

Minutes of SLCA Board of Directors Meeting

May 29, 2013

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Opening

Meeting called to order at 7:04.

Present:

- Mary Jo Mulligan-Kehoe (President)
- Kevin Albert (Treasurer; arrived at 7:06)
- Scott Gilmore (Secretary)
- Rob Davidson
- Alan Nadel (via telephone)
- Ray Stanford (Property Manager, Moseley Associates)

Absent:

- None

No non-Board owners present.

Minutes from Previous Meeting

Approved a few days after the previous meeting via e-mail, and posted on website shortly thereafter.

Financial Report

Ray walked the Board through the monthly financial report. The main balances at the end of the prior month were as follows:

Item	Annual Budget	Current Period		Year-to-Date		
		Budget	Actual	Budget	Actual	Variance
Operating Surplus	1,239.00	2,740.75	4,190.65	3,763.00	13,973.99	10,210.99
Short Term Reserves	(839.00)	0.00	21,196.15	0.00	21,196.15	21,196.15
Long Term Reserves	(1,220.00)	1,148.33	7,519.63	4,593.36	7,519.63	2,926.27

Item	Amount
CD's Invested	103,121.29
Long Term Reserves	7,519.63
Total Capital Funds	110,640.92

Details can be found in Moseley's full monthly report. Following are highlights and discussion points.

We have \$7519.63 in Long Term Reserves available for investment.

Kevin moved that we authorize Moseley to move the budget line item for the 25% of Long Term Reserves to be part of Short Term Reserves for discretionary capital projects. Rob seconded. All 5 Board members voted in favor.

Our monthly electricity costs now include the amortization of the lighting grant.

Previous Action Items

- Ray put lien on 47-1 for unpaid sewer bill.
- Kevin formulate specific investment plan to be discussed and voted upon at next meeting.

Ray applied the lien on 47-1.

Kevin provided background investment information via email prior to the meeting. He met with a financial advisor who has worked with accounts similar to ours. The advisor recommended having 3 types of investments, based on timeframes:

- Low-risk savings accounts for funds needed in the 0-3 year timeframe.

- Modest-risk investments for funds needed within 3-5 years. These would have higher returns than the previous category, but would still allow access to the money (possibly with minor early-withdrawal penalties) if needed for unexpected emergencies.
- Higher-yield investments for longer-term funds (> 5 years). These would have higher early withdrawal penalties than the previous category.

We need to decide how much to put into each of the above categories, based on what we will need money for, and when we will need it.

One longer-term option is a real estate fund. These currently offer yields of about 6.5% (far better than our current CD's). Each fund has a limited number of investors.

The financial advisor's fees are based on a percentage of the principal invested.

The financial advisor can come to one of our Board meetings to discuss this further. Or, we can hold a special Executive meeting (Board less Ray) on a date when the advisor and most Board members are available. We discussed several upcoming dates when most Board members can be available.

Action Items

- ***Kevin contact Financial Advisor with possible dates for him to meet with us.***

Old business

Ray provided status updates on the following projects.

Lighting grant

Previous Action Items

- Ray investigate other, less-expensive fixture options.
- Ray get precise price quote from Defiance Electric for just stairs with LED lights.
 - Prior to the meeting, Ray forwarded a price quote and spec sheet (including picture) from Defiance Electric for the stairway lights.

The Board authorized Ray to proceed with the stairway lighting, as quoted by Defiance Electric.

Action Items

- ***Ray instruct Defiance Electric to proceed with the stairway lighting installation.***

Website changes

Previous Action Items

- Board members provide feedback on the list of ideas that Alan emailed during the meeting.
- Alan call potential vendors to get price quotes.

Alan researched and sent information via email prior to the meeting. The options are very inexpensive. Alan listed 4 good choices, along with descriptions. Alan needs feedback on them and a decision on which one to choose. All prices are introductory; longer-term prices range

from \$2-6/month. Alan feels that iPage looks like the best one for our needs, but we should consider the others. We would have to provide and update the content and set up the site, using their templates and technical support, but it doesn't appear to be difficult.

Kevin noted that getting such a website up and running could require a lot of work, even though the services are very easy to use. Alan offered to investigate and determine whether he can take this on. Or, maybe we can hire a Dartmouth or other student to do this for us at a low cost.

Rules update and fine assessment plan

Previous Action Items

- Mary Jo submit proposal to restrict allowable types of air conditioners.

Mary Jo's concern is that window air conditioning units can lower property values. A second concern is that improper installation can cause damage due to condensation dripping within walls or on exterior siding.

Mary Jo passed around copies of pages from the website <https://www.goductless.com/>. She recommended the "ductless mini-split" systems, such as those from Fujitsu (<https://www.goductless.com/company/content.jsp?cp=1200026>). These have an outside compressor unit and 1-4 indoor evaporator (blower) units, connected by small, copper tubes. Costs for the Fujitsu systems range from about \$880 to \$3000, plus installation, depending on capacity (BTU's).

