

Stone Terrace Condominium Association

c/o Sentry Management Corporation ♦ 660 Harvey Road, Manchester, NH 03103 ♦ (603)626-6060

ANNUAL MEETING MINUTES

Monday, October 7, 2019

Meeting Minutes added in blue. This document is considered a draft until approved at the 2020 Annual Meeting – C. Cavanaugh, Secretary

6:30 p.m. Roll Call

The meeting was called to order by Maureen Gilman – Sentry Mgmt.

I Recitation of Proof of Notice of Meeting

The Annual Meeting of the Stone Terrace Condominium Association took place at the Manchester City Library at 405 Pine Street and the following attendance percentages were calculated and offered by Maureen Gilman: 19.00% of unit owners were present and 13.68% of unit owners were present by proxy bringing the total to 32.68% thus achieving a quorum.

II Reading of Minutes of Preceding Meeting

October 15, 2018

Unit owner 245-211 made a motion to waive reading of the minutes, unit owner 245-311 seconded and the proposal was unanimously approved.

III Report of Board of Directors

1. President's Summary

The following remarks were offered by Ron Gomes, President:

Good Evening ... Thanks to all of you for being here at our Annual Meeting. For those of you who don't know me, my name is Ron Gomes. I am completing 3 years on the Board, the last 2 years as President.

Stone Terrace has been and continues to be a desirable place to call home. The Board takes great pride in **maintaining** our property structurally, mechanically and visually. Being consistent in following the Stone Terrace Declarations, By-Laws and Rules & Regulations is critical while also maintaining **transparency** in our actions and decisions.

As in prior years, **routine accomplishments** were carpet cleaning, garages swept and power washed, vent cleaning for laundry rooms, grounds fertilized, mowed, mulched and swept. Trees and bushes trimmed. Maintenance and inspections of our heating, fire alarm, fire sprinkler systems and emergency generators.

Last fall we encountered a unique situation. A **flying squirrel** entered a third floor unit in building 265. Critter Control of New Hampshire investigated the situation and discovered that the squirrels were accessing the attic through the rear side of building due to many cornice corner and trim gaps. One-way traps were installed and gaps were sealed. This was an unexpected expense of \$7600. We did have the attic of building 245 inspected with no signs of any animal entry.

The **dry valves** for our fire sprinkler systems in both buildings were replaced. This was necessary in keeping our systems functional and up to date. \$12,600.

Fire Alarm System ... the **central radio box** was replaced due to the transmitter dying and the age of existing box. With the new box not capable of transmitting over 1 watt of power due to Federal FCC regulations, Manchester Fire Dispatch was not receiving a good signal on their end. To correct this, the existing antenna in

attic of building 265 was replaced with a **new antenna** mounted on rooftop elevator shaft. This allows direct signal to the Manchester Fire Dispatch. \$8700

Pool Work ... removal of 900 sf of old **concrete pool deck** and replacing in kind with a lineal drain. Pool prep and two coats of paint. A new cartridge pool filter. \$40,200.

On front side of both buildings, we have 2 **run off areas**. After each rain storm, the mulch ended up in our roadway. The mulch was replaced with 4 to 8" round natural stone. This permanent fix increases curb appeal and prevents erosion. **Aluminum edging and round stone** was placed under the fence surrounding pool pad. Two **replacement shrubs** were planted near main entrance to building 265 where existing white birch trees were removed several years ago. \$4400

The 3rd floor hallway ceilings in both buildings are drywall and had several cracks due to expansion / contraction. **Expansion joints** were installed to alleviate this problem. The north hallway ceiling of building 245 was repaired.

The wooden structures surrounding both dumpsters have been scraped and repainted. Interior doors to garages were repainted. Common areas in both buildings were touched up and repainted as needed. \$4600

The **appeal** to Superior Court by the developer of a **gas station** proposed for 55 Edward J Roy Drive that was denied by the Planning Board was heard on September 10th. A decision is expected later this month. The Association is currently not a party to the action.

In the process of installation are **9 Commercial Fiberglass Door's**. They will all have kick plates and panic bars with all finishes being brushed stainless steel. This is not only for aesthetics but for the safety of our residents. \$18,100.

Pavement crack sealing was actually scheduled for today with a rain date of October 11. The process involves torching all cracks, clean and dry, melting a 375 degree F polymeric modified rubber and dusting with a coal slag sand. \$3100.

