

## Stone Terrace Condominium Association Agenda/Meeting Minutes

**Date:** July 15, 2020

**Time:** 5:30 p.m.

**Next Meeting:** Sept 16, 2020

**Location:** Pool House at Stone Terrace

Participants	Attend
<b>Board Members:</b>	
Ron Gomes – President	X
Paul Martineau – Vice President	X
Pam Saidla – Treasurer	X
Catherine Cavanaugh - Secretary	X
Jack Blouin – At Large	X
<b>Sentry Mgmt. Corp.:</b>	
Maureen Gilman – Property Manager	X

**Typically all meetings are open for owners to attend but as a temporary safety measure we are limiting attendance to the members of the board and our property manager**

### Agenda (Meeting Minutes will be added in red)

1. Call to Order 5:24 pm
2. Unit Owner Requests
  - 1 – Carpet in 265 Floor 2 is loose and not laying flat in area near elevator entryway. Maureen will contact Zerba Carpet.
  - 2 – Reminder to everyone of our laundry room etiquette - please remove items from the washers and dryers as soon as the cycle is finished and clean the dryer lint filter.
3. Review and Approve Previous Meeting Minutes of the Board of Directors  
June 17, 2020 Meeting Minutes - reviewed and approved electronically.
4. Review Sentry Management's Weekly Inspection of Plant and Property  
Per last month's request Maureen supplied the Building Inspection Checklist (see it below on page 3). She reports the Certified personnel found no additional items beyond the standard items listed on the checklist.
5. Reports of Board Officers and Property Manager  
President/Management: See below Old and New Business  
Treasurer: Pam reported \$41,064 in Operating Account, \$167,282 in Reserves On Hand and \$362,225 in Reserves in CDs.  
Secretary: Minutes recorded and submitted.
6. Old Business
  - 1 – Building sheathing issue – Contractor is scheduled first week of August (this is a change from what was reported in last month's minutes).
  - 2 – 245 elevator door issue - Due to the serious nature of two recent events when the elevator door failed to open and residents had to call for fire department assistance, the board requested a meeting with John Dalton, Service Manager with Stanley Elevator. He met with three members of the board on June 29 and reviewed all recent records of maintenance and repairs. He also gave a tour of the inner workings of the elevator in 245. He feels the repairs were effective and the issue has been resolved. The board will closely monitor this issue.
  - 3 – Replacing dead trees – Members of the board met with an arborist who assessed dead trees at 245 and the grounds in general and submitted a quote which was reviewed and discussed. Ron made motion to approve, Jack seconded, all approved.

Please contact Sentry Management 24/7 with any maintenance issues or concerns at 603-626-6060

4 – Pool handrail – Our pool maintenance person inspected the handrail and determined it is secure and the slight looseness is not a safety hazard.

5 – Heating System Issue Update – Based upon the recommendation of the technical consultant a quote was submitted and approved by the board electronically. This week the antiquated heating system controls were replaced as a first phase. We are soliciting quotes for further needed work and will continue to offer updates through these meeting minutes.

7. New Business

1 – Dented 265 garage door panel – Maureen investigated cost to replace and after discussion board decided to postpone.

2 – A drain cover in the 245 garage has rusted and broken causing a trip hazard. Maureen to address.

3 - Signs – All damaged ADA compliant signage was replaced on July 13 – mostly at elevator locations on all floors of both buildings.

8. Executive Session (if necessary)

9. Unscheduled Items

Meeting Adjourned

On motions duly made and seconded it was unanimously voted that the meeting should adjourn at 6:42 pm.

Please see Building Inspection Checklist on page 3

**STONE TERRACE CONDOMINIUM ASSOCIATION**  
**BUILDING INSPECTION REPORT**

**Weekly**

4 HOUR MAXIMUM

**Hallways & Stairwells**

- o Inspect the inside hallways & stairwells for any burnt or broken bulbs and replace as needed. *Clean fixtures once new bulb is installed.*
- o Inspect the inside hallways for any water stains (if so, notify Maureen).

**Garages**

- o Storage Cages for Association – they are to be kept clean and orderly at all times.

**Mechanical Room**

- o Inspect to make sure all lights are working.
- o Room is clean.
- o Remove cobwebs.
- o Sweep, if necessary.
- o Dispose of any debris/garbage/trash.

**Electrical Room**

- o Inspect to make sure all lights are working.
- o Room is clean.
- o Remove cobwebs.
- o Sweep, if necessary.
- o Dispose of any debris/garbage/trash.

**Fire System Room**

- o Inspect to make sure all lights are working.
- o Room is clean.
- o Remove cobwebs.
- o Sweep, if necessary.
- o Dispose of any debris/garbage/trash.

**Elevator Room**

- o Inspect to make sure all lights are working.
- o Room is clean.
- o Remove cobwebs.
- o Sweep, if necessary.
- o Dispose of any debris/garbage/trash.

**Common Areas**

- o Inspect all exterior lights and replace as needed.
- o Clean out the seven (7) cigarette urns throughout the complex. They must all be cleaned out each week.
- o Check the three (3) "Doggie Bag" locations and make sure they are filled with bags.
- o Clean up around dumpsters.
- o Check pool equipment – make sure it is in its' place.
- o Pick up trash/debris.

**Clubhouse**

- o Check supplies in the Kitchen (when facing into the kitchen) supplies are located in the lower cupboard.
- o Always make sure there are at least 6 toilet paper rolls and 6 paper towel rolls.
- o In the locked room across from Kitchen – make sure there is a case of toilet paper and a case of paper towels. When there is ½ a case of toilet paper and paper towels – LET MAUREEN KNOW- she will contact Hillyard for CMS to pick up more.
- o BRING toilet paper and paper towels on next weekly inspection – ***DO NOT MAKE A SPECIAL TRIP***

**Pool Control Room**

- o Check weekly-clean & sweep as needed. Please make sure the room is kept orderly.
- o Check weekly - side of clubhouse near the Pool Control Room – for items that may need to be thrown away.

**Summertime – Weekly**

- o Each Building-Each Floor-Inspect A/C units in middle mezzanine area – check filter and for icing. Clean filter when light is on.

**Monthly**

- First week of each month – check exit signs & emergency lights to ensure they're working properly.

Maintenance Technician Name: \_\_\_\_\_ Date Inspection Completed: \_\_\_\_\_