

STONE TERRACE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
at THE CLUBHOUSE
March 16, 2022

1. The meeting was called to order at 4:07pm. In attendance for the Board of Directors were Ron Gomes, Pam Saidla, Jack Blouin, and Mel Christy. Paul Martineau was absent. In attendance representing Evergreen Management Group was Paul Okonak, VP of Management Services for Pauline Martin, Association Manager.

2. Open Session: There were seven owners present.

Unit Owners present addressed the Board with their concerns/comments to include:

265-202: To observe.

265-110: Had insurance questions on the Master Policy and the H06 portion.

265-105: No concerns.

245-317: A) Light out exterior door, south end of 245; B) Tile contractor quote status. Board has chosen a vendor; C) Owner would like latest capital reserve plan. Board to provide to unit owners and reserve plan to also to be placed on TownSq. D) Request to know when access is requested for security camera viewing.

265-212: Presented keyless entry quote from All Safe for individual unit entry doors. The quote was approximately \$900.00 for a quality keyless entry system to include installation. Owner to look at other options.

245-105: No concerns.

245-206: No concerns.

Open Session ended at 4:40pm.

3. The Board ratified the approval of the Minutes of the February 16, 2022 Board Meeting.
4. Financial Reports: The Board reviewed the February 2022 Financial Report. The Board unanimously approved the financials as presented.

Operating cash on hand \$104,116.00; Operating reserves on hand \$217,818.00.00 and funds in CD's is \$401,040.00 as of 3/16/22.

5. Administrative Matters: Next Meeting: Wednesday, April 20th at 4pm at the Clubhouse.
6. Communications Report: 245-203 requests an electrical outlet be added to her exterior deck. The Board denied this request due to potential electrical or fire risks.

New Business/Old Business in following the Meeting Agenda:

- 6.1 Board unanimously approved Sterling Pools for the 2022 pool season contract for opening, closing, maintenance, chemical supplies and also install an auto chemical

controller. Community volunteers will be performing the daily water testing and the volunteer schedule will be maintained by the Pool Committee to assure 7 day a week volunteer testing coverage. Management can announce the need for volunteers on TownSq but at this meeting, there is overwhelming support from community members to volunteer this summer.

6.2 Evergreen to coordinate with unit owner 245-107 and Statum Boisvert from ICON Unlimited Contracting to see where the water is occasionally coming into the slider.

6.3 Tru-Green to quote a complete fertilization program for all lawn areas to bring the lawns back to their richness.

6.4 Clough Landscaping to provide Management with fully executed landscape contract.

6.5 Board unanimously approved Champion Cleaning for the garage cleaning quote for \$1,950.00 for both buildings. Management will schedule this work and then schedule Best Qualified Carpet Cleaning for the hall carpets after the garages have been cleaned.

6.6 Board unanimously approved the Bartlett Tree quote for pest management, soil care, and fertilization of the white birches around the perimeter of Building 265.

6.7 Board reviewed the insurance risk report, and all agree that the report is a total overreach and very unrealistic to what the insurance company is asking to be done.

6.8 Trimmers quoted the lawn irrigation start up and close up for 2022 and the Board unanimously agreed.

Other Items:

Board approved tile repair work in 245 with New Atlantic Builders Inc. Management will ask this company for their W-9 and Certificate of Insurance.

Misc. Work for Commerce Restoration: A) Caulk opening around fire sprinkler head by slider at 265-224 on balcony as the opening around the head is allowing insects to nest; B) Recaulk around the slider on the deck area at 265-120 as the existing caulk needs to be removed and new caulking put in. The current caulking is old, cracking and coming out leaving exposed gaps; C) Commerce to measure the middle of each raised garage door to obtain maximum height for vehicles to come in and out. Middle of garage door should be the lowest point in case the doors have a sag in the middle when opened. Once height of each garage door is determined, then order signs for above each garage door entrance of "MAX HEIGHT XX INCHES". Ron should be involved with this as "measure twice, cut once".

There being no further business, the meeting was adjourned at 5:30pm with the unanimous consent of those present.

Respectfully Submitted,

Paul Okonak

Paul Okonak, MBA, CMCA, AMS, VP of Management Services for Pauline Martin, CMCA, AMS, Association Manager