Future Needs and Desires New pool patio furniture with more lounge chairs. Landscaping work around perimeter of buildings removing existing composite boards and installing aluminum edging and replenishing crushed stone. This is costly and will be done in sections.

I'm sure you've noticed **Granite State Plumbing** trucks at our complex somewhat regularly. They are repairing leaks, replacing valves and doing regular maintenance on our heating and water systems. You will also notice **Mammoth Fire Alarm** trucks here at our complex somewhat regularly. They do the yearly inspections of our Fire Alarm and Fire Sprinkler Systems. They also respond to alarm trouble calls and perform any needed maintenance to those systems. Please be diligent in immediately notifying Sentry Management of any **moisture / water stains** in your unit and in common areas. Sentry will determine the source of moisture and plan of action.

In closing, I wish to acknowledge and thank Vice-President Paul Martineau, Treasurer Pam Saidla and Secretary Catherine Cavanaugh along with Maureen Gilman and her crew from Sentry Management. Being a pro-active Board in a sizable complex such as ours is a big responsibility that we take very seriously. I am very appreciative of all of your efforts.

The Board wishes to thank you, our Homeowners for your support. Maintaining and upgrading your Units is encouraged and appreciated. Working together, our Community of Stone Terrace will continue being a desirable place to call home.

2. Financial Statement

The following remarks were offered by Pam Saidla, Treasurer:

Good Evening everyone

My name is Pam Saidla and I am a homeowner at Stone Terrace. I was first elected to serve on the board in 2011 and as you know, I am on the ballot for another two years.

Management of a condominium community is much like a democratic government in a small town or village. The budget process is very similar, whether it's fees or taxes being collected. As we would like to have in government, financial management is a transparent system based on GAAP (generally accepted accounting principles.)

The best run condo associations are those that have good property managers and have at least one board member with an acute understanding of finances.

Although recently retired, I was a corporate controller much like a CFO, for over thirty years for small and medium size companies. A condo association is basically run like a small business, and its primary role is to maintain the property, control cash flows, & preserve value.

Community associations are microcosms of democracy, run by an elected board of volunteers trusted to make good decisions on behalf of the community as a whole. Boards make the call on every large and small issue for their constituency.

There are few things upon which most people agree, but a general dislike for paying more today for something that cost less yesterday is pretty universal. But like it or not, the reality is that major building systems wear down, natural disasters happen, and the environment around a property changes over time. All of these will eventually mean an increase in what each individual owner must pay in order to keep the community solvent and well maintained. Fortunately this is not the case for us now as our monthly fees of \$310/per month will be staying the same for 2020. This will be our sixth year without an increase!

If you have taken a look at the financial statements, you know we are doing well and our capital reserves are at a healthy balance through August of this year in the amount of \$483,228.

This may sound like a lot of money, but I would like to state as I have in the past, the following information which demonstrates how quickly it would be used:

When the time comes to replace the roofs on all three buildings, in today's dollars, the cost would be around \$300,000 and that assumes the sheathing is in good shape. The average life of a roof is 20-30 years. The roofs are inspected each year and so far appear to be in decent condition.

If we need to replace a heating system the cost would run \$75 - \$85,000 dollars per boiler room at 245 & 265. The clubhouse would cost \$10-\$12,000.

The average life expectancy of gas water heaters is 11-13 years
Asphalt (driveways/parking lots) average is 25 years
Sprinkler systems 12 years.

Occasionally we need to "borrow" from our reserves to meet cash flow needs. You may have noticed on the August 2019 balance sheet a line item in the Liabilities Section entitled "Due to Reserve" . This is what we have borrowed from our reserves and we will pay it back over the next several months along with our regular monthly contributions to reserves.

The board of a building or community association has a fiduciary duty to uphold its community's governing documents, act in good faith, and advance the interests of the community at large.

Thank you for attending this years meeting, every owners presence is important to our community.

IV Election of Directors (2 positions)

The terms of Board members Pam Saidla, Catherine Cavanaugh and Mike Raymond terminate this year. Catherine and Pam are running again. Mike Raymond has chosen not to run. Jack Blouin is running for the open seat. All candidates being unopposed, unit owner 245-304 made motion to re-elect Catherine Cavanaugh and Pam Saidla and elect Jack Blouin. Unit owner 245-118 seconded the motion and the proposal was unanimously approved.

V Unfinished Business

VI New Business
Ratification of the 2019 Budget

Item VI was included in error. Please disregard.

VII Adjourn

Without motions the meeting was adjourned at 7:00 pm.