Rob noted that the requirement for an outside compressor makes mini-split systems unsuitable for several of the lower condo units in SLCA. If window air conditioners are banned, those condo units would need to use portable indoor air conditioners, which Scott noted are very loud and inefficient.

The Board discussed timeframes for a potential ban on window air conditioners. It was recognized that owners who use window units would need sufficient time to purchase and install alternative types. (Ductless mini-split systems require professional installation.) Any such ban would take effect after this summer season, perhaps November 1st, January 1st, or May 1st.

The Board decided to take more time to consider the proposal, and to inform owners and tenants about the potential ban. The notification to owners and tenants will be as follows:

- It has been proposed that window air conditioners be banned. Although the Board has not yet decided on this, if you are considering purchasing an air conditioner, we recommend that you choose from one of the following options:
 - Ductless mini-split system
 - Portable indoor unit

Ray will expand the above descriptions in the notification, without specifying a make, model or installer.

Action Items

- **Ray notify owners and tenants about potential air conditioner ban.**
- **Mary Jo count number of installed window air conditioning units before next Board meeting.**

Unit 47-1 chimney issues

Previous Action Items

- Ray notify owner that: (1) The chimney must be repaired, removed, or made inoperable by May 1st. (2) The owner must immediately notify any tenants that the fireplace cannot be used until further notice. A copy of the notice should be sent to the Board.
- Insurance company claim and settlement with unit 47-1 owner.

Earlier today, Ray forwarded related email from SLCA's insurance broker, Goss-Logan.

Another insurance check is coming for \$4456.23. The total insurance reimbursement is now greater than \$5000. We are holding the funds from the previous insurance check in Short Term Reserves, because we have not seen any proof of work done to address the issue. These insurance payments cover only replacement of the chimney liner and carpeting.

New tenants are scheduled to move into 47-1 this coming Saturday, June 1st. The owner told Ray that he blocked-off the fireplace and put sign on it saying not to use it. The owner also had the new tenant sign an agreement to not light the fireplace. However, we do not consider this sufficient because it is a safety issue for them and their neighbors. Any use of the damaged chimney could result in serious injury and/or property damage to all residents and units in building 47. We have a responsibility to protect the residents and their property. We feel that the fireplace must be physically sealed off in a way that makes it impossible for someone to use it until it has been properly repaired.

The Board decided as follows:

- The chimney must be sealed before the tenant moves in this coming Saturday. It must remain sealed until repairs start. If this does not happen, the owner will be fined.
- The owner will not receive any of the insurance money until the work has been done to appropriate standards. He is responsible for our \$2500 insurance deductible, so his reimbursement will be less that amount.

The severity of fine should be greater than our normal amount, which is intended for minor infractions like dogs not on leashes. This is a serious danger to people and property. The fine should be commensurate with the seriousness of the violation. The SLCA rules allow us to fine up to \$100/day for endangering others.

During the meeting, Mary Jo forwarded (via email) a document that defines the procedures and rules for fines. However, it is missing a page.

Action Items

- **Mary Jo contact Dennis Fuchs for original document which defines procedures and rules for fines, then forward that document to Scott.**
- **Scott, upon receipt of above document, append contents to official SLCA Rules and post updated Rules document on SLCA website.**

At 8 PM, the owner of unit 47-1 phoned into the meeting to discuss the matter, as previously arranged. Following is a summary of what was stated during the phone call:

- Board: No one may occupy the unit until the chimney has been appropriately sealed or repaired. If the tenant takes occupancy on Saturday, June 1st, as planned, and if the chimney has not been appropriately sealed or repaired, a \$100 fine will be assessed. If the chimney remains unsealed and unrepaired by the following Wednesday, June 5, fines will accumulate at a rate of \$100/day until done.
- Owner: The insurance company is supposed to get the repair quote this week, and will send a check to SLCA. He will then get the contractor started. The insurance company has been working with Enright Masonry of South Royalton, VT. Enright Masonry is subcontracted by Kelleher Construction of Enfield. Repair work will start on Monday.
- Board: You must completely seal the fireplace if repair work does not start this week. The tenant cannot move in if it is not sealed off. It must be sealed such that no one can get into it to start a fire. We will hold the insurance money until the contractor provides an invoice, then Moseley will pay up to the amount that we received from the insurance company. If the repair work is not started by Saturday and the fireplace is not sealed to the satisfaction of Board, you will be fined \$100 on Saturday. You will then have until Wednesday to have the fireplace sealed or the chimney repaired, and if not done by then, you will be fined \$100/day from Wednesday onward.
- Owner: Questioned the fining procedure and justification.
- Board: Explained that safety is the main issue. Explained that the SLCA rules define procedures and a schedule for assessing fines for violations.
- Ray: Explained that the insurer wants repairs to proceed before determining the full amount of coverage. The insurer needs the contractor to determine whether a new lining will be enough.
- Owner: Committed to have the fireplace sealed by Saturday. He will call the contractor(s) tomorrow morning and have it sealed by Saturday. He will inform Ray when it has been sealed, then Ray will inspect it and take a photo as proof.

