

Minutes of SLCA Board of Directors Meeting

September 18, 2012

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Opening

Meeting called to order at 7:04.

Present:

- Mary Jo Mulligan-Kehoe (President)
- Scott Gilmore (Secretary)
- Kevin Albert (Treasurer)
- Rob Davidson
- Alan Nadel (via telephone, joined at 7:20)
- Ray Stanford (Property Manager, Moseley Associates)

No non-Board owners present.

Minutes from Previous Meeting

Mary Jo asked for a motion to approve the minutes from the August annual meeting.

Scott commented that the draft minutes do not note the debate about rules for air conditioners. Scott requested that note of this be added to the minutes. Mary Jo commented that the Board can amend the rules if desired. Scott suggested that we revisit this rule in the Spring.

Action Items

- ***Scott amend the annual meeting minutes and circulate them via e-mail to the Board for approval.***
- ***Ray distribute the approved annual meeting minutes to all owners.***

Financial Report

Ray walked the Board through the monthly financial report. See separate report for details. Following are highlights and discussion points.

Rob asked whether the report provided by Moseley was a mid-month report. Ray confirmed that it was a mid-month report. Mary Jo noted that we instructed Ray to discontinue mid-month reports during our June board meeting, to save costs.

Total Cash Disbursements were \$5988.99. This includes Degrasse for grounds maintenance, Nelson Bugbee for road improvements, and Moseley's management fees and supply costs.

Unpaid Invoices of \$193.91 include the electric and trash removal bills.

Owner Accounts

Several Owner Accounts were overdue as of September 18th, and have a pattern of being overdue every month. Total unpaid fees were \$ 1345.03. This was offset by \$985 in prepaid fees, for a Net Account Status of \$360.03 owed to the association.

Discussion:

- 9 units paid in advance (\$3300)
- 1 unit owes for both August and September (\$335/month)
- Phase 3 owner's share of maintenance fees is 1/32 of specific line items (trash, snow removal, etc). Did they get billed and pay? Ray: Yes, but it was a very small amount because we did not have much snow.
- Rob: Can we recover any funds from the owner in bankruptcy? (Loss to association was \$1649.01.)
- Ray: There is nothing that we can do about claims prior to an owner filing bankruptcy. The Court expunges the debt.
- Mary Jo: We have a fiduciary responsibility to collect the dues and late payment fees, and must put that above emotional issues.

Other Account Balances

As of September 18th, they were:

- Operating Account: \$420.62
- Long Term Reserve (LTR): \$5543.79
- Short Term Reserve (STR): \$6609.28
- Investments (CD's + LTR): \$100,801.17

We are operating ahead of plan. Operating expenses are virtually on-target.

Ray brought a \$6000 check, drawn from the Long Term Reserve, for Kevin to invest in another CD.

We are trying to maintain a minimum balance of \$10,000 for emergency reserves, to be spent on excess snow removal or other similar, unexpected costs.

Major account balances at the end of August were:

- Long Term Reserve (LTR): \$10,777.31
- Short Term Reserve (STR): \$6609.28
- Investments (CD's + LTR): \$100,034.69

Cash Disbursements

Rear Porch Support work was done in late June or early July, but bill did not come until August.

Multiple roadway bulbs replaced by Essential Maintenance.

Successfully got rid of flying squirrels. Confirmed by resident. \$500 well spent.

Action Items

- ***Kevin purchase a CD for Long Term Reserves with the \$6000 check provided by Ray.***

Old business

Ray provided status updates on the following projects.

Carpentry work

None.

Roof leaks

Only currently pending item is 47-3's painting to repair stain. Ray contacted resident. Owner wants to paint it himself. We agreed to pay \$800 toward the cost.

Lighting grant

Ray called Liberty Utilities before the annual meeting in August. Ray was told that they're reviewing the situation because of the change of ownership (from National Grid). They promised to get back to Ray in 30 days.

Ray called again yesterday. The guy he was dealing with is no longer there. However, his replacement said that he had our proposal and was in the process of reviewing it, but they are doing repeat site visits. Ray told him that we are still very interested, have provided much info, and are anxious to move ahead. They promised to get back to Ray within 2 weeks to schedule a day to visit the property. They will check all fixtures and meter locations.

The big challenge remains finding Energy Star-approved LED fixtures that Liberty Utilities agrees have that approval. Every single fixture needs separate approval by Energy Star organization. Ray will ask them to provide a list of approved fixtures.

We can use a local contractor to install.

Action Items

- ***Ray follow up with Liberty Utilities to move lighting grant application forward.***

Tree work, beavers, and other

Ray: No money in budget for trees? We have a list of work to be done, but he was not sure which ones we want done.

Mary Jo: We've gone over this before. We postponed doing 29 and 7 Mastro so that we could do other areas. Tree behind 25 needs to come down. Trees between 25 and 27 are overgrown and dying. Trees between 27 and 29. Question of whether or not we put a metal cable to shore-up the big oak.

