**Belmont Board of Trustees Meeting – Minutes**

December 4, 2015.

All Trustees in attendance except Jim Hilliard and Steve Daley.

1 – Alan called the meeting to order.

2 - Unanimous approval of minutes from the October 30, 2015 meeting.

3 - Financial Update – Connie Donavan (Treasurer) provided an update on the net income, expenses and reserves. A motion was made to accept the Treasurer’s report and it was passed unanimously.

4 - Restaurant Report – The only update regarding the restaurant was that the new contract is being developed.

5 - Facility and Site – Jay Donavan

* Mass Save program – interior common area lighting and external lighting is in the process of being replaced with LED.
* Roofing project for Buildings One and Two is underway.
* Pointing, caulking, and sealing of mid-rise buildings started.
* ARC form discussed and voted on; passed unanimously for TH 2.
* An update of completed projects was provided.
* An update of units for sale was provided in advance of the meeting.

6 – A motion was made and passed unanimously to approve the actions of the board between meetings.

7 – Meeting adjourned.