

## Annual Meeting September 25, 2018

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### *Annual Meeting Called to order at 7:00 pm*

Introductions of trustees

President Debra Brideau

- Mentioned that Trustee Jim Smith has resigned from the board due to health issues.
- Linda Novelli joined the board 2 months ago to fill the vacant slot left from a resignation and Linda announced she would be out of town during the annual meeting.

Treasurer announced \$10 increase in condo fees.

Gary Zimmerman talked about the

2018 projects:

Paving driveways at bld 1 & 16 with drainage

2019 projects:

Paving driveways on 3 buildings along with drainage (7 buildings left to do) and  
Siding 1 building (7 done, 17 left to do).

### **Quorum:**

Sharon Pollitt announce we reached quorum with 85 (66 needed for quorum), 52 proxy, 33 in attendance.

Voting did not have to be tallied because there were 3 slots open and 2 (1 last minute resignations) candidates on the ballot.

There is a vacancy on the board and if anyone is interested we ask you to attend 3 monthly meetings to see how it is run.

### **Community update:**

#### ***Common area vs Exclusive use area- Gary Zimmerman;***

Gary talked about what the common is (all the property) and what is considered exclusive use (patio/deck, mulch or stone area near your deck, sidewalk and driveway, area in front of your stoop).

Gary read the definition of exclusive use area as stated in the master deed and there is also a section in the R&R's..

#### ***Modified rule 4.9- Gary Zimmerman;***

It was explained that items are presented to the board to add or modify a rule because something has been occurring and it isn't in the rules or is very vague. These changes come about because of things being observed in the community and we feel there is a need to discuss what has occurred and proceed appropriately.

2 changes were made to the R&R's:

- 1) Whiskey barrels are no longer allowed

There were a couple of reasons to exclude the whiskey barrels: 1) they are made wood which rot and attracts bugs.  
2) When dirt is added to them, they get heavy and have damaged the pavement.

- 2) No items shall be hung or placed in the common areas without exception.

Items in common areas got a little out of control this year with people putting anything from bird feeders to banners to figurines in the common area. People have been planting flowers around common trees and then get to a point of not

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taking care of them or calling the office stating the landscaper trimmed some of their flowers. Remember we maintain the common areas for 197 units.

Large ranches exclusive use area is located at their sidewalk. Townhouses have an area in front of their stoop. A project that was completed 2 years ago was done to separate the common area from the exclusive use area in the front.

### *New landscaper/plowing contract- Gary Zimmerman*

We have signed a combined 3 year contract with the landscaper for plowing and landscaping. We saved thousands of dollars from the original bids by combining the snow and landscape contract.

### *Enforcement by the community is key – Gary Zimmerman*

It is key the community is involved with enforcing the Rules & Regulations. I am not available 7x24 to come in on violation, nor is the board available 24 hours. The person reporting anything remains anonymous. The best thing for the unit owner to report a violation is to get a picture.

### **Questions & Answers:** (Note: Some additional information has been provided on some answers that wasn't stated at the annual meeting)

There were a lot of questions during the meeting so hopefully we captured them all. It was stated that any type of issues or problems that a residents has should be called into the office so a work order is created;

### **Questions under Budget discussion:**

#### **#225**

**Q:** Why are legal fees not combined with professional fees anymore, but moved to Insurance Bldg/D&O? What is the legal budget amount? And if the Insurance went down, why?

**A:** The Board will get back to her if her questions aren't answered here. A request is being put into the board to review the line items of the budget. As far as the insurance going down, after further investigation in past years it has been in the range of 66K to 88K from 2014 to 2017. In 2017 insurance with D/O \$69,275, the budget for 2019 is \$74,000.

**Q:** Why are you breaking out the "Grounds Maintenance" now separately?

**A:** We are breaking out G. Heil's pay since he's now an employee not a contractor. Gary Heil's main work load is landscaping and doing work we would be paying extra to the landscaper – spraying for weeds, trimming the bushes, trimming/pruning and will occasional do some maintenance when help is needed.

#### **#128**

**Q:** What determines what is picked to be done for improvements? (Siding/driveway)

**A:** Any buildings that have issues would be done first. For example, major dis-coloration, water issues; we also try to average out the budgeted amount between projects. We also consider what was done the previous year and schedule different areas within the complex. 7 buildings out of 24 have been sided. There are 7 buildings left to do driveways/drainage. Roofs may have to be started again in 2023.

