

Garrison Condo Board Meeting

Date of meeting: 11/1/16 at 6pm

Attendance:

Charlene Courtemanche – President

Dave Hodgdon – Treasurer

Joy Adler – at large

Kara Allaire – at large (acting Secretary)

Steve Miller – Manager

Absent:

Peter Rose – Secretary

MINUTES

October Minutes – We had a discussion to clarify the snow removal policy as discussed at the last meeting. Dave corrected the minutes from last meeting to reflect this information. The minutes were approved unanimously as amended. Dave made the motion and Kara seconded it.

FINANCIAL REPORT

(Steve Miller and David Hodgdon)

Financial Status - Steve indicated that the financial status was in good shape.

The association has 43,508 in reserves. The association saw \$96,091 in income through September 2016, as compared with \$97,830 in the approved budget. The figure was roughly \$1800 short of budget due to 1 unit not paying condo fees for several months. Resident has since paid their balance.

There were \$79,015 in expenses to date, versus about 85,000 budgeted.

Delinquencies in dues are improved since last month. Still have 2 court ordered payments that have been paying each month.

Lawn, snow, and roof work in November will cause significant expenses in that month, but it is expected that expenses will not be significant in the following months.

Joy moved, Dave seconded, and the Board approved the financial report.

Claim - The management received a slip/fall claim from a resident incident being claimed back in February of 2015. It is being pursued through insurance company. There has been no change in status of this claim since last month.

Management Report

Maintenance –

Pavement crack sealing work is complete.

Painting of 26 doors and 4 garages is complete. Will assess future door painting and garage door painting in 2017.

Entrance chains and tennis net will be removed 11/2.

Gutter cleaning will occur in the month of November.

Catch Basin cleaning will occur in November.

Landscaping –

Pruning of shrubbery will occur during final seasonal clean up.

There was a proposal for winter pruning in December or January based on a recent walk-around by Joy and Steve. There is a budget for \$3,000. Charlene made a motion and Dave seconded to accept the proposal with projects #2 and 3 totaling \$2,700.

Snow –

Snow stakes will go in after final clean up, approximately first week of December.

Steve will do a walk around with the snow removal company to review the process. Steve will have a conversation about moving the snow into the dog walk area before the banks get too high.

Amending By-Laws –

By-laws need to be amended to reflect the new law in NH regarding condo associations, the NH Condo Act. This is the time to consider whether we want to make any other changes to the by-laws, so that all changes can be made at once. This would standardize the rules and the by-laws. In order to make a change in the by-laws, 67% approval of all homeowners is required.

Insurance claim –

There was an insurance claim for water damage to one unit. Reconstruction is in process.

Roof repair –

Repairs to the roofs will be made on the backside only for Units # 33-34 and 60-62 for a total of \$6,100. An architectural shingle will be used in the color of Shakewood. This is a slight color change as the current 3-tab shingle and color is no longer produced.

Miscellaneous Topics

Open meeting –

In February (2nd Tuesday of the month) we will have an open meeting to introduce the new open format per the NH Condo Law. Any deed owner may attend the meeting. If you have a specific topic to be placed on the meeting agenda, you must contact the Board President in advance to place your topic on the Meeting Agenda. If anyone is interested in learning more about the amendments to the NH Condo Act, please refer to HB 353.

Landscaping –

The landscaping contract with O'Neil ends in March. O'Neil has reported that the price of the contract will not change for next year. The Board agrees that the quality was improved this year, however, it did require significant monitoring by the Board and management in order to accomplish this improvement. We would like to review and revise the contract to be more specific.

Board member replacement –

Peter Rose has expressed the intention to potentially resign. Therefore per the by-laws the Board must assign a replacement until the end of his term in April 2018. The Board considered 4 potential options, and Charlene will reach out to those individuals.

Directory –

The updated community directory has been completed and was delivered to each unit today. The Board would like to thank Joy Adler for her time and effort in completing this project to benefit all community members.

The next scheduled meeting will be held at Unit #47 on January 10th at 6 p.m.

The meeting concluded at 7:45pm.