance Lighting - The lighting at the entrance would be completed in the next day or two after the August 2 meeting. Converting the two lights in front of each main sign to a single light fixture with an LED light would not only improve the entrance lighting, but would save money over time.

Pool Closing - The tentative date to close the pool was scheduled for the week of [September 19](#).

Sidewalk Repairs - The completed sidewalk repairs for units 11 and 35 were scheduled for the week of the meeting and were completed at the total cost of \$1,350.

Front Doors - An inventory of the front doors was currently being done and painting them was planned for the Fall. The work would be done in September or October.

Dog Swabs - There were swabs for two new dogs for the new owner at unit 18. If any new dogs are living at the property, it is important to make sure to contact the Management company, as all dogs living within the community

must be swabbed for the DNA registry. It is also important to walk dogs on the asphalt when heading to the dog walk area, so the grass doesn't burn out.

Roofs - Roofing repairs would take place in September and October. Currently the roofs over unit 60/61, 32/33, and other areas of the property are being reviewed. There will be a confirmed list of repairs this October.

Staining and Power Washing - The proposal from Marston Painting of \$14,000 for the power washing of building within units 1-35 and garages for units 1-25, the power washing of those decks, the sanding of the decks, and two coats of stain was approved unanimously by the members present. Dave made the motion to approve the bid and Joy seconded it. This work will be scheduled in the month of September/October and will provide ample notice to all unit owners.

Signage Proposals - There was a discussion about two proposals for new signage at the entrance. The board decided to table the decision until early spring. It would be a topic on future agendas.

New Hampshire Condominium Act - Steve highlighted some of the elements of the New Hampshire Condominium Act passed by the state legislature. Topics included no voting during an executive session, the requirement to follow Robert's Rules of Order, every owner having a reasonable opportunity to comment on agenda items, the announcement of meeting times and locations in the minutes, the setting of a calendar of when meetings would be held, at least quarterly meetings where owners are invited to participate, materials available to owners at the same time as board members, and the Association passing the annual budget.

Steve proposed the instituting of the changes to the Association's existing bylaws. The board has two years to implement the changes. He suggested working on it before the next annual meeting. A quorum would be required with 2/3 approval of all owners. The Association's attorney would go through the bylaws, rephrase them, and present them to the board. Financials can be made available through the property manager. There was a discussion about updating the website to facilitate this process and about communication in general. It would be preferable if there were an owner who could oversee the website.

- 4) Additional Items** - There were specific items brought up, including saving guest spaces for guests only, not owners; dogs urinating on the lawn; no smoking apparatuses (including ecigarettes) at the pool; and the definition of a resident using the pool.

The next meeting was scheduled for October 4 at 6 p.m. The location would be decided closer to the date of the meeting.

