

# Minutes of Trustee Meeting

Date: February 9, 2009

Location: Unit 2506

Attendees: Richard Cash, Jan Zabriske, Mark Wells, Joe Ruggio, Frances Forte

Time: 7:15pm

This was the first meeting of trustees since Donna Crone resigned on December 31, 2008. She was replaced by Mark Wells, who will serve her term expiring in 2011, and Joe Ruggio whose term will expire in 2010. We now have six trustees, of which two terms expire every year. It was decided to admit both gentlemen at this time so that buildings 29 and 30 could have representation on the board, which has not been the case for several years.

## 1. Procedural Matters

- The trustees signed Certificate C-33 in the presence of Rita Gallant, Notary Public. Donna will file the certificate at Land Court.
- It was decided that Richard Cash will be President of the Board and Frances Forte will be Secretary and Treasurer until the next annual meeting.
- It was decided how to handle possible future tied votes:
  - If 5 attend meeting or reply to email by deadline, three votes carry
  - If 6 attend or reply, we will draw lots to determine whose vote won't count in case of a tie.

## 2. Maintenance

- The trustees reviewed the Maintenance project/call log for January which had been emailed a few days in advance. Donna Crone, maintenance administrator, prepares this record of all maintenance she handles.
- Donna was asked to follow up on window handles in bldg 4 which are still missing or not working.
- There was discussion about whether the three doors to the central entry hall of building 4 should be locked. There are pros and cons. It was decided that Jan Z will poll the 12 owners whose units are accessed from the main hall to determine if there is a significant majority for or against. We will take it up at the next meeting.
- The trustees reviewed and approved the formal maintenance policies (exhibit A).
- Donna detailed an ongoing disputed service call concerning a leaking sprinkler pipe in building 24. She wanted the trustees to be aware of this ongoing issue. The trustees instructed Donna to also call alternate sprinkler service companies so that we can find a better alternative to Simplex Grinnel.

## 3. Owner Issues

- A Letter from Janet Frazier re the dog in unit 2407 was discussed. Trustees decided to have the lawyer send a letter to the dog owner and require removal of the dog from the premises.

- Status of Huber/Lacasse noise dispute was discussed. Except for a complaint about a visiting dog, there were no known disputes between the warring parties recently. It is thought that our November letter might have helped the situation.
- Cables draped across the bldg 29 electrical room ceiling were discussed to make the trustees aware of the issue which is the concern of Jean Carmichael. The electrician will investigate when he can get access to unit 2901 basement.

#### **4. Contractors**

- Specs for lawn maintenance proposals were discussed. We will solicit 2 or 3 landscapers to quote based on a fixed price contract.
- It was decided that quotes on tile entryways (4, 24, 29, 30) would be obtained in the fall.
- Iarossi quotes for spring projects were reviewed. He provided discounts if we would move up the work dates to March/April. We agreed to having Iarossi install 5 fence dividers for bldg 25 in March for \$4,250. We agreed to vinyl clad the posts above the flat roofs on bldg 25 private entries for \$3,500 rather than the original \$5,000 quote. We further agreed that he could powerwash and paint building 24 for \$24,000 rather than the original quote of \$27,000 and do the work in May rather than June. Trim replacement is not to exceed \$1,500. We will delay power-washing building 4 until autumn or later depending on funds.

#### **5. Financial Matters**

Financial statements for 2008, the budget for 2009 and a summary of the January maintenance cash account expenditures were made available to trustees ahead of the meeting. There were no specific questions about it.

#### **6. Rules & Regs**

- Trustees had planned to review a draft of the revised Rules & Regs that an owners' committee had prepared in the fall of 2007. But Bill Brissette did not provide the document to trustees and couldn't attend this meeting. We will place this item on the agenda for our March meeting.

#### **7. OTHER**

- A Garage Sale in the spring has been proposed. We need more detail from the Sand Dollars owners' committee about where it will take place, who gets the income, what happens to unsold items, etc.
- Joe Ruggio wanted to know if we had any plans to improve the landscaping and curb appeal of our property and whether trustees had considered using bank loans to do major projects. We showed him our 'wish list' which includes solar panels, trash recycling, a landscaping plan, and many other improvements. We advised him that we had used a bank loan for a big roofing project, and had considered another loan in 2009, but had rejected it because it caused a large increase in condo fees. We will reconsider it when we do the budget for 2010.
- Joe Ruggio volunteered to petition all owners about which projects they would like to include in our future budgets. That was fine with all the trustees.
- All members agreed that we should set up a web site for our association.

- All agreed to consider a voluntary trash recycling plan. Follow up by email.

Meeting adjourned at 10:10pm