

STONE TERRACE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
at THE CLUBHOUSE
January 20, 2021

1. The meeting was called to order at 2:58pm. In attendance for the Board of Directors were Ron Gomes, Paul Martineau, Pam Saidla, Catherine Cavanaugh, and Jack Blouin. In attendance representing Evergreen Management Group was Pauline Martin, Association Manager.
2. Open Session: The meeting was closed to the owners due to Covid-19.
3. Catherine Cavanaugh requested that she continue to draft the meeting agenda and the meeting minutes. After discussion, Pam Saidla moved, seconded by Ron Gomes that Evergreen Management Group be responsible to draft the agenda and meeting minutes. Motion passed, Catherine Cavanaugh opposed.
4. The Board ratified the approval of the minutes of the November 18, 2020 Board meeting.
5. Financial Reports: The Board reviewed the December 2020 Financial Report. The Board unanimously approved the financials as presented.

Pam Saidla reported that \$400,000 has been put in CD's with Primary Bank and Bank of New England. Pam made a motion to pay the due to reserves balance in the amount of \$8,292.00 from the Operating Account, motion seconded by Ron Gomes, motion carried.

Operating cash on hand \$47,102 and operating reserves on hand \$149,578 as of 1/20/21

The Board requests Management to report back to the Board on the terms of the CD's

6. Administrative Matters:

6.1 Next Meeting: The next Board Meeting will be held on February 17, 2021 at 3pm at the Clubhouse. The meeting will be closed to owners due to Covid-19.

7. Communication Report: The Board reviewed the Communication Report. No action required.

8. Old Business:

8.1 Bartlett Tree advised the pruning of the white birches in front of building 265 will be completed by end of January.

8.2 The Board reviewed the landscaping specifications drafted by Management, Catherine Cavanaugh moved, seconded by Pam Saidla to approve the landscaping specs, all in favor. Management will send out the specs to reputable vendors to obtain quotes as the Board has not been pleased with the services of Kevin Clough, the current vendor.

The Board reviewed the snow removal specifications drafted by Management, Jack Blouin moved, seconded by Paul Martineau, to approve the snow removal specs, all in favor. Management will send out the specs to reputable vendors to obtain quotes as the Board has not been pleased with the services of Kevin Clough, the current vendor.

8.3 Carpet Cleaning: The fall common area carpet cleaning has been performed by Hi Tech. Management is waiting on two additional quotes from carpet cleaning vendors that use the steam cleaning method.

8.4 Bonafide Plumbing has provided Ron Gomes with a quote of \$185.00 per toilet to replace the internal components for the clubhouse bathrooms and \$650.00 per toilet to replace with new ones. Management will reach out to High Line Mechanical for pricing.

8.5 The Board requests that a maintenance tech from EMG perform a walk around every other week to walk the interior of the buildings and garages and dispose of any trash, including the dumpster enclosures and exterior grounds, refill the dog stations with bags, and replace burnt out light bulbs. Management will schedule for a tech to perform this every other week.

Management will schedule an appointment with electrician to install motion light sensor switches in both clubhouse restrooms, replace the sensor that controls the pole lights in front of building 245, include on timer for clubhouse exterior cam lights on the 3 pole lights near the clubhouse, and replace the broken light at main entrance of building 245 with a matching LED light. One broken outdoor light fixture on south end of building 265 will also be replaced.

8.6 The Board reviewed the Capital Reserve Study proposal from Bennett Criterium Engineer to perform a full Capital Reserve Study in the amount of \$4,900.00. Pam Saidla moved to accept the proposal, Catherine Cavanaugh seconded, all in favor. Board President Ron Gomes signed the proposal.

8.7 Building 245 Elevator: A discussion was held regarding the elevator in building 245 as three residents have been stuck in the elevator within the past 14 months. After further discussion, the Board agreed to hold off on a second opinion from another vendor and no further action will be taken at this time. Catherine Cavanaugh was not in agreement and feels that a second opinion is necessary.

8.8 Management to follow up with Master Roofers on the status of repairing the soffits in a few areas.

9. New Business:

9.1 Maintenance Responsibility Chart: Management advised that a draft copy of a Maintenance Responsibility Chart will be presented to the Board prior to the next meeting.

9.2 Snow Removal Cleanup: Kevin Clough and the Board agreed to schedule a time when final snow removal will be performed so residents can move their vehicles. Kevin Clough will perform the final snow removal cleanup at 11am, after a storm has ended.

The Board and Management have spoken to Kevin Clough regarding the lack of service provided during the last snow storm which produced significant snow fall. The vendor has agreed to increase his presence during future snow storms.

- 9.3 The Board requests Management schedule a meeting with the representative who recently performed an insurance risk assessment for the association. Management will coordinate a meeting
- 9.4 Trash Removal: The Board reviewed the proposal from Republic Services for trash removal, after discussion, the Board unanimously agreed that they will remain with Pinard Waste as they have been satisfied with their services.
- 9.5 Mammoth Fire Alarms: The Board ratified the approval for Mammoth Fire Alarms “Fire Alarm Systems Test & Inspection Agreement” for 2021 in the amount of \$8,139.50.
- 9.6 Granite State Plumbing & Heating: The Board ratified the approval for Granite State Plumbing & Heating ComfortCARE365 Service Agreement which includes the annual servicing of boilers in all three buildings in the amount of \$3,736.00.
- 9.7 Cameras: Jack Blouin and Ron Gomes met with ADT to install eight cameras within the Association. After discussion, the Board requests another proposal from another vendor. Management will reach out to another vendor and schedule an appointment with Jack and Ron Gomes.
- 9.8 Catherine Cavanaugh stated that two homeowners have reported that domestic hot water is not as hot as it should be. The Board majority feels that it would not be prudent to raise the temperature due to the fact that it would affect 55 other homeowners. We also have to keep in mind that the current setting of 120 degrees is the recommended temperature for domestic hot water.
- 9.9 The Board requests that Management share owner emails with the Board upon receiving reports of similar issues.

There being no further business, the meeting was adjourned at 5:11pm with the unanimous consent of those present.

Respectfully Submitted,

Pauline Martin

Pauline Martin, CMCA, AMS
Association Manager