

STONE TERRACE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
at THE CLUBHOUSE
November 15, 2023

1. The meeting was called to order at 2:59pm. In attendance for the Board of Directors were Ron Gomes, Pam Saidla, Jack Blouin, David Duval, and Paul Martineau. In attendance representing Evergreen Management Group was Pauline Martin, Association Manager.
2. Open Session: There were six owners present.

245-311, the owner thanked the Board for having her porch roof repaired.

265-112, the owner inquired of the status of the erosion issue behind Building 265, Ron Gomes stated he has reached out to the City of Manchester Engineer, and they have not yet responded. The owner also inquired on the domestic hot water loop leaks in Building 265, The domestic hot water loop leaks have been repaired. The Board is waiting on scheduling for the heating loop leak.

245-210, the owner thanked the Board for all their volunteer work they do on a daily basis, the owner was very pleased with the roof replacement project, and stated the new paint color on the exterior doors is very nice.

Ron Gomes informed the owners that neighboring Dartmouth Hitchcock Medical will be building a 7000sq ft addition, and this will not affect Stone Terrace.

Ron also informed the owners that effective December 1, 2023, Neat Clean will be the new vendor performing the building cleaning, they came in \$45 less per week, and the Board was looking to make a change from Champion Cleaning. In addition to Champion Cleaning, Neat Clean will clean the grout in the elevator lobbies once per year, clean the entrance foyer windows twice per year, and spot clean any carpet stains.

David Duval stated that the fire alarms recently went off in Building 265, the Manchester Fire Department noted that many residents with mobility issues did exit the building. The Manchester Fire Department advised that any resident with mobility issues should reach out to the MFD business telephone line and inform them of their unit number in the event of an emergency, such as fire, so they will have this information on record and will assist those residents immediately by going to their units when the MFD arrives onsite. The fire department prefers that those residents with mobility issues shelter in place until they arrive.

Ron Gomes also informed the owners in attendance that Building 245 has recently experienced no heat/hot water. Board Members Pam Saidla and David Duval relit the pilot in the furnace room twice during a weekend when the furnace/boiler pilot went out. The furnace boiler system will need to be replaced. The Board has met with Granite State Plumbing and is awaiting on the quote, the Board will also obtain two other proposals for this expenditure. Building 265 currently has no issues with the boiler/furnace.

Open Session ended at 3:22pm.

3. The Board ratified the Minutes of the October 18, 2023, Board Meeting.
4. Financial Reports: The Board reviewed the October 2023 Financial Reports. The October financials were unanimously approved by the Board.

Operating cash on hand \$39,737; Operating reserves on hand \$99,623, and there is \$250,000 invested in CD's and \$43,922 cash in the Edward Jones account.

5. Administrative Matters: The next meeting is scheduled for January 17, 2024, at 3:00PM, this will be an Open Board Meeting.

The Board is required to hold four Open Board Meetings per year. The remainder of the Board Meetings will be closed.

6. New Business/Old Business in following the Meeting Agenda:

- 6.1 A discussion was held on monitoring the temperature in the clubhouse during the winter months. David Duval volunteered to research the cost for a wifi thermostat which can be monitored through an app., to avoid any freezing pipe issues.

- 6.2 The fire hydrant risers will be installed by E.J. Prescott, the vender has not provided an installation date and are still waiting for the parts.

- 6.3 The Board discussed the boiler/furnace replacement for Building 245. The Board is looking into additional options with high efficiency boilers to upgrade the current system. The heat/hot water is currently working for Building 245 and is being monitored by the Board.

- 6.4 The Board approved Armstrong Duct, Vent, Hearth & Home to perform the annual dryer vent cleaning for the Common Area laundry rooms in the amount of \$525. Management will schedule this work to be done in May of 2024.

There being no further business, the meeting was adjourned at 4:22pm, with the unanimous consent of those present.

Respectfully Submitted,

Pauline Martin

Pauline Martin, CMCA, AMS
Association Manager