

Gile Hill COA Board Meeting, April 6, 2021, 6:30 p.m. (Zoom)

Attendees:

Gile Hill COA Board Members: Monte Blaustein, Sarah-Jane Kerr, Art Knippler, Beth McKinnon, Tim Tregubov
Maloney Properties (MP): Diane Badger, Tom Blondin, Kathy Luce

Quorum established

Meeting agenda reviewed—Tim

Minutes from February 9, 2021, Meeting: Distributed prior to meeting via e-mail. Reviewed by Board members.

- Monte made a motion to approve minutes.
- Tim seconded the motion.
- Tim restated the motion and ask for affirmative votes, negative votes.
- All members voted in favor, thus **approving minutes unanimously**.
- Members decided to recap action items at the end of the meeting to ensure all covered.

Update by Maloney Properties (MP)

- **Financial:** Kathy said that she and Monte meet monthly to discuss.
 - Expenses are within budget, and Kathy feels our financial outlook is solid.
 - She shared an update on the two owners who had been behind in payment of condo maintenance fees—one person is totally caught up; the second is not. MP is using the late fee plan that had been in place, i.e., \$50/month late fee once the payment is 7 days late (with some discretion and a 1-month grace period). There hasn't been an ongoing collections issue. As of March 31, 2021, everyone has paid in full other than a few small amounts related to the January 1 change in fee amount.
- **Management Updates:** On April 6, Kathy distributed to board members the Management Updates. Following are the items she highlighted:
 - Guardrails—Tom still doesn't know the cost but estimates no more than \$300 for the Association. Tom will check and report back to the Board.
 - Staining—there will be an expanded scope of work this year: all doors; trim in stairwells (all buildings) from top to bottom; carports; pressure washing if we want to add; siding (full) for 4 Gile; siding (partial) for 7 Gile. Pressure washing has not been done previously. This is the second cycle for 4 and 7 Gile; first for newer buildings. K&E Construction did the job last year. Colleen Mari Painting, a woman-owned business, submitted the lower bid. Monte moved to approve awarding contract to Mari. Beth seconded the motion. All members voted in favor, thus **approving motion unanimously**. Kathy will email bid to Tim. MP will discuss with contractor whether they would accommodate the idea of exterior window washing if owners were willing to pay directly.
 - Capital Needs Assessments (CNA)—Monte asked about separating CNA for condos from rentals (since no interior assessment for condos). This would allow us to complete the condo CNA this year. We could still share the assessment and costs for common items, e.g., roadway. Maloney will get pricing so we can discuss options. Tim suggested we do this by email before the next Board meeting. Kathy said the contractor might actually prefer exterior only. Estimated cost may be \$2500-5000 for condos alone.

- Exterior Lights—Morgan Electric is back on track post-Covid. For the townhouses, they have put the light levels at the lowest possible setting. Tom will check to see whether there is an option for covers/baffles.
Tim will try to get clarification of other spotlight complaints. These include a complaint from a 7 Gile owner, including lights on a tree on shared property behind the unit. There are also lights on a rear terrace at 15 Granite Lane; these are on 24/7 and are extremely bright and particularly intrusive at night, shining directly into at least one of the bedrooms at 7 Gile. Do we have an exterior light policy? Is this something we can address even when the lights are on private property? [The issue may be covered under Article IX, Sections 1c and j of the Bylaws.]
- Insurance coverage questions—MP is compiling a list of items to be covered by individual versus the condo association’s master policy insurance. MP will email to the members of the Board. This will include the question of liability for the new and existing ASHPs (heat pumps).
- Road repairs/tree maintenance—these are done each year with costs apportioned between the condos and the rentals. Repainting of yellow striping will be timed with road maintenance.
- Deferred-maintenance—for the 4 Gile pavers and the 15 Gile stairway railings Tom is getting quotes. The railings may have to be replaced from top to bottom.

Treasurer’s Report (Monte)

- **Financial Reports:** Monte distributed (on April 6) to Board members the Treasurer’s financial reports for January and February (see attached), then reviewed these two spreadsheets.
 - Income: in line with budget projections.
 - Biennial maintenance—will be done in June/July 2021. Diane and Kathy have the quote and will send to Monte. The sooner Harriman has approval, the sooner they can order the parts.
 - Expenses: these are a bit higher than budgeted.
 - Time and materials expenses—under budget for now.
 - Utilities—electric and water/sewer are both overbudget. Diane noticed that the water/sewer expenses for 11 Gile were higher this past quarter. She contacted owners but no response yet.
- **Bank Fees:** There was discussion (continued from the last meeting) of the ongoing bank fees (approximately \$100/month) we’re paying (and lack of interest income). Mascoma would charge 0 for our level of activity and pay .5% interest. These could amount to \$2,000/year additional in our balance sheet. MP has questions about the convenience of Mascoma branch locations.
Monte moved that we instruct Maloney to switch our accounts to Mascoma (or equivalent cost/income bank).
Art seconded this motion.
All members voted in favor, thus **motion approved unanimously**.

