

## January 2012 Minutes

Present : Judy Maselli, Joe Fish, Meredith Price, Valerie Roberts, Larisa Necliudova and Elaine Romano

A long time was spent on the financial statement with several questions for Elaine, ie: plumbing repairs including one by ATCO re. boilers and whether they were actually under warranty, Elaine will enquire. Also when a repair should be done by ATCO without waiting for permission of Board members. Board agreed that leaks or boiler issues that endangered a unit were permissible. We discussed limiting ATCO, who tend to be expensive, to their own particular area of expertise ie: the boilers/heating system and to hire another less expensive certified plumber for other jobs. Joe walked us through each of the numbers with explanations, Elaine also answered many questions from Board members re. several other items on the statement.

The Financial Statement was accepted.

### Hall Way Project Updates:

Judy's report on the Hallway Project. She had expense sheets showing all the expenses of the project through the end of December we discussed every number in detail plus balances still due. Also went over the numbers for `Extras`. Board members felt that even including the unforeseen Extras ( which were many )the project came in very close to anticipated.

We discussed getting `kick plates` to put on the bottom of our front door, these plates will protect the painted doors. People tend to push the doors or hold the doors open with their feet. Now that the doors are painted they can be damaged very quickly. We have several to look at and will make a decision.

We discussed ATC purchasing door mats for the inside landing of each building in hopes of further protecting our new carpeting. Valerie found an excellent one at LL Bean and had purchased two of them for 2 and having seen the quality and the fit, proposed getting them for each doorway. That was approved and she will order them. Albrite is making summer mats from the left over hallway carpeting.

We discussed the `move in move out` fees to protect our hallway renovation. Elaine is going to come up with some ideas and there will be further discussion.

Also discussed a quarterly letter to unit owners, Elaine has agreed that PMA will do it the way that they once did. We can all contribute thoughts and ideas.

Discussed who we should call to try and clean the carpeting in Building 1-3.

A letter was sent to the unit owner who were responsible for the damage letting them know that they would be charged for the expense of cleaning or replacing that carpet. We felt that Albrite, since they installed the carpeting would be the one to call.

### Managers Report:

Elaine gave a detailed report on Condo fees and late charges that were owed plus several payments that had been made. It was encouraging to see that some owners were making an attempt to catch up and in at least one case the bank had made a substantial payment.

Discussed how our new cleaning crew was doing, so far we are pleased with their performance. Our new

trash pick up Co. is also doing a good job so far, the only down side is that now that they are putting the trash at the corner of High St. for pick up we have the old problem of people putting out ` personal trash` several days ahead of pick up day.

Judy reported seeing ATCO working on something in the ceiling of basement at 2 Longwood, noone seemed to know what that was, Joe/Elaine will enquire.

Discussed 3 quotes for repairing/replacing the laundry sink drain and trap in building # 7. Quotes from ATCO, CBA and Callahan. We decided to go with CBA for this particular job as their price was most competitive and would then make a decision re. the larger plumbing job that is to be done in the near future.

**Completed:** New sump pump in Building 3, dryer vents cleaned, gutters cleaned, chimney flashing/roof repaired at building 5, wall crack at Building 6 repaired by Crack X , the benches have been stored in pool area and unit owners Christmas trees were removed from the pool area.

Quality Fire Protection was onsite for building 5 excess dust in the system due to wall sanding during hallway project. The Manager`s Report was approved.

**Other Items:**

Yet another discussion re. sending out the plumbing report to the owners, Elaine has been asked to come up with a new draft to be approved.

We discussed the need for reviewing the Rules and Regulations and agreed to do that perhaps at a special meeting. The meeting ended at 9.15 pm