

Gile Hill COA Board Meeting, Feb 9, 2021, 6:30 p.m. (Zoom)

Attendees:

Gile Hill COA Board Members: Monte Blaustein, Nancy Garrett, Sarah-Jane Kerr, Art Knippler, Beth McKinnon, Tim Tregubov

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

Quorum established

Meeting agenda reviewed—Tim

Minutes from December 1, 2020, Meeting: Distributed prior to meeting via e-mail. Reviewed by Board members.

- Sarah-Jane made a motion to approve minutes.
- Beth seconded the motion.
- Tim restated the motion and ask for affirmative votes, negative votes.
- All votes were affirmative and thus minutes approved unanimously.

Update by Maloney Properties (MP)

- MP distributed to board members their management report and the financial report for year ending Dec 31, 2020.
- Kathy discussed the financial report.
 - Gile Hill doesn't "own" anything so if there is a capital improvement, it's shown as an expense.
 - Audit expenses shown in report were tied to items that were approved by the Board.
 - There was more cashflow than expected.
- Timing of Capital Needs Assessment—delayed by Covid-19 issues (with rentals being included, contractor(s) need to go into the units, hence health concerns).
- Management report shows that, as discussed previously, Harriman's will be ordering the new pressure-treated guardrails in March for installation this spring.
- Monte discussed biannual maintenance proposal and asked if we get other bids? Tom said this is not put out to bid; Harriman has been handling it. They have sent dates for this year. Harriman awaiting pricing for parts. Any increase in cost would not exceed 10% (total would be \$12,993 if the increase were 10%). Kathy said that unit owners/occupants feel comfortable with Harriman's, perhaps more than with a different contractor. Monte asked to at least see a formal proposal from Harriman's. The approximately \$13,000 price is close to what is collected from the \$12/month/owner fee. This service is supposed to include maintenance for the dryer vent and boiler as well as changing smoke/CO detector batteries (although these have been changed to 10-year batteries so not being changed this year). Art said that his dryer vent has never been cleaned. Tom will get an itemized list from Harriman's of what's been done under this maintenance. Kathy said that Maloney will bring a proposal to the next meeting.
- Re building staining, Monte said we want to see detailed proposals. Per Kathy, that's always

happened. Maloney will do a walkthrough with contractors in the spring, then prepare a scope of work. Work will be phased-in over time, based on condition of buildings. All of 4 Gile and 3 sides on 7 Gile are next in line. That will complete the staining of all buildings for this round. Maloney will bring pricing and proposals to Board. (As FYI, Tim's spending authority is limited to \$1000; Kathy's is limited to \$5,000.)

- Monte asked Kathy about update on issue of changing banks for better deal. Alternatives limited unless we have more robust financials. Ally Bank not usually used for commercial sector. Maloney will continue to look and try to maximize interest as possible. Gile Hill doesn't have that much money to make it worth anyone time to extend incentives. We're with Citizens Bank now. Also have an account with Eastern Bank. Could move replacement reserve to Eastern, but interest wouldn't be much higher. Why keep two accounts—per Kathy, there is no particular reason since both accounts are effectively cash accounts. Kathy suggested Maloney would give advice at next meeting re merging the 2 accounts. However, Monte said we should go ahead now and made a motion to that effect: close the Eastern Bank account now and merge with the Citizens Bank account. However, we reconsidered this later in the meeting (see Treasurer's Report notes below).

Treasurer's Report (Monte)

- Fee for late payment (of condo maintenance fees) discussion—many owners prepay, but there are some who pay the fees every few months rather than every month. One owner is moving so his should be cleared up soon. Diane sent a demand notice to the 2nd person; he paid a large amount when he got letter (\$75 late fee added).
 - Diane's current process: "Late" is considered 7 days past due date. Demand notice is sent when 3 months in arrears. She gives another month, then adds \$75/month as the late fee.) Monte suggested that we charge a \$50/month fee each month that someone is late, but still give Maloney discretion. The \$75 fee was a board decision a few years ago. Per Rules and Regs, owners **may** be assessed a late fee and interest charges if management fee not paid on time.
 - Art proposed giving 30 days grace, then \$50/month late fee. We should give notice ahead of time to everyone if changes made. Kathy and Diane will prepare a proposal for next meeting so board can vote.
- Guidelines for expenditures discussion
 - Bank statement—accruals vs cash—Monte said he is getting used to entries for reconciliation. He sends his questions to Kathy, and they discuss. He is looking more closely at items that are not under a contract (time and materials, etc.).
 - Bank charges (currently almost \$100 month)—adding as a line item so people are aware of these costs. Tim said that he has a commercial account with Bar Harbor; no charge banking. Kathy has tried to check with others, but finding similar situation to what we have—is Tim's account comparable? Monte checked with Bank of America—similar charges. Art pays nothing for his business account at Mascoma. Kathy will keep looking. For now, we will table the motion to close the Eastern account to merge the funds with those at Citizens Bank. Discuss at next meeting.

