

ANDOVER TERRACE CONDOMINIUM TRUST
Minutes of the Meeting of the Board
Held at Val Robert's Unit 2-5
June 25, 2012

1. **Present:** Joe Fish, Judy Maselli, and Valerie Roberts. Elaine Romano and Pam Driscoll from Property Management of Andover was also in attendance. The meeting was called to order at 7:21pm.
2. **Agenda:** Review May financials, Manager's Report and any new issues
3. **Approval of Minutes:** May 29th Regular Board Meeting minutes were read and after some discussion were unanimously approved.
4. **Financial Report:** May financials were reviewed.
 - Insurance and water expenses were questioned. Water expenses have gone up. Elaine will explore our water & sewer bills. Recommended that a letter should go out to unit owners to be mindful of water usage.

Unanimous vote of the Trustees to approve the May financials

5. **Property Manager's Report:** included discussion by Elaine and the Trustees on the following Topics:
 - New electrical emergency lights installed all 8 buildings by Andover Electric
 - Unit Owner's intercom wiring work completed in Bldg. 6 by Andover Electric
 - Work completed on the trash room closet doors in Bldgs. 2 & 6
 - Outside faucet work at Bldg. 2 could not be repaired from the outside. Repair finished from inside the Unit
 - Dumpster Survey – interest was limited in placing a dumpster on site for Unit Owners to clean out basement storage area. No further action will be taken at this time. Not easy to attribute which Unit Owners are skirting the rules and using the open area for storage
 - Three (3) quotes received for the installation and replacement of the window grates in all eight (8) bldgs. ranging from \$2,000 to \$2,800. Trustees will take a look at the window grates to further assess their status. Trustees deferred the vote as not clear if this is a priority
 - Trash bag quotes reviewed
 - ***Unanimous vote of the Trustees to accept Resolutions quote of \$560 for emergency light wall repairs and closet door repairs and also going forward \$50 per entryway light installation.***
6. **New Items:**
 - ATC Signage - Discussion on painting Andover Terrace post and updating signage throughout the property which are no longer visible.
 - Plumbing Project – PMA will send reminder letters to those Unit Owners who have not yet complied with the plumbing audit.
 - New Trustees: Discussion on recruiting new board members. With no one stepping forward can PMA take on/take back certain functions such as overseeing landscaping etc.
 - Capital Improvement Plan “CIP”) – Elaine explained that other condominium properties have put a CIP in places after a study of the property is taken. This includes engineering reports which is costly. Elaine will share some the engineering reports she has seen which could

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provide some guidance. On ATC's CIP would be fire escapes, pool, fire alarms and dividers.

- Bus stop – Trustees all agreed that it would be in ATC's best interest to request to the Town that the bus stop pick up and drop off for school children be moved to High St. as most of the kids are coming down from Andover Garden. Unit Owners in Bldg. 2 are concerned with kids from Andover Garden hanging out on our property, leaving bikes and scooters in our bushes and playing on the rocks.
- Andover Gardens - Val will reach out to Andover Garden property management and ask them to send a notice to their Unit Owners reminding them that Andover Terrace is a separate entity. Furniture from Andover Garden has been left on our property and also a confrontation occurred when an Andover Garden resident claimed they were paying condo fees and could continue what they were doing on our property not realizing we are a separate property.
- Bank foreclosure on abandoned unit – Elaine explained the status of the abandoned unit and that once the bank had paid back condo fees the clock for procedure for foreclosure starts all over again at our expense. Bank recently did a survey of the unit so perhaps they are getting ready to sell.
- Pam Driscoll will be our new contact at PMA. Pam & Elaine will do a walkthrough of the property to get Pam up to speed.
- Summer newsletter – PMA will put together a summer newsletter to the Unit Owners. Some topics Trustees we would like to include: new PMA contact, basement storage bins and cleanup, hallway project.

The Meeting was adjourned at 9:15pm. Next regular meeting of the Board will be held on July 25th.

Respectfully submitted,

Lynn Rogato