

ANDOVER TERRACE CONDOMINIUM TRUST  
Minutes of the Meeting of the Board  
Held at Meredith Prices's Unit 7-5  
May 29, 2012

1. **Present:** Joe Fish, Judy Maselli, Meredith Price, Valerie Roberts and Larisa Necliudova. Elaine Romanof from Property Management of Andover was also in attendance. The meeting was called to order at 7:28pm.
2. **Agenda:** Review April financials, Manager's Report, By-Laws and any new issues
3. **Approval of Minutes:** May 1st Regular Board Meeting minutes were read and after some discussion were unanimously approved.
4. **Financial Report:** April financials were reviewed.
  - Discussion on recent plumbing issues in bldgs. 3, 7 and 8 (water leaks, new basement sink and water back up issues) which has taken a big chunk out of our plumbing budget.
  - Trustees all expressed their satisfaction with Champion Cleaning services.

***Unanimous vote of the Trustees to approve the April financials***

5. **Property Manager's Report:** included discussion by Elaine and the Trustees on the following Topics:
  - Electric Emergency lights: Two (2) quotes received for electric service work due to earlier inspection. Discussion on if we should replace only the 3 that are faulty or do we place all at the same time. Replacing all would be seen as a capital improvement and therefore will be taken out of capital reserves.

***Unanimous vote of the Trustees to replace emergency lights in all buildings. Andover Electric bid was accepted at \$1192.***
  - Trash-room closet doors: Two (2) quotes received for repair (trimming) and paint touch up of trash closet doors.

***Unanimous vote of the Trustees to repair the doors. Brunswick's bid was accepted at \$300.***
  - New trash closet door closure for bldg. 5 is needed. Also, extra strength bags will need to be re-ordered. Elaine will investigate better pricing.
  - Heating issue discussed in bldg. 6.
  - Canoe issues resolved. Unit Owner will not be allowed to store the canoe on his patio.
  - Air conditioner unit in the window – Elaine sent a letter to Unit Owner for removal of the a/c from the window.
  - Fire Lane and Emergency spots: additional signage will be needed to more strictly enforce these spots. Elaine will also check the other signage throughout our properties which is showing wear and tear.
  - Fire pit – ban on use of fire pits will be added to our Rules and Regulations.
  - Basement clean up - Elaine will post a notice in each bldg. to see if there is Unit Owner

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interest in bringing in a large dumpster to sit site on site for a couple of weeks in order for Unit Owners to dispose of items and trash in order to clear out the basement storage area which is getting out of control in some bldgs.

**6. New Items:**

- Unit Owner John Goodridge joined the meeting at 8:35pm. The Board tapped into John for his experience and knowledge in the electrical field and asked John in helping to provide some insight on the malfunctioning intercom system in one top floor unit in bldg. 8. Several options were discussed: 1) snake the wiring through the walls which would be very expensive and would require additional work to the hallway walls, 2) explore if it is possible to run the wiring through the attic/basement/trash closets, 3) run wires along the base boards in the hallway with minimal repair work done to the walls and 4) explore wireless intercom system for this unit. John is willing discuss each of these options with Andover Electric and will keep the Board apprised.
- Rules and Regulations: Special Meeting of the Board will be held on Tuesday, June 12<sup>th</sup> to work solely on updating and amending the Rules and Regulations.

The Meeting was adjourned at 9:05pm.

Respectfully submitted,

Lynn Rogato