

# Minutes - Gile Hill COA Board Meeting

6:30 p.m., Tuesday, October 5, 2021 (Zoom)

## Attendees

Gile Hill COA Board Members: Monte Blaustein (4 Gile Dr), Sarah-Jane Kerr (9 Granite Ln), Art Knippler (15 Gile Dr), Beth McKinnon (4 Gile Dr), Tim Tregubov (15 Gile Dr)

Other Owners: Raul Bueno (11 Gile), Ann Carper (4 Gile Dr), Peter Clark (4 Gile Dr), Terri Hamilton (11 Gile Dr), Phyllis Higgerson (15 Gile Dr), Louise Moon (7 Gile Dr), Olga Narvskaja (11 Gile Dr), Rebecca Sexton (7 Gile Dr), Maynard Southard (15 Gile), Ben Staplin (5 Granite Ln)

Maloney Properties (MP): Diane Badger, Tom Blondin, Kathy Luce,

**Tim opened meeting at 6:30 p.m. Quorum established. Introductions conducted. Meeting agenda reviewed.**

## Tim gave a short review of the past year

- Kudos to 4/7 Gile for Air-Source Heat Pump (ASHP) installation cooperation
- Thanks to Ann, Beth, and Monte for the inaugural Gile Hill newsletter
- Thanks to Monte for revamping our finances
- Thanks to Beth for spearheading our landscape beautification
- Thanks to Maloney for work on staining, camera setup, and changing banks

## Reviewed Action Items from last meeting

- Guardrails—bolts to be countersunk later this week.
- Mound of topsoil in the White Pine Oval area—per Kathy, the leftover topsoil is worth about \$250—Board decided to keep it where it is to be used next year.
- Work order process reminder—was included in September newsletter.
- Insurance coverage document—Kathy decided to defer this discussion until December board meeting.
- Rules/Regulations update—Art has lead; expected draft completion January 2022.
- Other action items to be covered later in meeting.

**Minutes from August 10, 2021, Meeting:** Sarah-Jane moved to approve; Monte seconded. Minutes approved unanimously.

## Update by Maloney Properties (Kathy)

See Maloney Management Updates sent to Board members October 5 (attached). Items for which questions arose during meeting:

- Vermont Life Safety inspections of the alarm systems and sprinklers—Kathy agreed to share (at the next Board meeting) the list of units for which this inspection was not completed.
- Exterior lighting—per Kathy, Maloney still planning to conduct a walk-around with Board and Morgan Electric to assess lighting issues.

- Capital Needs Assessment (CNA)—current plan is to collaborate with the rental properties to develop a 20-year exterior-only CNA. Kathy's goal is to get the approval this year to include the rentals in the CNA.
- Biennial Preventive Maintenance for boilers and dryer vents—awaiting schedule; parts have been ordered. Kathy assured the Board that owners will have plenty of notice re the schedule.
- Damage by DHL driver to condo garages on Granite Lane—Kathy reported that we are caught between two insurance companies (Gile's and DHL's). Structural engineer site visit occurred on September 23; awaiting report so contractor can redetermine price. Considering installing a temporary structure to protect the area against freezing temperatures. Ben asked for the timetable and asked about engineer's report; Kathy said Maloney has no timetable and has not received the report. Monte asked about a police report; Kathy has not seen a report. Kathy warned Board members not to insert themselves into process. Beth asked why our insurance company isn't paying to repair the damage then going after the DHL insurer for reimbursement (subrogation); Peter also questioned this process. Kathy replied that that is not how commercial claims are handled. Kathy then mentioned that Vermont Mutual has now dropped Gile Hill because of the number of claims. We now have a new insurer—Co-Op Insurance—as of the end of August 2021; slight increase in premium. Kathy said that she will discuss this in more detail during the December meeting. She also offered to include Ben in a meeting with our insurance agent.
- Art asked about the camera at the dumpster area; Tom responded that the camera was moved to a different location. Art asked about impact to date. Kathy responded that the timeframe to date too short to see meaningful impact on trash disposal costs.

### **Maintenance/Landscape Committee**

Beth summarized activities to date of this committee (Sarah-Jane, Louise, Ann, Peter, Beth):

- Grounds beautification allocation (\$5,000)—approved for 2021 budget (at 12/1/20 board mtg): purpose to look at trees, shrubs, etc to try to see what's needed to return the grounds to original vision (damage over years, etc).
- Met with arborist on April 22 for walk-around. Recommended we start with landscape architect to come up with short-term and long-term plans that can be implemented over time.
- Solicited several LAs; decided on Jacki Rossi, Woodstock. Met with Jack May 28 for walk-around. Jack gave us a proposal June 20; discussed/approved in Bd mtg (Aug 19). Retainer received Sept 22. Site visit/analysis week of Sept 27. Should have report mid/late October.
- Review report—decide how to handle recommendations—any work we decide to do would need to wait until spring 2022 (we will need to engage a landscaper well before spring to get estimates, then order plants and schedule work).
- Again, this will be a tiered approach—prioritize steps; some things will be normal maintenance work (e.g., dangerous trees, dead trees) paid out of regular operating budget. We'll need to decide what to do and how to pay for the other

recommended actions.

