

ANDOVER TERRACE CONDOMINIUM TRUST
Minutes of the Meeting of the Board
Held at Val Robert's Unit 2-5
October 3, 2012

1. **Present:** Joe Fish, Judy Maselli and Valerie Roberts. Pam Driscoll from Property Management of Andover was also in attendance. The meeting was called to order at 7:19pm.
2. **Agenda:** Review August financials, Manager's Report and any new issues.
3. **Approval of Minutes:** September 5th Regular Board Meeting minutes were read and after some discussion were unanimously approved, as amended.
4. **Financial Report:** August financials were reviewed.
 - Ambient Temperature Corporation ("Ambient") bill was questioned for a service call in May. Pam will investigate and report back to the Board.

Motion was made to approve August financials.

Unanimous vote of the Trustees to approve the August financials

5. **Property Manager's Report:** included discussion by Pam and the Trustees on the following topics:
 - Ambient: Board reviewed the Heating Equipment and Maintenance Contract for Fall, 2012 & Spring 2013. No change in service or cost increase provided.

Motion was made to approve Ambient Maintenance Contract.

Unanimous vote of the Trustees to accept the Ambient Maintenance Contract for the 2012/2013 season. PMA was given the authority to execute the contract on behalf of the Trust.

- Natural gas contract: Pam informed the Board that PMA had obtained a credit line for the Trust. Board reviewed new bid from Blair Roberge of Absolute Energy. Board questioned the higher price compared to the Global bid previously reviewed by the Board. As there may be other costs involved in the higher bid, the Board asked Pam to research the difference in the 2 bids before making a decision.
- Insurance inspection: Pam informed the Board that there will be an upcoming insurance inspection. Jim Toscano of PMA was concerned about the status of the window wells and fire escapes. Next fire escape inspection will be in 2 years.
The Board revisited the status of the window wells and costs involved. Pam will go back to Scott Construction to see if all 8 window wells can be repaired at one time with staggered payments or if we can receive a new bid for half the window wells to be done now and the other half repaired later.
- Cleaning of common area windows: Champion Cleaning would like to submit a bid for cleaning the windows in response to a Unit Owner's call. Board asked Pam to go ahead and obtain a bid for the common area window cleaning to take place in the Spring.
- Water damage – Bldg. 2. Lyle Carter will be contacted to complete the work in bldg. 2.
- Signage: 2 news signs ordered from Peachtree should be arriving soon.
- Chair lift: Pam gave the Board a very thorough overview of the installation of the stair chair lift in bldg. 5. Pam reported that the impact in the hallway was minimal. Unit Owner has

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agreed to put things back to its original state if removed. Letter agreement will be revised as the Unit Owner requested to make changes.

- Fence repair: TJ Fence was on site to inspect the fencing surrounding the pool area. Certain areas may need more work than others. Pam received 2 bids for this work. TJ's Fencing bid of \$610 was much lower than the 2nd bid which was over \$2,000 for the same work.

Motion was made to approve TJ's Fencing bid of \$610.

Unanimous vote of the Trustees to accept TJ's Fencing bid

6. New Items:

- Pam reported to the Board that she had sent out follow-up letters to Unit Owners re: a/c in windows, canoe and cat issue. Letter to Unit Owner in bldg 6 re: a/c in the window was requested.
- Signage in hallway discussed. Pam has been asked to draft a general letter to Unit Owners regarding the care of the hallways.
- 2013 budget: Joe reported that once the gas contract has been locked in he will be able to prepare the budget.
- Snow procedure: Pam was asked to prepare a notice to Unit Owners in November reminding them of the protocol during snow removal. Pam will check with Meredith Price to see if he will be the contact person for snow removal.
- Rules and Regulations: Board began review and of the current Rules and Regulations which are in the process of being updated.

The Meeting was adjourned at 9:18pm.

Respectfully submitted,

Lynn Rogato