

ANDOVER TERRACE CONDOMINIUM TRUST  
Minutes of the Meeting of the Board  
Held at Joe Fish's Unit 3-5  
September 5, 2012

1. **Present:** Joe Fish, Judy Maselli, Larisa Necliudova and Valerie Roberts. Pam Driscoll from Property Management of Andover was also in attendance. The meeting was called to order at 7:23pm.
2. **Agenda:** Review July financials, Manager's Report and any new issues.
3. **Approval of Minutes:** July 25th Regular Board Meeting minutes were read and after some discussion were unanimously approved.
4. **Financial Report:** July financials were reviewed.
  - Reserve payments are up to date. Aged owner balances discussed.

*Motion was made to approve July financials.*

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

5. **Property Manager's Report:** included discussion by Pam and the Trustees on the following topics:
  - Real Landscaping has submitted a bid for \$10,500 for the 2012/2013 snow removal season. This is \$200 increase from last season. Board is inclined to keep Real.
  - Landscaper will replace the dead plantings on the High St. side of Bldg. 2. Landscaper advised that regular watering is necessary. Val has been watering the plants but the Board is looking for volunteers to assist with regular watering to avoid additional loss of the new plantings.
  - Pam discussed the letter from a Unit Owner in Bldg. 5 informing the Board of their intent to install a stair lift chair due to recent physical impairment. Process of installation and work to be done in the hallway was discussed. Certificate of Insurance required from vendor, pictures of the hallway before work begins should be taken. Board is on board with this and has asked Pam to check with our insurance company as to any additional insurance that may be required by the Trust. Juba electric may be asked to complete the electrical work.
  - At the Board's request Pam provided the Board with examples of signage to be placed in the garden to keep people out. Discussion on the state of the carpets in the hallways and with winter coming Unit Owners should be mindful of taking care of our property. Pam was asked by the Board to draft a notice to the Unit Owners.
  - Check to Andover Electric Services in the amount of \$2,162 was presented to the Board. Apparently the check was never sent to Andover Electric. Board advised Pam to forward to Andover Electric.
  - Water damage – Bldg. 2. Discussion on steps to be taken as it is a unit owner to unit owner issue. Board authorized PMA to assess the damage and have Lyle Carter begin repairs.
  - Discussion on the new gas contract with Global begins in January 2013.
  - Craig Adams called in to review the excessive pipe rattling at Bldg. 3. Quote given at \$869.00 to install 2 air hangers and some rubber pipes and hangers.

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**6. New Items:**

- Board reviewed the snow contract and voted unanimously to accept the bid of Real Landscaping.
- Discussion on getting quotes for the fencing around the pool area.
- Pet rules in the current By-Laws discussed. Board requested that PMA send a letter to Unit Owners re: pet rules.
- Board requested a letter be sent to Unit Owner who is keeping their canoe on their patio against the Board's earlier instruction.
- Board would like signage in mulch areas "Stay Out".
- Bldg. 6 trash closet to be looked at by PMA.
- Letters to be sent once again to Unit Owners in various bldgs., to remove a/c units from their windows which is against ATC's by-laws. Give Unit Owners alternatives if there is no response to PMA's letter or institute fines going forward.

The Meeting was adjourned at 8:49pm. The next regular meeting of the Board will be held on Monday September 24<sup>th</sup> at Val's Unit.

Respectfully submitted,

Lynn Rogato