Old/Continuing Business

- **Dog-waste Stations:** We continued this discussion from the previous meeting. Tim included a map with the agenda to show three proposed locations for these stations. Outcome of discussion was that MP will purchase four stations (bag dispenser only) and have them attached to light poles. The fourth station will be at the bottom of Buck Road. MP will (at the same time as the installation) send an email to all residents to announce/explain the stations.
- **Exterior Light Complaint:** Tim gave some additional explanation about the 7 Gile owner complaint. This was covered during the Maloney management discussion.

- **Building Plans Follow-up:** Objective is to get digital copies for the Board. Tom has located some of these plans and is working with the Hanover Planning Board to get additional ones.

New Business and Discussion

- **Landscape Committee:** We discussed planning for spending the \$5,000/year budgeted by the Board for grounds beautification. Need to come up with a short and long-term plan. We could try to approach this as a joint community project (condos, rentals). We will need to engage an arborist to help assess tree-scape. Kathy said MP can serve an oversight role. Diane will try to come up with some people in rental community who might be interested in helping. Tim mentioned preparing an email to solicit input.
 - 21 Granite Lane owner—suggested planting small trees for added privacy uphill from townhouse units (see sketches attached to agenda).
- **No-Visitor Signs:** These have been removed.
- **Propane Rate:** A community member complained that the Gile rate is higher than other condo communities in the area. MP explained that Gile switched from Young’s Propane to Eastern a few years ago because of service problems. Eastern had to buy Young’s tanks. There was, therefore, an agreement, in place through 2022, covering the rate that Eastern could charge. Art suggested we start thinking about the direction we want to go after the current agreement expires (and perhaps start negotiations).
- **Electric Vehicle (EV) Update:** We will continue this discussion during the next meeting. (There is a beta program from United Chargers, which includes free distribution units (in return for data). Otherwise, cost may be approximately \$1,200 per unit.)

Maintenance Update (MP)

- Covered previously in this meeting.

Other Issues

- None.

Adjourn Meeting

- Monte moved to adjourn.
- Sarah-Jane seconded
- All votes were affirmative, thus **motion approved unanimously.**

Action Items (leftover from February 9 meeting)

1. **Maloney--Tom** will get an itemized list from Harriman’s of what’s been done under the biennial maintenance. Kathy said that Maloney will bring a proposal to the next meeting.
2. **Affected owners (4 Gile) and Maloney--ASHP** maintenance: owners for 4 Gile and 7 Gile will be responsible for maintaining exterior equipment and linesets and will need to sign an agreement re this. **Kathy** will see if there is a standard agreement that we could use. Should units in 15 Gile also sign? Maloney to discuss these issues with Association insurance company.
3. **Maloney** will solicit recommendations for vendors (to update vendor list).
4. **Maloney**—re overflowing dumpsters, **Kathy** suggested doing a joint memo trying to appeal to people’s sense of being good neighbors—send to whole community. Maybe include in memo instructions on how individual trash disposal should be done.

Action Items (from April 6 meeting)

1. Staining (4 Gile (full) and 7 Gile (partial))—**Kathy** will email bid(s) to Tim. **Maloney** will ask whether contractor would entertain idea of window washing if owners willing to pay.
2. Capital needs assessment (CNA)—Monte asked whether we should (at least partially) separate CNA for condos from rentals. **Maloney** will get pricing so we can look at price differentials and discuss.
3. Lights—**Tom** will check to see if there is a cover/baffles possible for the spotlights. **Tim** will try to get clarification of complaints about lights—which specific ones.
4. 7 Gile light complaint—**Maloney** is to remove the lights on the tree on shared property near 7 Gile. 7 Gile has multiple light complaints (townhouses as well as very bright string(s) of lights on 15 Granite Lane terrace). Do we have an exterior light policy or does it fall under “nuisance/annoyance” prohibition that’s part of bylaws?
5. Insurance coverage issue (individual vs condo)—**Maloney** is putting together a list to clarify and will email to us. This will include clarification of ASHP issue.
6. Deferred maintenance—pavers in stairwells at 4 Gile and railings in stairwell at 15 Gile. **Tom** getting quote; may have to replace top to bottom.
7. Biennial maintenance: **Diane/Kathy** have quote and will get to Monte.
8. Increased cost of electricity and water/sewer—**Diane** noticed 11 Gile water/sewer; she contacted owners, but no info yet so need to clarify.
9. Bank change—based on approval of Monte’s motion, **Maloney** is to change our bank account(s) to Mascoma (or equivalent).
10. **Maloney** to buy the dog waste stations (bag dispensers only) and attach to light poles in the locations on Tim’s map (plus a 4th location at base of path to Buck Road). Maloney to send an email to all residents.
11. Building plans—**Tom** working with town to get “complete” set.
12. Landscape maintenance committee—**Diane** will try to think of some renters who can help.
13. Eastern Propane contract cost—Art suggested we start thinking about figuring out where we should go next year (end of current agreement is 2022). Perhaps **Maloney** should start negotiating this year.