

# Minutes - Gile Hill COA Annual Board Meeting

6:30 p.m., Tuesday, October 11, 2022 (Zoom)

*Minutes prepared by Board member Olga Narvskaya*

## Attendees

- Gile Hill COA Board Members: Monte Blaustein, Beth McKinnon, Louise Moon, Olga Narvskaya, Ben Staplin, Tim Tregubov, Art Knippler, Sarah-Jane Kerr
- Other Gile Hill condo owners: Alysia Garrison, Manisha Apte, Linda Fairchild, Rich Greger, Peter Clark, Sarah Heidebrecht, Melanie Fink
- Maloney Properties (MP): Kathy Tyrrell Luce, Diane Badger, Tom Blondin

## Topics covered

- Intros from owners and Kathy on behalf of her team
- Quorum established (owners representing 15 condos present) and annual meeting opened by Beth as interim Board president
- Kudos expressed by Beth to various people for work on various projects
- Voting on minutes
  - Minutes from the last periodic Board meeting (August 9, 2022) approved
    - No discussion
    - Motion to approve: Olga, second: Ben, all ayes
  - Minutes from the last annual Board meeting (October 5, 2021) approved
    - These were available on the COA website as draft ahead of this meeting
    - No discussion
    - Motion to approve: Sarah-Jane, second: Louise, all ayes
- Sarah-Jane moved to adjust the agenda to vote on Board members next (i.e., switch agenda items around); Olga seconds; all ayes
- Voting on Board member election
  - Louise Moon is stepping down from the Board
  - Board panel presented by Beth
  - New/additional nominations are welcomed; no one steps up
  - Board members elected, starting their 1-year terms immediately. Motion to approve the slate: Tim, second: Louise, all ayes
    - Board: Monte Blaustein, Beth McKinnon, Olga Narvskaya, Ben Staplin, Tim Tregubov, Art Knippler, Sarah-Jane Kerr, Laca Hammond
    - Beth McKinnon elected as President
    - Monte Blaustein re-elected as Treasurer
    - Laca Hammond elected to the Board and as Board Secretary
      - Laca has a lot of relevant professional and Board experience
- Financial update from MP (Kathy)
  - We're on target year-to-date vs. budget and expect that to continue until year-end. We're under budget on a number of expenses.
    - MP has sent the August report to Board members prior to the meeting and will send it to everyone in the meeting. Email Kathy/Diane with questions.

- Next year we'll have increases due to inflation and rising utility prices.
- It was smart to increase condo dues this year to pay for increases; Kathy doesn't expect as much need for an increase for next year.
- As a reminder, condo fees at Gile Hill are very affordable compared to other condo developments.
- Draft of 2023 budget will be discussed at the November Board meeting and a final copy of it will be included with the condo fee increase communication to all owners.
  - Melanie points out that typically next year's budget is presented at the annual meeting.
  - Monte says we don't do it that way because we don't get financials from MP that early.
  - Kathy says that presenting the budget this early in the year hasn't been the practice at Gile Hill; it's possible to make it so. Gile Hill Bylaws only require Board approval for the budget.
  - Peter as an early Board member says that in the past, the Board had expected a budget earlier to be able to make informed decisions but never got it.
  - Kathy disagrees: MP's contractual obligation is 60 days before year-end, which is November 1.
  - Beth says that at the next Board meeting, we can talk about potentially moving next year's budget discussion to earlier in the year.
- Maintenance update from MP (Diane)
  - Document presented that Diane had sent out ahead of the meeting. Updates that generated meaningful discussion:
    - Garage door of one of the Granite Lane units was damaged by a delivery truck; the garage door replacement doesn't have windows as do neighboring doors. Since the insurance claim for door replacement has been closed out, MP obtained a new quote to install the windows. Beth: we'll have a separate Board vote on that.
    - The Board had asked MP to transfer \$100K of capital reserve to a CD. MP hasn't found good enough commercial CD rates.
      - Monte clarifies whether MP is continuing to work on this or the Board should. Kathy says that MP is still trying to find options and she will continue to work with Monte on this.
      - Peter expresses dissatisfaction that MP hasn't been able to invest the COA's funds at a rate of >0% over the years despite being asked by the Board repeatedly; the Board has a fiduciary responsibility to the owners.
      - Ben points out that the Board has only voted and directed MP to take action re: the CD at the last Board meeting (unknown to Ben if such formal action items have been voted on before).
      - Monte suggests that MP's financial person, Kathy, and Monte get on a phone call with a bank to resolve this. Kathy invites Peter to join the call.

