

ANDOVER TERRACE CONDOMINIUM TRUST  
Minutes of the Meeting of the Board  
Held at Joe Fish's Unit 1-5  
May 1, 2012

1. **Present:** Joe Fish, Judy Maselli, Meredith Price, Valerie Roberts and Larisa Necliudova. Elaine Romano from Property Management of Andover was also in attendance. The meeting was called to order at 7:27pm.
2. **Agenda:** Review March financials, Manager's Report and any new issues
3. **Trustees re-elected:** By a majority vote of the Trustees present, Judy Maselli, Val Roberts and Meredith Price were re-elected to serve as Trustees for a term not to exceed three (3) years.
4. **Approval of Minutes:** February 27<sup>th</sup> Regular Board Meeting and March 13<sup>th</sup> Special Board Meeting minutes were read and were unanimously approved.
5. **Financial Report:** March financials were reviewed.
  - Joe noted that the approved budget line items had not been included. Elaine will revise.
  - Discussion on landscaping, fertilizing per the agreement - Meredith proposes that Dave continue his work on landscaping. Joe concurred.
  - Executive session on Association Fee non-payments.
  - Larisa asked for an explanation on the electric and gas line items. Elaine explained that they are divided by the 12 months to spread out costs.
  - Discussion on attorney fees. Elaine explained that Atty. MacMillan usually does not charge us for general questions – only when he is asked to work on a unit owner issue or give a legal opinion.
  - Discussion on abuse of fire lane at building 1-3 with repeat offenders. Police will be notified and Elaine was asked to send a notice to the Unit Owner.
  - Financials then unanimously approved by the Trustees.
6. **Property Manager's Report:** included discussion on the following topics.
  - Three (3) quotes received for painting the basement floors. Notice would need to be given to Unit Owners to remove items from their storage units. Val brought up the need to clean the storage area before painting. The Board will explore the interest in renting a dumpster in order for Unit Owners to clean out their storage area. Joe proposed that we wait until next year to paint the floors as it would then be put in the budget. All agreed to a Notice to Unit Owners to see what their interest would be in having dumpster for two (2 ) weekends for clean up.
  - Emergency lights inspection by Quality Fire Protection Inc. – need to get a quote
  - Unit 2-1 - outside water faucet needs to be repaired. **Voted** to approve Pelletier & CBA to do the repair work. These are the same vendors that repaired the faucet at Unit 6-1.
  - Discussion on Unit Owners request to store canoe on his patio. Patio is common property. Board will not allow canoe to be stored on the patio.
  - Fire pit – Elaine will send a notice to Unit Owner as this is not allowed and would be a fire hazard.
  - Plumbing project – a Unit Owner is questioning the accuracy of the plumbing report. They should contact PMA and provide proof of work completed. Elaine to send reminder notice to Unit Owners regarding plumbing inspection and date of completion for compliance.

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- Elaine mentioned that the window wells are rotting and should be replaced. ATC signage and post need to be repaired and or new ones purchased.
- Follow Up Items
  - Wasp issue – exterminator sent
  - Door closures on trash closets – fixed
  - Door issue at Bldg. 4 – Elaine will inspect
  - Trimming on trash closet door in Bldg 2 – Elaine will inspect
  - Intercom at Bldg 3-5 – Meredith will explore the issue
  - Water leakage on basement stairs at Bldg 2 - Judy has a call into Bill Zanoni
  - Bird issue at Bldg 2 – Elaine will check to see if there is anything that can be strayed to deter

**7. New Items:**

- Rules and Regulations: Special Meeting of the Board will be set up to continue work on amending the Rules and Regulations – language on air conditioners, clarification on parking.
- Light boxes – Judy gave an update on the status of the electrical work, installment and sponce options to be considered.
- Wall repair needed at Bldg 4.
- Executive Session

The Meeting was adjourned at 9:15pm.

Respectfully submitted,

Lynn Rogato