

Minutes - Gile Hill COA Board Meeting

6:30 p.m., Tuesday, February 8, 2022 (zoom)

Attendees

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

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

Owner: Rebecca Sexton, 7 Gile

Other: Peter Butler, Jack Rossi (see Landscape discussion)

Tim opened meeting at 6:33 p.m. Quorum established. Reviewed agenda.

Reviewed minutes from January 11, 2022, Meeting After discussion re level of insurance detail in minutes and agreement to note that this information is correct as of February 7 and is subject to change, Louise moved to approve; Sarah-Jane seconded; minutes approved unanimously.

Reviewed prior action items

- Tim thanked Ann (Carper) and Monte for latest newsletter. Discussed information included in newsletter re owners' obligation to ensure proper/sufficient coverage. Diane said owners can contact her for insurance documents.
- *Still need to apply 2nd coat to garage door that was replaced at the townhomes.*
- *Kathy will follow up again with retired architect (Tom O'Brien) re doing small-scale CNA.*
- Per Tom, Morgan ordered a new lower-level light rather than a shield for rear of the townhomes; per Sarah-Jane, they instead installed 2 spotlights, making situation worse than ever. Decided to hold off on any additional work on lights until the overall plan (Liberty/Morgan/Hanover) is completed. Kathy agreed that MP will not contact Morgan for any additional light work unless a light is out and needs to be replaced.
- *Per Kathy, Gile is still owed about \$2,000 from insurance company for garage.*
- *Per Art, he and Olga still need to meet re updating Rules and Regulations.*

Updates by Maloney Properties (Kathy)

- *The Board needs to consider capital projects to be done this year and advise MP in the next month or so.*
- Harriman had to revise schedule of maintenance visits. Diane is sending out notices to owners a week in advance of each visit. Per Diane, boiler cleaning will be done 8am-12noon. 12 units completed so far; 32 to go. *All are to be completed by the end of April.* Re dryer vent cleaning, the townhome center units are to be billed \$85—not sure this is actually happening.

Maintenance/Landscape committee (Beth, Sarah-Jane, Monte, Louise)

Landscaping update—Guests: Peter Butler, Landscape Arborist; Jack Rossi, Landscape Architect

- Beth introduced Peter and Jack and summarized the process the committee and the board have gone through to get to Jack's landscape plan and contractor selection.
- Peter outlined his philosophy—lawncare and routine maintenance; working on foundational landscape (e.g., trees, shrubs around building—cleaning up old and planting some new); and long-term maintenance.
- Peter discussed a recommendation re heritage birch—splitting the trunk to strengthen the trees.
- Jack mentioned that one reason he recommended Peter is his “handholding” ability, i.e., working with a lay group and discussing options/new ideas and clearly explaining those. Plus, he thinks outside the box, e.g., using chips derived from cleaning up branches, small trees to line walking paths.
- Peter would coordinate certain areas with Harriman's, e.g., incorporating red sumac control with turf maintenance.
- After Peter and Jack left the meeting, Beth said that the landscape committee recommends going with Peter to start implementing Jack's plan.
- Discussed budget for this. Board had approved \$5,000 for this year, same as last year. It's unclear whether and how much Twin Pines (TP) could contribute to the costs. Every 15 years (next may be 2023) TP does a new plan and incorporates new capital needs.
- *Next step is to wait for plan from Peter, then vote on that. Plan should itemize what Peter will do and when.*

Treasurer Update (Monte)

- End-of-year financial report for 2021—Monte shared the report with board members.
 - Monte has a number of concerns about our financial situation; expects that we may need a higher fee increase next year.
 - Reserve funds had a net reduction at the end of 2021.
 - Several items that we weren't aware of (and didn't include) in our budget discussion at the end of last year have now appeared, e.g., additional funds for Harriman's maintenance work and potential insurance deductibles of \$5,000 per incident. We need more of an emergency fund for short-term needs to avoid using our reserves for these costs.

Old/Continuing Business

- Lighting project
 - Per Monte, we expect full proposal from Morgan Electric sometime in February.
 - NH legislature still hasn't approved money for NH Saves program so we can't count on that to reduce our costs.
 - Costs for this project (estimate of \$30,000) can be spread over 36 months and would be charged to our monthly electric bills. After cost-savings changes are implemented, our regular costs should come down.
 - Once we get Morgan's proposal, we would apply to Liberty Utilities for the funding and costs would be locked in. Board would need to vote on at point

- of Liberty approval.
- Part of this project would include replacing most, if not all, of the building light fixtures and using energy-efficient lights. Expect that not only would there be a reduction in recurring costs, but also in ongoing maintenance expenses (perhaps 20-25% reduction). Proposal that's been done was prepared by a professional lighting engineer. Morgan will be responsible for Hanover permitting.
- Goals of project—safety (sufficient lighting), reduce light pollution, and reduce energy costs.
- *Monte hopes we can discuss at April 12 meeting.*
- Should we continue to orchestrate the boiler maintenance work, and if not, then what do we need to do?
 - Kathy reported that this process was first approved by the board in 2012. Collection of \$12/month from each owner began in 2013. Maintenance was supposed to be done every 2 years.
 - If we want to end this program, we could do that this year and as of January 2023 stop collecting the \$12 monthly assessment.
 - Individual owners would then be responsible for cleaning the dryer vents and maintaining their boilers.
 - Issue of how we ensure owner follow-through to avert potential fire/flood incidents. Per Kathy, owners, including those who rent their units, are supposed to have their own insurance policies to cover casualties not covered by the Gile master policy.
 - Kathy reminded us that part of condo living is owner responsibility for maintaining units. Owners are already responsible for ensuring smoke/carbon monoxide detectors work properly.
 - We would need to advertise regularly to all owners their responsibilities in these areas. May want to include this in revised condo Rules/Regulations and require owners to report when these maintenance activities are done.
 - *Decided to postpone decision. Per Kathy, we could go out to re-bid this work in order to help document our decision.*
 - *Olga suggested a task force—Art and Ben volunteered.*
- Updating Rules and Regulations—discussed earlier in meeting.

New Business and Discussion

- *Capital projects for 2022—postpone discussion.*

Adjourn Meeting: Ben moved to adjourn; Louise seconded; unanimous approval to adjourn meeting at 8:20 p.m.