- Kathy says that MP is not investors; the Board pays very low fees for MP services; if the Board wants more services, the Board should find someone else for a better deal; MP's feelings would not be hurt, in fact MP would encourage the Board to find another company to manage the condominium.
  - Ben suggests that the Board has set out the task for Maloney, and this discussion should be had elsewhere once the results are known; the Board can decide if it requires a different property manager.
  - Olga asks about the status of the issue she's reported in April with 11 Gile Dr. soffit. MP got an estimate from our usual contractor; it's \$6,050 to fix the soffit of which \$2,000 is lift expenses + the cost to get the lift here and back (another ~\$1,500). Tom reports that the same issue doesn't seem to be happening at other buildings, judging from the ground. Tom believes this work should be done next spring with other work that requires a lift.
  - An electrical meter previously thought to power Twin Pines' property has been found to actually power the carports of 11 and 15 Gile Drive. The COA will pay for this meter going forward. Monte had been working on a re-electrification project for Gile Hill that would save us money over the long term. Because of the meter issue, our application for state financial support didn't go through and will need to be started again. This is a point to be discussed at a future Board meeting.
- Treasurer's report (Monte)
  - We're well under budget, as mentioned before by MP. One of the reasons is that planned capital projects aren't happening (e.g., the re-electrification project).
  - One of the things accomplished this year is that MP explained in detail to the Board the accrual method used by MP in COA financials.
  - Monte & Kathy will ask for a special Board meeting in November because the next regular Board meeting in December is too late for a budget discussion.
- Old business
  - Landscape committee update (Beth & Sarah-Jane)
    - Work has been ongoing with a landscape architect and arborist. Maintenance work will happen over 2-3 days soon to remove a number of tree limbs to promote healthy tree strength and improve tree shape. A spot on the property was identified at the end of the parking lot between the Granite Lane buildings to put cuttings so we avoid chipping costs. Flyers were placed on doors of units most affected by the work.
    - The most hazardous trees were identified on the property. They are emerald ash trees across from 15 Gile Dr. which are being attacked by emerald ash borer. It appears that these trees are on Town of Hanover property. Tom has set up a meeting the following day with town arborist to assess the trees.
    - Sarah and Ben asked about specific trees and were invited to connect with Sarah-Jane or Beth offline.
  - Boiler maintenance (Ben)

- Ben proposed trialing a new structure for the biennial boiler maintenance. Today, Harriman Heating does it, and owners are required to be home on the day given by Harriman's/MP. Compliance (owners letting Harriman's in) is 85%. The new proposal is to require owners to get their own inspection done by a vendor of their choosing biennially and receive a refund for the previously paid inspection fee upon showing proof of the inspection. Proposal is to vote on this at the next Board meeting.
    - Discussion ensued about the type of work done by Harriman's vs. what should be done, how much credit would be given back to owners, reasons for non-compliance, tracking serial non-compliance of the same condo owners, etc.
    - Rich raised several concerns around the complexity of the new proposal and was invited to email his comments to Ben for consideration in process design.
    - Another suggestion was to find a vendor who would provide more flexibility with scheduling for owners.
  - CNA process update (Olga)
    - We're looking for a Capital Needs Assessment vendor. We have one proposal in the works and are having a hard time finding more vendors to engage with us. More to follow when we finalize the proposal.
  - Updates from Beth
    - FYI: Town of Hanover is considering a change in its rental housing ordinance: they'll start doing safety inspections, which they'll charge for. Public meeting happening soon.
    - FYI: We need to take a look at COA Bylaws to see if anything needs to be changed. Approval for changes requires votes of  $\frac{2}{3}$  owners, which is hard to get. Please come forward if you're interested in helping with the review.
    - FYI: We'll work this coming year on collecting COA historical documents so we have them handy. Louise will help coordinate this effort.
    - FYI: We're looking into Board training from an attorney so the Board better understands its responsibilities.
- Open discussion
  - Linda raised the issue of the property not looking presentable and asked a separate question about how to deal with neighbors being loud. Kathy directed Linda to Diane as property manager; Diane can help explore solutions according to the COA Rules and Regulations.
  - Sarah asked about gravel issues on her terrace and was welcomed to submit a proposal to the Board for the work she'd like done.
  - Monte asked for an extra Board meeting on Wednesday, November 16 at 6:30pm to discuss the 2023 budget. Board members approved the request.
- Meeting was adjourned
  - Motion to adjourn: Sarah-Jane, second: Louise, all ayes.