

# Minutes of SLCA Board of Directors Meeting

March 12, 2014

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## Opening

Meeting called to order at 7:04 PM.

Present:

- Mary Jo Mulligan-Kehoe (President and Acting Treasurer)
- Scott Gilmore (Secretary)
- Ray Stanford (Property Manager, Moseley Associates)

Absent:

- Alan Nadel
- Sandy Orr
- Jeanne Childs

Due to many schedule conflicts, we were unable to find a meeting date when all Board members were available. We had to schedule the meeting on an evening when Alan was not available. Bad weather prevented Sandy and Jeanne from attending.

Non-Board owners present:

- None

## Minutes from Previous Meeting

Previous Action Items

- Scott resend January minutes to Board members.
  - Done.
- Board members review and approve January minutes by email.
  - Done.
- Scott post January minutes on new SLCA website.
  - Scott does not have permission to post them on the new website. Sent them to Alan for posting, but not posted yet.

The February minutes have not yet been approved by a sufficient number of Board members (need at least 3). Scott resent them to all Board members shortly before this meeting.

### Action Items

- **Board members review and approve February minutes by email.**
- **Alan or Scott post approved February minutes on SLCA website.**

## Financial Report

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

Operating and Reserve Funds:

Item	Annual Budget	Current Period		Year-to-Date		
		Budget	Actual	Budget	Actual	Variance
<b>Operating Surplus</b>	1,865.17	454.24	2,031.90	2,591.57	5,698.84	3,107.27
<b>Short Term Reserves</b>	(9,999.00)	0.08	24,754.39	0.20	24,754.39	24,754.19
<b>Long Term Reserves</b>	(798.52)	1,183.46	7,302.86	2,366.88	7,302.86	4,935.98

Capital Funds:

Item	Amount
<b>CD's Invested</b>	118,014.99
<b>Long Term Reserves (cash ready for investment)</b>	7,302.86

<b>Total Capital Funds</b>
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125,317.85
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Details can be found in Moseley's full monthly report. Following are highlights and discussion points.

The balances are good, with operating expenses almost \$5700 below operating income.

There were recent problems in units 43-2 and 43-3 with sinks not draining, though toilets were flushing. Sterns Septic was brought in and discovered that one of the two lower tanks was full of grease. They cleared that tank, plus the line to the second lower tank, but the sinks were still not draining. Jim Shibles contacted Roto Router, paid them approximately \$250 cash (out of pocket) to get them to come out, and they cleared the lines. The total expected cost for these unbudgeted repairs is expected to be \$1500-2000. In the process of investigating, they discovered that the previously-unknown pump in unit 43-2 is a septic lift pump, because one of the bathrooms in that unit is below the septic line level.

We have over \$7300 in cash to invest in CDs. CD rates are currently very low. We should investigate whether we can get higher rates if we invest in chunks larger than \$6000. We have \$18,000-\$30,000 maturing each year, but broken into \$6000 chunks. When the 4 CDs mature in May-June 2014, we can invest the resulting \$24,000+ in a single CD which will mature in 2018, or possibly split it into halves maturing in 2018 and 2019. Mary Jo will investigate the options. We will postpone investing another \$6,000 until we have the results of Mary Jo's investigation.

The Short Term Reserve surplus balance continues to include approximately \$8000 for the pending insurance claim for unit 47-1.

#### Previous Action Items

- Mary Jo rent safe deposit box at Service Credit Union or Lake Sunapee Bank.
  - Service Credit Union does not have safe deposit boxes. Lake Sunapee Bank does, but Mary Jo did not yet rent one because another Board member may need to be present and she did not know which Lake Sunapee branch would be most convenient for the other Board member.
- Scott bring Secretary file box to next Board meeting.
  - Done.
- Ray file signed tax return.
  - Done.

When Mary Jo submitted the account ownership change forms to Service Credit Union (to replace old Board members with new ones), she was told that the other Board member(s) must be present. She was also told that she needs letters from current account owners whose names are to be removed (Penny and Kevin), granting permission to do so. Scott agreed to meet Mary Jo at the Service Credit Union branch at DHMC on Friday, March 28, at 3 PM, to change the account ownership.

If another Board member is needed to rent the safe deposit box, Mary Jo and Scott will go to Lake Sunapee Bank in Centerra Park after signing the documents at Service Credit Union.

### ***Action Items***

- ***Mary Jo investigate best way to invest maturing CDs.***
- ***Mary Jo obtain letters from Penny Edwards and Kevin Albert to remove them from accounts at Service Credit Union.***
- ***Mary Jo and Scott sign account ownership documents at Service Credit Union.***
- ***Mary Jo determine whether second Board member is needed to rent safe deposit box at Lake Sunapee Bank.***
- ***Mary Jo rent safe deposit box at Lake Sunapee Bank, with Scott if needed.***

## **Old business**

### ***New website***

We could not schedule the meeting when Alan was available. We will get an update from him next month.

Scott noted that the website does not yet appear to have a Board-only section, and that he has been unable to upload documents (such as Board meeting minutes) to the new website.

### ***Action Items***

- ***Alan ask Ashley to add Board section to website.***
- ***Scott send Board-only content to Ashley for posting.***

## ***Status of repairs***

### **Unit 47-1 flue repair**

Previous Action Items

- Mary Jo notify owner that we haven't received anything from Kelleher.

Mary Jo provided a document from the contractor, Jim Kelleher, to Ray. It does not appear to be sufficient documentation for us to reimburse him for the repairs. We need a detailed itemization of the costs.

Jim Kelleher told Mary Jo that the gas fireplace installation was done, but it has yet to be inspected. That is also Ray's understanding. We need proof of inspection before we can reimburse for the repairs. Because the owner contracted Kelleher directly, we should reimburse the owner and then the owner should pay Kelleher.