- Also need to discuss if/how rentals (Twin Pines) play into this.
- Peter clarified that our objective is not to return Gile Hill to what it had been, but rather to maintain the landscape in an appropriate way, just as we maintain the buildings in an appropriate way. He further said that while we have been regularly maintaining the buildings, we have not been maintaining the landscape. Need to separate the idea of a longer-term landscape plan versus the regular grass cutting, etc.
- Tim then said we will continue to have a separate process for fallen trees and similar issues--work through Maloney/Tom on these issues.

### **Treasurer's Report (Monte)**

See the Financial Summary sent by Monte October 5 (attached). Additional discussion raised during meeting:

- So far for the 2021 budget year (8 months of data—January through August), we are approximately \$3,000 under budget. Monte expects we may be slightly over budget by the end of the year.
- Lighting—continually trying to fix lighting problems/complaints (broken lights, brightness, etc.)—integral part of budget process and financial picture for the condos. NH Saves program representatives have worked with Liberty Utilities, as well as with Monte and Art, to develop a proposal for what it would take to bring everything for the five condo buildings up to highly energy-efficient lighting. Over time, this would reduce our lighting costs (currently averaging about \$1,000/month this year). This usage could easily be reduced by half with increased energy efficiency. The proposal would include sensors on certain lights to turn them off during the daytime; also, adjusting lighting in the stairwells so that's it's more an as-needed function. They will also be considering light pollution—lights that are too bright, perhaps shining into units throughout the night. Price tag in range of \$50,000. A large part of this would be paid by utility company using a fund that is set aside expressly for this purpose. The remainder would be paid as part of our utility bill over 36 months; this would constitute an interest-free loan from the utility company. We would be getting savings from these energy efficiencies during this initial 36 months and beyond. All work done would come with a 5-year warranty; thus, we would immediately start saving money by not having Morgan Electric frequently visiting to fix and/or otherwise correct lighting issues. Today we spend significant money on repairs with Morgan. By the end of November, Monte expects we will have a firm proposal for the Board to review—this will cover all 5 condo buildings. They will also look at the Granite Lane lighting, specifically what lights the path behind the buildings. Lighting solutions for this area would be considered “new work” so would not be covered under the above program. We could review and decide how we want to handle. (Note: This would cover the condo buildings only, not the rental buildings and their surrounding areas. There could be a similar review for the Twin Pines/rental areas, but Twin Pines would have to initiate this. Therefore, the problematic spotlights at the rental buildings would have to be addressed by Twin Pines; Kathy believes they may be looking into it.)

- Kathy and Monte are still working on the 2022 budget. The Board will need to meet in November to review the budget so that owners can be timely notified of any required increase in the maintenance fee.

### **Old/Continuing Business**

All items have been covered.

### **New Business and Discussion**

- Voting for Board members: 3 proposed new members—Louise Moon, Olga Narvskaja, and Ben Staplin. Beth moved to approve the list of 5 current Board members plus the 3 additional nominees. Sarah-Jane seconded. Motion passed unanimously.
- Art raised the issue that the minutes for this annual meeting should technically be approved only at the next annual meeting (October 2022) rather than at the next Board meeting. However, Tim would want to have these minutes published before October 2022. Therefore, we will label these minutes as “draft” or “unapproved” so they can be shared shortly after the Nov 2021 meeting.
- Art also asked about the required quorum for an annual meeting. Is a quorum of owners required (versus a quorum of Board only)? Kathy looked at Bylaws, which are silent on quorum at an annual meeting. Art and Ben will look into these issues (annual meeting minutes and annual meeting quorum requirement) to see what is included within State statutes/other sources.
- Tim asked about Board member personal liability insurance. Kathy said that we have excellent insurance.
- Beth will continue as Secretary for the Board.
- Tim has been looking into options for electric vehicle (EV) charging stations (public charging station(s) and/or option for carports). He has talked to ReVision Energy. He also has spoken to Solarize Hanover in connection with solar panel installation options. They hope that there might be solar project funding available in the future at the Federal and/or State level. Tim feels these two initiatives (solar/EV) could not be coupled--solar energy generation would feed back into the grid; there is no battery option. Olga volunteered to work with Tim on these projects; he will reach out to Olga.
- Phased painting/staining plan—per Kathy, she will work with Monte on what to recommend to Board for 2022. Next up may be hardie-backer boards (green siding).
- Board meeting in November needed for budget discussion. Monte suggested Tuesday, November 2, 6:30, zoom.

**Adjourn Meeting:** Monte moved to adjourn; Sarah-Jane seconded. Unanimous approval to adjourn meeting at 8:11 p.m.