Ray remembered \$750 worth of work approved in the past. He found details in board meeting minutes from May of this year. Fox Tree did exactly the work cited in the minutes. This was after the May 2012 meeting. The June meeting minutes list areas next to consider.

It was unclear to Ray whether the work discussed in June was approved.

Action Items

- ***Mary Jo read through past Board meeting minutes to see what we decided, so that we can discuss it productively at the next meeting.***

Kayak and boat tags (removal of untagged items to guest parking lot)

There are 6 kayaks with no tags. Many look very similar to each other.

One owner contacted Ray asking not to take her boat away because she had purchased a tag but could not find it. Ray provided a new tag to her.

A couple of other residents asked for new tags.

Mary Jo noted that there is a kayak at unit 13-2 sitting on a gas tank.

Action Items

- ***Ray get price quotes from Degrassi and/or Essential Maintenance (Jim Shibles) to have the untagged kayaks, canoes, and boats removed.***

Road Grading (do we want more done? Concrete or blacktop barrier?)

Rob: The contractor was here today while it was raining hard. Water is no longer running down stairway. Problem is now on right hand side where pavement stops, discharging water and creating gully. Contractor noticed that there is still a small amount of erosion, and asked for approval to bring another load of stone to add another layer to push the water into the ditch. Previous work filled swale and water now sheets across most of road, but doesn't make it all the way across the road.

Ray: Probably need to dig a ditch on the side of the road to collect the water so that it doesn't back up onto the road. A storm drain may help. Water currently forms a pothole at the edge of the pavement.

Mary Jo: Drain between buildings 7 and 11 was opened up in a past year, at large expense. Can't even find it now. Probably completely clogged. Purpose was to prevent erosion on hill.

Kevin: Suggest a granite/concrete curb along the edge of the parking area, to route the water.

Kevin: We budgeted \$1500 for road improvements, and we're already at \$1450. We'd have to take funds from other line item. Grounds & Landscaping or Roof Raking are probably the only appropriate areas.

The Board approved up to \$800 for another load of stone and further grading, to be taken from Grounds & Landscaping.

Action Items

- ***Ray inquire about costs for 1) adding another load of stone to improve the grading, 2) digging a ditch to collect water along the uphill side of Landing Road, 3) adding a storm drain, 4) adding a concrete or granite curb to channel water along the parking area on Landing Road.***

Retaining wall between porches

Ray spoke to contractor (Diversified Entrance Systems) recently. Unit 11-2 (Scott's) is the most suspect.

The contractor checked several retaining walls with a level, and they are all perpendicular. There may have been some shifting from frost. He will not charge us the expected \$500 for excavation, but will fix 11-2 at \$1800 (jack up porch, remove steps, excavate around existing retaining wall, install concrete thrust block to join existing building foundation with the free-floating retaining wall). Detailed quote provided in packet from Ray.

Scott: Does this need to be fixed? Doesn't seem urgent. Porch seems stable and level.

Ray: Over time, the steps have been shimmed to make them level. Footings must have sunk over time, due to frost.

Mary Jo: Do we have \$1800 for this?

Kevin: No, but we've used nothing from Grounds & Landscaping.

The Board decided to postpone any such repairs and revisit this in the Spring.

Report on list of repairs called into Moseley this month

Ray will e-mail the list to board members tomorrow.

About ½ dozen items were brought to Ray's attention during the past month.

Unit 43-2 draining concerns were reported after the annual meeting in August. Water is collecting in front of the unit; 2-3" deep. Grass and gravel are forming a dam above the drainage ditch. The concern is freezing in winter. Ray will ask Degrassi to make changes to direct the water away.

Moss on roof of 7-1. Essential Maintenance (EM) cleared this on building 29 in about 4 hours. Board approved Ray to hire EM to do this on 7-1.

Rob: Mice in his building (37-2, but in-between him and Byrnes) is not on Ray's list. Rob will call Moseley to officially report it.

Action Items

- ***Ray e-mail list of owner-cited issues to Board members.***
- ***Ray instruct Degrassi to clear drainage blockage in front of unit 43-2.***
- ***Ray instruct Essential Maintenance to clear moss from roof of unit 7-1.***
- ***Rob file report about mice in building 37.***

Issues with Arthur Day's tenant (47-1)

Arthur Day has called Ray 2-3 times to debate the sewage bill for the blockage a few months ago. The Board decided previously that the owner is responsible.

Mary Jo: Discussed this with Arthur Day, and agreed with some of Arthur's points.

Ray: Moseley documented their visit when the tenant was home but would not answer the phone. The tenant called later and said that she saw Moseley, but claimed that she didn't know that she should let them in. That tenant has a pattern of not cooperating; agreeing to be available at a specified time and not being there. Tenant claimed that Moseley worked on building next door, not hers. Tenant complained about paying to flush other people's pipes (5 hours of labor, including first response). Ray said that he mobilized contractors immediately and they got there quickly.

Ray read through the itemized timeline of actions by Moseley: \$331 billed by Moseley for 4.5 hours and parts (overtime rates due to off hours); second incident billed for 5.5 hours by 2 guys (Moseley), fully documented.