Beach sand

Ray investigated further and confirmed that we cannot make an application until Fall 2014. Based on current recommendations and philosophy, NH DES strongly recommends that we “perch” our beach. A “perch” is much like a retaining wall. This would reduce sand erosion to almost nothing. We would be able to fill sand behind the “perch” to refurbish the beach.

Action Items

- **Ray investigate costs of perch for beach.**

Spring/summer projects

Spring clean up

Was scheduled for Saturday, April 27, but Mary Jo was the only one to show up.

Trees/landscaping for units to be painted

Fox Tree Service was notified to begin the work on the trees which it previously tagged. The work was scheduled to begin by the end of May, but weather and downed trees delayed it until the first 10 days of June.

Walkways

Previous Action Items

- Ray will do some Internet searching for flexible edging for curved walkways.

Ray has not had time to gather the above information.

Mary Jo discussed ideas with Jim Shibles. Jim referred her to a yellow house on Bridge Street with a walkway made from granite pieces. Mary Jo looked at that walkway and liked what she saw. Jim said that doing our walkways like that house would cost about double Jim's previous proposal, i.e., about \$600 per 30' walkway.

Kevin suggested a hardpack base with grass in-between the granite stones. Mary Jo prefers gravel over grass in-between.

We need to make a plan, including a design (grass or gravel between stones) and a schedule for doing the walkways. One option is to do them as we paint the adjacent buildings.

We will discuss this further at our next meeting.

Price from Jim Shibles re: gravel drip edge

Ray instructed Jim Shibles to proceed with the work for the buildings to be painted this year (\$250-300/building).

Pest control

Done.

New Business

DeGrasse landfill

Mary Jo expressed concerns about the debris that DeGrasse has been dumping behind the upper Visitor Parking lot. It could eventually fall down into the stream below and cause environmental problems.

Ray noted that our current contract with DeGrasse does not specify what should be done with lawn clippings, leaves, and other debris.

Ray recommended running the debris through a chipper or mulcher to shred it and speed decomposition. We also discussed the possibility of building something to compost the debris, and that we could possibly give the compost to the Shaker Community Garden.

Kevin noted that owners in Building 25 complained about trees that had been cut and thrown 5' into the woods, and gravel pushed up against it. This seems have been done by DeGrasse.

Action Items

- **Ray investigate options for the DeGrasse debris: cart it away, shred it, build a composting "crib", etc.**
- **Ray instruct DeGrasse to clean up branches and gravel next to Building 25.**

Wood pile at unit 29-1

Maro Jo noticed a wood pile under the unit's deck, up against the building. This is in violation of SLCA rules requiring that wood piles be a specified minimum distance from buildings.

Action Items

- **Ray notify tenants of wood pile violation, and invite them to next Board meeting or else be assessed a fine.**
- **Ray have copy of current SLCA rules signed by owner and tenant.**
- **Ray send note to owner reminding owner of repeated violations by current tenants: dumped sofa in front of dumpster, inappropriate parking, parking of unregistered car, wood pile on deck.**

Varin billing

Former owner complained about being billed for dues after no longer owning unit. Former owner claimed that ownership was transferred on December 12, 2012.

Ray does not think that December 2012 is the correct date. They may have moved out by then, but transfer of ownership did not happen until about March. They owe SLCA for dues until that date.

Action Items

- **Ray determine correct date for transfer of ownership and then bill parties appropriately.**

Theft

Personal property was recently stolen from an owner's deck. An expensive LED light bulb had been stolen from the mailbox area a few months ago.

The tenant in 37-3 claimed that its kayak had been sold by SLCA to another resident, when the unregistered kayaks were removed from the racks last year and offered for sale (after multiple email and paper notices to all residents). It was noted that this same tenant was repeatedly in violation of the SLCA rules by having its kayak on its deck for many months, before finally moving it to the racks without registering or paying for it.

Action Items

- ***Ray send email and a paper flyer alerting owners and tenants about recent thefts, and asking everyone to be vigilant. Also include in that same email/flyer information about the possible air conditioning decisions and the recent policy change to not charge fees for storage of kayaks and canoes on the SLCA racks.***
- ***Ray check records for past kayak registrations for unit 37-3.***

Upcoming Board member elections

Both Kevin's and Rob's Board positions are due for re-election this year. Neither of them is currently planning to run for re-election.

Next meeting date

Monday, June 17, 2013, at 7pm.

Closing

Motion to adjourn by Kevin. Seconded by Rob. All agreed.

Meeting adjourned at 9:32.