

February 2012 Minutes

TRUSTEES MEETING ; FEBRUARY 27TH Present : Judy Maselli, Larissa Necliudova, Joe Fish , Meredith Price and Valerie Roberts.

Time: 7.15pm : Place; 2-1 Longwood Dr. The meeting was called to order at 7.20pm.

1....The first discussion was on the February Financial statement which Joe presented, and was quickly approved, followed by reviewing outstanding condominium fees. Several owners have caught up with their outstanding fees and several have made partial payments. The balance sheet looked a lot better than last month.

Property Manager`s Report:

a)...We discussed the corroding of pipes in building 7 and 3 and the fact that the condensate pumps were pumping into the sink and staining the sinks. Joe was going to follow up with Elaine including the problem of possible ruin of the big sump pumps in Bld 6 and Bldg 2 since the boiler brine is currently going directly into the pumps. Joe came up with several possible fixes for these problems to discuss with Elaine . We agreed that we should probably replace the sinks at the same time as replacing corroded pipes. We have a quote from CBA to replace both at the same time.

b) We reviewed the hourly quotes from several plumbers. CBA...Ambient and Hoffman and Kelley. and confirmed that we would keep the larger jobs, predominantly the boiler work, with Ambient since they had 24 hr service and the smaller jobs with CBA as their hourly prices were more competitive. Hoffman and Kelley`s prices had sky rocketed

d) Reviewed newsletter that Elaine had put together, we felt it was very good, one or two items that could be added to and since Judy had been away she will review it particularly the bullet points re. the hallway project.

e) We discussed the Move in Move out letter that will go to unit owners, we feel we have to take steps to protect our common areas and that people perhaps will take some responsibility if there is a financial price to be paid for damage done. We will tighten up some of the language with Elaine.

f) Agreed that the plumbing letter in its current form was ready to go out to unit owners. Manager`s report was approved.

Other Topics:

3....Judy reported on when Resolution would make their next/final visit re. the hallway project. We have been waiting for the post office to come and take their official locks from the old box and replace in the new box. It has been almost a month since we requested it. Valerie offered to go to the Post office the next day and make yet another request. Once this is done we can have the old boxes removed from the entry way by Andover Electric. Also waiting for AE to make corrections on the names on the mailboxes. We discussed the planned lighting for the foyer. Now that the mail boxes have been installed, and unfortunately notable to be recessed, we feel that the one light that was planned will not light the foyer the way it should. We came up with a couple of ideas which we will run by the designer. Resolution will come back once all of these items have been completed and will do whatever touch up of paint etc. is needed. Judy will also get a quote from Resolution to clean and paint our basement floors which are in very bad shape. She will also have Albrite take a look at the trash closet door in the second floor of # 2 which does not close completely. We discussed ways of conserving water and electricity since both of these items have gone up considerably. Trash closet signs will also be ready soon to be placed in closets.

4....Reviewed the budget that Joe presented including questioning the increases in insurance and our contract with PMA.. Joe will get in touch with Elaine/Jim re. these items. We discussed the need for treating our moth problem, whether to do it in steps or all at once, we will check with Valley for advice on this. We have been asked by several unit owners when the `Old Andover` photos will be going up in the hallways as the finishing touch. Now that they see the `almost` finished project they realize what the designer had in mind and how nice they would be. This is something to be discussed perhaps at the Annual Meeting.

Discussed whether non emergency problems should be reported on our web site or via phone to PMA...agreed that non emergencies could be reported on web site but should perhaps also be phoned in. All emergencies should be via phone to PMA. Meredith offered to host a meeting before the Annual Meeting to come up with a final agenda. The date has been set for March 13th. Meeting was adjourned at 9.27pm