

**TO:** Joy Adler, Kara Barnes Allaire, Charlene Courtemanche (President), David Hodgdon (Treasurer)  
Steve Miller (Manager)  
ABSENT: Peter Rose (Secretary)  
**FROM:** David G. Hodgdon, Acting Secretary  
**RE:** Minutes of 10/4/16 meeting  
**DATE:** April 4, 2016

## **MINUTES**

**Minutes** – The minutes were approved unanimously. Joy made the motion and Kara seconded it. The Board thanked David Hodgdon for filling in taking the minutes for the current meeting and the previous two.

## **FINANCIAL REPORT (Steve Miller and David Hodgdon)**

**Financial Status** - Steve indicated that the financial status was in good shape. The challenges were large bills emerging in one particular month and other bills needing to be addressed at the same time. The timing of paying the larger items during the first or second billing period of the month was the challenge to be addressed.

The association saw \$80,196 in income, as compared with \$81,525 in the approved budget. The figure was roughly \$1,400 short of budget. The expenses were \$62,814 (the budget figure being \$75,188). The association was in the good roughly by \$13,000. There was roughly \$17,651 in net income. Thus, the association was in a good position.

Two owners were behind in dues. There was a discussion about a lien on one unit because of a lack of payment. There were two people paying based on a court decision, one lien, and one denial of a fine.

**Budget Process Under New Legislation** - There was a discussion about being unable to make decisions about the association without the full association membership's approval, according to the state legislation. The association members will get a draft budget for their approval. Dave made a motion to approve the changes as a result of the state legislation. Dave made a motion, which Joy seconded it to approve the budget process as discussed. It was approved unanimously.

**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.

**Insurance Claim** - There was also a discussion about an insurance claim, as a result of a water hose breaking and doing extensive damage in one unit. The appraisal had been made and the work had begun

**Insurance Deductible** - There was also a discussion about changing the deductible on the association's insurance. That decision will wait until the renewal of the insurance.

## **Management Report**

**Front-Door Painting** - The painting of front doors will take place on October 14 and 15. Another notice will go out. Twenty-six doors and four garages would be painted.

**Crack Sealing** - Crack sealing is scheduled for October 20.

**Chimneys** - Chimney inspection is scheduled for October 18.

**Winter Tree Work** - The board discussed the winter tree work. The board members having walked the property reviewed the areas of work with Steve.

**Pool Power Washing** - There was a power wash of the pool furniture and spray used on webbing. Pool bathrooms were winterized.

**Deck Work** - The power washing and deck staining were completed. The board discussed Attachment A whenever anyone wanted to add something to the unit. When the owner would sell, the new owner would sign to revert the property back to the way it was before the work or the new owner agreed to take responsibility.

**NH Condo Act** - There was further discussion of the NH Condo Act and its scheduled implementation.

**Roof Work** - There would be a price projection on roof work on the Thursday of the week of the meeting. The areas included the back side of roof 59/60 and 32/33. They would need to be replaced before winter along with several ridge vents.

## **Miscellaneous Topics**

**Snow Removal** - The board discussed the snow removal procedure (an annual discussion). The members discussed the procedures and what would happen if owners didn't follow the procedure. There was a focus on when towing was appropriate for violating the procedure. The primary emphasis was on safety. The letter sent to owners would serve as a warning about appropriate procedures during a storm. If a car is parked in the lot during the time that the snow is being cleared the morning after a storm, the owner will be called. If the owner doesn't move his or her vehicle by the time that the snow is cleared in the parking area, a fine of

\$100.00 will be applied. If the vehicle is parked during snow clearing during a subsequent storm, the vehicle will be towed and a letter will be sent to the owner.

**Scooters** - Scooter Parking was examined in light of a concern about blocking the sidewalk. If the scooter was contained in one's own parking space, it was considered okay as long as the sidewalk was not blocked.

**Warnings and Fines** – Joy believed that the board should be notified of warnings and fines.

**Guest Parking** – It was emphasized that owners should not park in visitor parking spaces. One instance of this was when a contractor parked in the resident's parking space. This person had a verbal understanding that parking in the visitor spot was approved, but this practice should not be the practice.

**Signage** - Addressing the signage would be tabled until next year.

**Deck Staining Timing** - There was a suggestion to move the deck staining and power washing until spring. The main impediment to doing it in the spring was the heavy pollen.

**Bird Feeders** - The Rule Book on bird feeders was tabled until the next meeting.

**Letter to Home Owners** – There was a discussion about a letter to the home owners to expect them to step forward as a result of the new legislation approved on condo operations, underscoring home owners' responsibility. The calendar would highlight specific dates for meetings in the public library for members to attend. Members had always been invited to board meetings, but these meetings would ensure the space needed for increased attendance. Topics would be featured for a particular meeting and discussions would focus on the topics along with other concerns or celebrations. The first library quarterly meeting would be scheduled for January 9. There would also be one in February and the annual meeting in April. There would also be one in the fall. The discussion of budget process would be the focus of one of the meetings before the annual meeting.

The next scheduled meeting would be held at Charlene's home on November 1 at 6 p.m.

The meeting concluded at 8:24 p.m.