### **Questions for improvements and community update:**

#### **#213**

**Q:** Questioned the drainage/gutters issue – are these done with the siding projects?

**A:** No, gutters are a separate issue. The board has discussed future plans for gutter replacement.

#### **#128**

**Q:** What is the budget for each siding? (There's \$70K on the budget planned for 2019)

**A:** We take the previous year's siding project (actual) and divide by the number of units. We use this number to give us a budget line item, approximately \$8,625 per unit. This doesn't take into consideration addition costs so we usually add additional funds to cover unforeseen issues. One building is being planned for next year.

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**#225**

**Q:** What about the cement walls – are they being maintained?

**A:** At this time the insurance audits have not even mentioned anything about the walls needing to be attended to- guard rails or maintenance. No plans for them at this time.

**#182**

**Q:** Water issues in building (she had an issue in basement)

**Q:** Was her unit's driveway and drainage completed?

**A:** We would need to see the water coming in to know the exact source before we could do the repair. After analyzing the cellar as best I could and talking with the renter we found no cracks or areas that were obvious for water entry. Looking out back and the ground the water could have come in through the window. Neighbor had pictures of a lake in the exclusive use area and since there never has been water before in that unit, the assumption is the water most likely came in through the window. At this point we are looking at altering the landscape so the water can drain out of the exclusive use area. This driveway/drainage was already redone

**#174**

**Q:** Will the catch basins be cleaned soon? It's been many years.

**A:** The Board has approved having some of them cleaned out. Gary will research which ones need to be cleaned. The cost is \$85 per catch basin and wasn't budgeted.

**#115**

**Q:** It would be nice for future meetings to have the map of the complex on wall so that people could see what buildings/areas are being discussed.

**A:** Board will look into doing this next year.

**Q:** At the South Entrance, there's a floodlight, but if you are coming from Sterling, you are NOT able to see the entrance clearly as it is not lit from that direction. Could lights be put back there? (Multiple owners confirmed this issue).

**A:** Board will look into options

**#128**

**Q:** What is being done re: the pool maintenance and the crumbling of the pool coping? What is the estimate for the state of the pool?

**A:** We tried to get a pool company to come in to replace the coping; lots of companies don't do coping anymore. We called our mason and he believes he can use cement and mold it as needed to repair the area. If he can't then it will become a major project. The pool deck, piping and fencing was all done around 2008 so no major improvements are scheduled at this point. The pump was replaced this year.

**Q:** Dead grass area behind building 3?

**A:** Call it into the office so a work order is created and we will investigate the area.

**#207**

**Q:** Can the trees be trimmed? They have an oak that hangs over their building and acorns keep falling on the roof.

**A:** Call the office to have a work order created. The Board is reviewing that oak tree among others to see what trimming should be done in the future when other trees may be removed at the same time.

**#174**

**Q:** Can we hire a helper with the fire alarm testing?

**A:** Gary Z. has assisted Reliable alarm for over 9 years and will assist again this year.

**#225**

**Q:** What is happening about filling James Smith's seat on the board since he just resigned?

**A:** If any owner is interested in filling his term, they should come to three board meetings before deciding. After 30 days the board can then vote whether or not to fill this spot or wait until the next annual meeting. Linda who was a prior board member was voted in to complete Marianne Pierce's term when she resigned before her term was up. Notices will be put in the newsletter.

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**#174**

**Q:** What is this about the 3inch rule before snow is plowed? When it changes over to ice it's a problem.

**A:** Per the contract the driveways have to be cleared after 2" but they do not have to start clearing the driveways until the storm is over. Main roads always have to be maintained; for a dusting to 1" the contractor will use his/her judgement whether to salt or plow. Unfortunately when it's an ice storm salt is not the best remedy for a quick fix. In some cases when it snows then rains, we consult with each other and we may leave the snow on the road until the rain stops to prevent solid ice on the roads. We only use salt, no sand. If we bring in sand, then the spring cleanup will be more costly. We will discuss this option at a future meeting.

**#225**

**Q:** The budget for 2018 had \$92K snow removal amount. \$94K in 2019, but the comment was made that are we saving money?

**A:** The budget is by default an estimated/assumed amount based on prior years and increases going forward. The year we budget knowing the contract is up makes it a little more difficult so we just assume the contract will go up. The actual is expected to be lower now that the contract is in place. Note, the budget also covers for snow removal from roofs and additional expenses if needed.

**#225**

**Q:** Is salting and shoveling included in contract?

**A:** Yes.

**Q:** Does salt damage our new roads/driveways?

**A:** No, it does not damage tar. Rich (snow contractor) also mentioned using liquid spray instead. We will have to see how that works if he does.