### ***Action Items***

- ***Mary Jo refer unit owner's insurance agency to Ray and make sure that unit owner paid association's deductible.***
- ***Ray obtain proof of inspection from Kelleher.***
- ***Mary Jo call unit owner to confirm that work was completed to her satisfaction.***

- ***Ray provide reimbursement check to unit owner after above have been done.***

## **Unit 7-2**

Previous Action Items

- Ray ask Jim Shibles to investigate 7-2 leak.

Jim performed the repairs.

## ***Rule Violations***

### **Unit 35-2: soot**

Previous Action Items

- Ray ask 35-2 owner again for update on soot problem.

The owner notified Ray that he had Irving Oil coming back again to adjust the furnace. Ray did not receive an update from the owner after the adjustments. We may need to take action if the owner is not.

Mary Jo noted that there is still soot on the outside of the building.

Scott commented that repeated attempts by Irving Oil to address a similar soot problem at his unit were unsuccessful. He eventually contacted Dale Hammond, with good results.

#### ***Action Items***

- ***Ray contact owner for status update, and recommend Dale Hammond if Irving Oil is not solving problem.***

### **Units 35-3 and 37-3: chimney extensions**

Letters were sent to owners. One acknowledged receipt.

#### ***Action Items***

- ***Ray follow up with owners to make sure work is done.***

### **Units 37-1 and 43-3: brown streaking on interior walls**

Ray believes that this is due to attic condensation, as discovered recently in another lower unit. Our hope is that the Reserve Study will identify locations with insufficient insulation, which we can then repair.

### **Repair of gas tank enclosures**

Lattice needs repairs at some units.

#### ***Action Items***

- ***Mary Jo walk grounds to identify affected units.***

## ***New investment plan***

### Previous Action Items

- Ray ask Eric Jansen for new copy of report on signed, dated, letterhead.
  - Contacted him, but not received.
- Ray ask Eric Jansen for financial planner recommendations.
  - Contacted him, but not received.

### ***Action Items***

- ***Ray ask Eric Jansen for financial planner recommendations and copy of report on signed, dated, letterhead.***

## ***Reserve study***

### Previous Action Items

- Ray request sample reports from all 3 vendors, then send them to Board members.
  - Received from DKM Consulting and Right Track, but not Ralph Noblin.
- Board members read proposals and sample reports, and send feedback to Mary Jo via email.

We still need a sample study report from Ralph Noblin. He provided lots of other information, such as a price quote, a resume, and a list of past clients. We have sample study reports from the other vendors.

Mary Jo was impressed by the thoroughness in the sample reports from DKM Consulting and Right Track. Ray noted that Right Track creates very, very detailed reports with lists of ages, conditions, etc., for all items. Right Track's reports are more detailed than DKM's. On the other hand, DKM's reports are more understandable by non-experts, such as unit owners. Ray cited examples of DKM reports being given to all owners in other associations, which helps everyone understand the status and future needs. Scott suggest that we could go with Right Track to get all of the details, and ask them to include an owner-friendly summary that we could distribute to all owners.

Ray is confident than any of these 3 vendors can do a good job for us. We should choose based on what we want to do with the information. Ray knows that DKM and Right Track do not tack-on extra costs during the inspections, as some vendors do. Ray has no direct experiences with Ralph Noblin.

## ***Septic holding tank locations***

Through Jeanne's and Mary Jo's efforts, we have learned a lot about the septic system. In the spring, Brother Claude (of La Salette), Kevin O'Reilly, Patrick Pallitroni, Ray, Mary Jo, and someone from Sterns Septic, will walk the grounds together to confirm the septic tank locations.

## ***Spring/summer projects***

### **Septic system**

#### **Previous Action Items**

- Ray check PVC drain pipe on lower lawn.
  - Waiting for spring.
- Ray find or obtain quote from Sterns Septic to inspect system.
  - Waiting for spring.

### **Replacement of lower steps**

This has become a safety issue. The stringers have become weak, making the stairs somewhat “soft.” We are concerned about wood rot. Ray recommended that we replace the wood with something more permanent, such as concrete or granite. Mary Jo noted that these may cost more than we can afford.

#### ***Action Items***

- ***Ray ask Jim Shibles for price quote per set of stairs.***

### **Compost bin**

#### ***Action Items***

- ***Mary Jo meet with Jim Shibles to determine size of compost bin.***

### **Lighting**

In the first phase of our lighting renewal project, LED lights were installed on the stairs to the lower units because that was the top safety priority. The next step is to extend the new LED lighting to other parts of the property, such as Landing Road.

Mary Jo noted that we have rotting posts in several locations, and suggested that we start by replacing those rather than doing a particular section of the property.

#### ***Action Items***

- ***Mary Jo walk property and note which light posts are badly in need of replacement.***

## **New Business**

### ***New repairs reported to Moseley***

The septic blockage in building 43, discussed above, was the only significant item.

### ***Unit 7-1 exterior lighting***

The owner reported to Mary Jo that the tenant in his lower level sub-unit has fallen several times. The owner requested that we add exterior lighting, or grant him permission to do so. Mary Jo responded that the owner can install exterior lighting (preferably triggered by motion detectors), but must submit a plan to the Board for approval.



### ***Next meeting date***

With only 2 Board members and Ray present, we could not finalize the next meeting date. Based on the calendars of those available, we proposed either Thursday, April 10<sup>th</sup>, or Tuesday, April 15<sup>th</sup>, at 7 PM, in unit 7-2. We will choose the date which the most Board members can attend.

### **Closing**

Meeting ended at 8:54 PM.