Ray said that he checked adjoining residents for similar plumbing problems, and none had any.

The Board agreed to bill Arthur Day for 1/3 of the cost for the flushing of the line (plus the work done specifically for his unit), and cover the remaining 2/3 of the line flushing cost from the association budget (preventive maintenance).

Arthur Day called Ray today about the chimney fire months ago. His insurance company refuses to cover it because they claim that the chimney is owned by the condo association. They claim that the surface of flue inward belongs to the unit owner; outward belongs to the

association. Need is to replace flue at \$3500-4700. Ray asked for repair quotes so that he can submit them to our insurance company. We don't want to be stuck with the cost.

Mary Jo: Tenant never reported it to owner (Arthur) or association, to her knowledge.

Ray will check whether owner or tenant reported damage on quarterly problem report form.

Mary Jo: If owner did report problem, was it reported within 1 calendar quarter? If not, then no association liability.

Ray has to report to this to the association's insurance company no matter what, even though we don't have a formal request yet. Need date of incident and fire department report. Ray has nothing from Arthur or the Town of Enfield for this.

Action Items

- ***Ray bill Arthur Day for 1/3 the cost of flushing the sewage line for building 47, plus costs for work done specifically for Arthur's unit.***
- ***Ray check whether unit 47-1 owner or tenant reported fire damage on quarterly problem report form.***
- ***Ray file a claim with our insurance company.***

Condo documents regarding pets

Mary Jo: Few owners seemed in favor of changes at annual meeting. Not in favor of changing the rules. Slippery slope. Doesn't want hassles of policing tenants and guests; very difficult to manage.

Rob: No one seemed to care at annual meeting, one way or the other.

Kevin disagreed.

The three proposed rule changes were further discussed, as described below.

Allow tenants to have pets, subject to same rules as owners:

- Mary Jo noted that the tenants in 45-3 have a dog.
- Kevin doesn't see any need for differences between tenants and owners with respect to pets. Every unit with a pet should have that pet registered with the association.
- Mary Jo: We already have too much trouble getting updates for owner and tenant changes.
- Rob agreed that tenants should be allowed to have pets, if their unit owners allow.
- Alan: Need a system of fines for violations. Doesn't seem that hard to police. Rules already cover which types of pets are allowed.
- The Board voted on whether to allow tenants to have pets at owner discretion:
 - Rob made motion.
 - Alan seconded.
 - 4 voted yes.
 - Mary Jo voted no.

Action Items

- **Scott update official association rules document to allow tenants to have pets at their unit owners' discretion, subject to the same rules as owners.**
- **Scott add other rule changes approved at annual meeting.**
- **Mary Jo send list of other rule changes to Scott for incorporation.**

Allow guests to bring pets while visiting:

- Kevin is torn. Doesn't want lots of pets coming to a unit, but does have friends who come hiking and want to bring their dogs. Don't want dogs to have to stay in car while Kevin spends time with friends in his unit.
- Alan: Day visitors should be able to bring their pets. Use fines to control behavior. System should allow people to file complaints and residents should be informed that serious fines will be incurred for infractions.
- Mary Jo: Likes dogs, but visiting guests shouldn't assume that they can bring their kids, dogs, etc. Several incidents this summer where people called her to complain about dogs in swim area. Residents wanted her to enforce rule because they didn't want to confront neighbors. She worries that the same thing will happen with guest pets, and doesn't want to chase guests to figure out who they are visiting.
- The Board decided to table this discussion until a future meeting.

Allow more than 1 dog per resident:

- Would require a change to the bylaws. Long, involved process, requiring 2/3 of owners to approve.
- Kevin made a motion to not change the bylaws to allow additional dogs per unit. Rob seconded. Motion carried unanimously.

Discussion of Gary Best's proposal

The Board decided to table this topic until its next meeting.

Clean up date flyer: has it been sent?

Ray: It will be mailed soon, along with the monthly bills. Copies will also be e-mailed and hand-delivered to all doorways.

New Business

Date for dock removal: reminder to owners

The state will lower the water level on Mascoma Lake on October 8. All boats should be removed by that date to prevent being grounded.

Action Items

- **Ray send a notice to all registered boat owners about lake drawdown on 10/8 and recommending removal prior to that date.**

Website changes: update of plan

Scott initiated an e-mail discussion yesterday among those who expressed interest in this topic at the annual meeting. He hopes to have recommendations in a month or two.

Rule violations on grounds

Mary Jo wants Ray to make note of violations that he notices while on the grounds, such as kayaks on decks. Ray's understanding is that actions should be initiated by issues being brought to the Board's attention by other residents.

Mary Jo thinks that everyone on the Board should walk the grounds regularly. She does this every other weekend.

Next meeting date

Tentatively October 17, but Ray has to check his schedule. Alternates are 16th or 18th.

Action Items

- ***Ray confirm October 17 for next meeting, or propose alternate date.***

Closing

Motion to adjourn by Kevin.

Seconded by Scott.

Meeting adjourned at 9:15.