

**STONE TERRACE CONDOMINIUM ASSOCIATION**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**at THE CLUBHOUSE**  
**February 17, 2021**

1. The meeting was called to order at 2:53pm. 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. The Board ratified the approval of the minutes of the January 20, 2021 Board meeting.
4. Financial Reports: The Board reviewed the January 2021 Financial Report. The Board unanimously approved the financials as presented.

Operating cash on hand \$54,957 and operating reserves on hand including the funds in CD's is \$561,991 as of 1/31/21

5. Administrative Matters:

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

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

7. New Business/Old Business:

7.1 Bartlett Tree: The Board unanimously approved the proposal from Bartlett Tree in the amount of \$2730 to perform a systemic soil treatment to help suppress the bronze birch borer. This will be done to the white birches this spring and fall.

Bartlett Tree has completed the pruning of the white birches in front of Building 265.

7.2 Carpet Cleaning: The Board reviewed the common area carpet cleaning quotes from carpet cleaning vendors using the steam cleaning method. After discussion, the Board unanimously approved Best Qualified to perform the annual common carpet cleaning in the amount of \$2663 per cleaning, to be done each spring and fall.

Management will reach out to Champion Cleaning to assure that the garage floor power washing is completed prior to the Common Area Carpet Cleaning being performed.

7.3 Maintenance Responsibility Chart: The Board reviewed the Maintenance Responsibility Chart, after review, the Board unanimously approved the chart as presented. The chart will be posted to TownSq and sent to all owners.

7.4 Cameras: Ron Gomes and Jack Blouin met with Pro Technologies to obtain another quote for the installation of cameras. Management will forward the quote upon receipt.

- 7.5 Garage Drain Covers: The Board requests Management research for a vendor who could replace the rusted drain covers located in the two garages. There is a total of 12 covers. Management will report back to the Board with the findings.
- 7.6 The Board discussed other options for landscape and snow removal, after discussion, the Board decided to not make any changes. Management will reach out to a vendor to repair, upgrade or replace the current irrigation system
- 7.7 The Board unanimously approved High Line Mechanical to replace both toilets in the clubhouse for the cost of \$812.
- 7.8 Pool Umbrellas & Bases: The Board unanimously approved the expenditure of two new pool umbrellas and bases in the amount of \$1116.80 from Patio Barn. Management will contact the vendor and place the order.
- 7.9 Building 245 Elevator: The invoices for the last two service calls for the elevator have not been received from the elevator company, therefore no discussion was held.

There being no further business, the meeting was adjourned at 4:36pm with the unanimous consent of those present.

Respectfully Submitted,

Pauline Martin, CMCA, AMS  
Association Manager