**#207**

**Q:** He has two walkways – will both be shoveled in winter? Will roofs be raked as needed?

**A:** Yes, to both as needed

**#128**

**Q:** Do we usually run over or under landscaping budget?

**A:** Landscaping budget is pretty close since it is usually a 3 year contract. Any additional landscaping costs fall under the line item "landscape other". The only time it may be under budget is when the following year the contract is up and we don't know if we are going out for bid or the price is going up.

**Q:** If there is money left over, can we use it to improve current lawns (weeds/grubs/etc)

**A:** We can't just say if we are under budget so let's spend more on X or Y unless we analyze all the current spending. We try to look at the overall spending of all line items. There can be years we are under budget and years we are over budget. Trugreen states they put down 200,000 square ft. of chemicals each treatment. We currently have a 5 step program in place: 1 step is for grubs. Lawn treatment has to be planned year after year so the board would have to increase the program to have a full effect on the lawns.

**#225**

**Q:** We don't use the termite traps anymore? Waste of money?

**A:** This is the last year that it is being paid out to this contractor. It was 10K per year in the past and then they reduced it to under 9K a couple of years ago. The board passed on maintaining the traps in the future to save the money. A couple of years ago we had a company propose a different type of plan that is much cheaper up front and the expense only comes if termites are found so this will be the plan in the future.

**Q:** Do the traps just stay there?

**A:** Yes. Termites don't like light so for them to get to the food (wood) they would need to make mud tunnels on the foundation to get to the wood source. Bait traps will remain for a couple of years. If unit owners see signs of termites they can call it in and we will look into it.

**Q:** Any reports of bug issues by the siding company?

**A:** No, just regular rot was seen that we are aware of. We also still spray for ants and other insects twice a year.

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**#128**

**Q:** If you update/do improvements to your unit, what is the procedure?

**A:** If in doubt call the office but you should fill out the form and give it to the office to put on record (supply pictures when done). It benefits you in the long run; if any insurance issues arise, it shows that you did the improvements. There are certain things we require you to get us a copy of the permit; for example, any furnace or a/c replacement or new windows. Things like painting walls or replacing floor or upgrading cabinets, not needed, but again beneficial to put on record showing the improvements you have done.

**Q:** Is the wiring still OK since some buildings are now 20-30 yrs. old?

**A:** Yes, the wiring should be fine.

**#225**

**Comment:** The gas smell that occurred about 6 weeks ago was an issue with National Grid. They assisted her, however as she realized she had small leak behind stove since she could smell it.

**A:** As far as we know the office was unaware of this issue. The one issue we heard about was from the chimney contractor who smelled gas and the resident called it in and they found an old cap to a gas dryer line leaking. There are gas detectors that owners may want to install in addition to smoke and carbon monoxide detectors.

**#64**

**Q:** Is anything being done with the chipmunk problem? It's a serious issue at this time with the amount seen running around.

**A:** The board did consider how to address this. It would cost around 5-8K to have exterminator come in. They can't put bait out legally to poison them. They have to actually catch/kill them.

**#225**

**Q:** What about putting shields under bottom of siding to keep them from climbing up and in?

**A:** Blocking the bottom of any siding could stop water from running out. In Gary's experience walking around the complex it seems the critters run up the siding or downspout to hide but then come out after. Most chipmunks will burrow in the ground to live. Haven't found any signs in the buildings at this point.

**Q:** What about the holes that were an issue at the left and right side of the garages?

**A:** With the new siding projects, PVC board has been put in place to fix these problems. Any issues that have been seen or called in would be fixed.

**#213**

**Comment:** A Peppermint oil mixture can be used in glass bottle to spray your closets/basement/living area to try to prevent mice inside as well.

**#174**

**Q:** Can the new contractor be told to be sure to blow the grass/debris clippings away from the buildings/patios? And not toward it? Also divots are being created since they turn in the same spot.

**A:** We have mentioned this to them before but they will not go onto decks or patios with stuff on them. If it is an issue call the office to put work order in so that Gary look at it and then we can tell contractor which specific unit is having issues.

**---1 additional question was asked right after the meeting was adjourned**

**Q:** Why is the clubhouse not available during the summer?

**A:** There have been issues with rentals using the basketball court, going into the tennis court, using the playground and parking all over the place. It was also discussed at a board meeting that there were very few rentals in the summer. Taking all that into consideration and the short season of the pool it would be better to restrict the rental during this time, have people enjoy the pool without distractions and have the clubhouse accessible for pool patron parking.

Winners of the door prizes: \$25 gift card unit #76, #4 & proxy winner – #145

Deb Brideau motion to adjourn the meeting, second by Sharon Quinn – Meeting adjourned at 8:20pm