

Minutes - Gile Hill COA Board Meeting

6:30 p.m., Tuesday, April 12, 2022 (zoom)

Attendees

Gile Hill COA Board Members: Monte Blaustein, Sarah-Jane Kerr, Beth McKinnon, Louise Moon, Olga Narvskaia, Ben Staplin, Tim Tregubov

Maloney Properties (MP): Tom Blondin, Kathy Tyrrell Luce

Tim opened meeting at 6:37 p.m. Quorum established. Reviewed agenda.

Reviewed minutes from February 8, 2022, Meeting and March 7, 2022 Special Meeting Sarah-Jane moved to approve; Ben seconded; both sets of minutes approved unanimously.

Reviewed prior action items

- Second coat of paint should be applied to townhome garage door in spring, once weather consistently warmer.
- Kathy expects \$2,000 payment (for garage) from insurance company “momentarily.”
- Kathy spoke to Tom O’Brien, retired architect, re doing a small-scale CNA. He could perhaps schedule in the fall. Decided that if no firm date by June meeting, we will explore other options.
- Re Rules/Regs update, Beth will send Word version of R/R to Olga so she can move forward with this initiative.
- Re capital projects to be done in 2022—per Kathy, Maloney typically uses the 2015 CNA along with Board input to set up plan for the year’s capital projects. Tom mentioned pressure washing and clear-coating buildings needed. There was discussion of townhome doors/doorframes. Tom said he would get a quote for doing those. (They weren’t done in 2021, along with doors for 4, 7, 11, 15, because townhomes weren’t being stained.) Kathy explained that a prior Board decided to start painting/staining older buildings first (on a per side basis based on weather exposure). Kathy said that MP has a copy of their capital project recommendations over the years and will furnish it for the June meeting. Boards in the past have been very involved in determining capital projects. Per Tim, we will need to address rusting/flaking/bubbling doorframes, perhaps not this year, but soon. Basically, we need a multiyear plan.
- Re Harriman’s maintenance visits, Kathy said that she thought 4 units are still left to be done and will be completed by the end of April. This doesn’t include the units of owners who decided to handle the work themselves/with their own contractor.
- Other action items will be discussed later in agenda.

Boiler Maintenance Discussion

- Ben had talked to Scott Harriman about how to improve the boiler/dryer vent maintenance work. Scott said that the process would work very smoothly if Harriman’s still had access to all units with a master key; apparently this used to be the way these

were handled. Ben felt that if we could resolve this access issue, we could alleviate most problems with these visits.

- Kathy gave background to the decision to not allow contractor access to the master key—liability and cost for loss of key, e.g., the need to re-key all master-keyed properties if a master were lost. There are 2 master keys at Gile, one for first responders, the other is under management control for an emergency.
- Sarah-Jane suggested that individual owners could choose to give Scott their own key so he could perform the service.
- Tim asked whether Maloney would be willing to handle individual keys for condo owners (they do give contractors individual apartment keys for the rentals). However, Ben pointed out that some owners would not give their keys for Maloney to keep for Harriman visits.
- Difficulty of scheduling Harriman visits. Scott says we get bulk pricing so not willing to individualize appointments.
- No resolution. **Table issue for now.**

Landscape Update

- Per Beth, **Sarah-Jane will call Peter Butler when he returns April 20 to schedule a date when he and she will walk around Gile so he can finalize his proposal.**

Eastern Propane Service

- Question re whether Eastern Propane can do boiler maintenance work for Gile Hill condo owners. Question was resolved by Maloney; the answer is yes.

Lighting Project

- Monte reported that Morgan Electric has updated their quote for the work; price has gone from \$30,000 last year to \$45,000 this year.
- The NH Saves program is funded again; Monte has prepared the paperwork to get a quote on the actual amount we can expect. He also has submitted paperwork to ask that Liberty to allow us to extend our payback period to 5 years interest-free (rather than 3).
- Awaiting formal proposals from NH Saves and Liberty; Monte hopes to bring those, along with Morgan's quote, to the next Board meeting.
- **Continue to hold off spending money on light repairs/changes (other than emergencies) until we get the approval for this project.**
- Once we get all paperwork and if we decide to move ahead, we will need to proceed very quickly to prevent further cost increases.
- Morgan now has a formal plan for Gile lighting. Even if we decided not to go ahead with this project, Morgan could refer to this long-range plan to ensure any changes fit into it. All street lights are wired to a specific building (this was set up during initial construction).
- Twin Pines is not included in this; they are a totally different entity. This project is considered only for the 44 condo units.

- Per Tim, it would be good to share this lighting “plan” with the Board so we will have it for future reference.
- None of the lights that are traceable to the rental units are part of this plan.

E-Charger Stations

- Olga reported that there are basically two issues to look at: the source of electricity and the what/where for e-charger stations.
- Asked Morgan Electric where it would be best to install; he is to get back to Olga with suggestions.

Maloney and Maintenance update

All items have been covered in earlier parts of this meeting.

Review financial reports from Maloney—general discussion of the financials

- Monte and Kathy spoke earlier about the Board request to provide copies of invoices and payments.
- Per Kathy, Maloney already provides this info in their reports. They feel we should pay for an audit every year to help allay our concerns—rather than requiring them to do more for us. Their report already includes an expense distribution report, report of every check written, etc. She feels their accrual method of accounting is best for us (i.e., capturing incurred costs rather than expenses).
- Tim asked Kathy to start sending the monthly financial report to all Board members.
- Kathy explained that they start with the approved budget then divide it into a 12-month list for the fiscal year. Billing periods may not match up from one year to the next. This is reconciled every month.
- Accrual method presents financial picture more tied to reality.
- Monte said he has looked at a full year’s worth of expenses and payments and he can’t get the two to balance. This is despite the fact that we generally issue no more than 12 payments per month.
- Kathy said contract requires a monthly financial report, comparing this to budget projections. That is what they supply. They use industry standard, not cash accounting process.
- Kathy happy to schedule a time for an accountant to come to meeting and explain process to us. Board seems to be trying to double-check their work. An audit would cost about \$8,000. Last one was done 2 years ago (accounting process audit); result was clean. (Rentals do audit each year.)
- Tim said he would share this last audit.
- Kathy said it becomes a matter of trust. Can’t continue to spend time each month going over such minute detail. If we want this level of management, we should consider another property manager. Perhaps this is what we are really looking for.
- Concern about our ability to increase reserves for major upcoming projects, sufficient such that we can avoid a future special assessment.
- Olga summarized our discussion: We should listen to the accounting person at the next

meeting, then decide what direction to go—do we feel comfortable with Maloney’s process or do we want to find a different property manager?

- Kathy feels that engaging a different property manager would result in a higher cost for the condo association.
- Ben asked to see copy of Maloney contract so we all know what is expected. Kathy said she would send out copy to everyone.
- Tim said he will ensure it’s on the shared drive. Added that objective should be finding a good way to collaborate. He thinks it will definitely help speaking with Maloney accountant and having that person walk us through a report.

Interim president plan

- Tim will be stepping down from President position for the time being, but will remain on Board.
- Beth is willing to assume interim President role through the October annual meeting.
- Ben moved that the Board appoint Beth as interim President; Olga seconded the motion. Beth abstained from voting; all other members voted in favor. The motion passed.
- Under the Bylaws, the President and Secretary positions cannot be held by the same person. The consensus is that the position of Secretary will be rotated among Board members. Ben volunteered to take the first turn (June). Olga said she would take the next turn (August).

Adjourn Meeting: Olga moved to adjourn; Monte seconded; unanimous approval to adjourn meeting at 8:14 p.m.