Old/Continuing Business

- Lineset leak in 15 Gile 2B (from last meeting--need to identify original installer to help determine locations, determine insurance coverage?)
 - Nancy provided background to issue—ASHP lineset leaking. Discussion about issue and responsibility. Original building plans didn't have linesets; added during construction. Thus, no locations marked on plans. Original installer is out of business. No further testing has been done by Harriman, who determined the problem when trying to fix non-working heat pump that had been installed last year. Their original testing showed a small leak, unknown location. (He had checked the fittings inside and outside to ensure problem not there.) There is concern with having to rip up walls. Art asked if we can get a company who does this kind of troubleshooting.
 - Final consensus was that condo association takes no responsibility in fixing this problem. Defect was disclosed to buyer prior to purchase, they purchased unit without any accommodations made at time of sale. Kathy says Maloney is already working on "whose responsibility is whose" in this and other similar situations to clarify for future associate/owner/insurance types of questions. Recommendation to do further robust testing for second opinion. The Association believes that this is a matter between the seller and the new owner.
 - The one 15 Gile unit that doesn't have an outside component of the ASHP installed yet should test the lineset before installing.

- 4/7 Gile Air-Source Heat Pump (ASHP) installation, vote for final approval [more info here](#).
 - 4 Gile--Tim summarized current plan: all ODU's (outdoor units) will be on parking lot side, minimizing pipe (lineset) lengths to IDU (indoor units)s.
 - Owners have agreed to share costs of inside piping (if access needed via an adjacent unit) They have also agreed to do what's needed to minimize visual and noise impact. There are no outstanding complaints and issues among owners.
 - Re the plan for 7 Gile, Unit TB, the ODU would be installed adjacent to the unit's terrace, similar to the existing installation for TA in that building.
 - 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.
 - Liability: Association insurance would normally cover liability for things on common property. Question of private property on common property—Kathy says Maloney will start discussion with insurance company then go from there.
 - Vote to approve these six ASHP installations contingent on owners signing Memorandum of Understanding referenced above.
 - Sara-Jane moved to approve.
 - Art seconded.
 - Tim restated motion and noted that this vote is to approve installation of ASHPs only for the following six units, based on the referenced ReVision Energy proposals:
 - 7 Gile Drive, Unit TB, Proposal_Moon_ASHP 15kBTU 20201229
 - 4 Gile Drive, Unit 1A, Proposal_Le_ASHP 20210120

- 4 Gile Drive, Unit 2A, Proposal_Greger_ASHP 20201115
- 4 Gile Drive, Unit 3A, Proposal_McKinnon_ASHP multi 20201115
- 4 Gile Drive, Unit 2B, Proposal_Blaustein_ASHP 20201115
- 4 Gile Drive, Unit 3B, Proposal_Clark_ASHP 20210115
- All votes were affirmative; thus, motion approved unanimously.

New Business and Discussion

- Beth taking on board secretary role for 2021
- Do we need a vendor list update?
Maloney will solicit recommendations for vendors.
- Dog waste stations; Tim had shared links for options as part of the agenda ([this one](#) and [other options](#)).
 - Re who would empty these; Kathy said they can piggyback this duty onto a contractor's other duties.
 - Art made point that this will need to be done regularly, especially in summer.
 - Kathy suggested we buy 3 of these and split between rentals and condos (possible locations are Buck Rd access path, grassy area behind 15, grassy area near Granite Lane).
 - Maloney will buy 3 and consult with board on locations, then install in spring and add task to "cleaning up by dumpsters"; share expense with rentals.

Additional Maintenance Update (Maloney)

- Lights—baffles/softer lights. Tom said that this is in the works with Morgan Electric. Tim said there is no local/federal governance on exterior light levels.
- Guardrails—Monte asked if we could have prices for these ahead of time. Per Tom, rails will be ordered in March.

Other Issues

- Monte suggested we add the grounds beautification issue to next agenda (money included in budget).
- Tom had no other updates. Monte said snow removal awesome. There are a couple of lights out, but no complaints. Need to ensure that whoever notices non-working light knows how to send report to Maloney--identify by saying it's "outside ? Unit."
- Monte raised issue of overflowing recycle dumpster. Kathy suggested doing a joint memo trying to appeal to people's sense of being good neighbors—send to whole community. Schedule is M, W, F. Maybe include in memo instructions how individual trash disposal should be done.
- Monte reported that enforcement needs to improve for "no parking" signs outside of 5 Gile. Vehicles are still parking for extended periods. Kathy said we could get a tow company and tow any car that's parked illegally. Tim asked if we could get license plate # and contact owner. Monte will start taking pictures and send to Diane/Tom for contact with owner/renter.
- Monte asked if we pay 18 months times \$12 (\$216) or 24 months times \$12 (\$288) for the maintenance fee? We'll discuss next time.

Adjourn Meeting

- Art motioned to adjourn.
- Sarah-Jane seconded.
- Tim restated the motion and asked for affirmative, negative votes.
- All votes were affirmative, thus motion approved unanimously.

Action Items

1. Maloney—ensure Harriman’s has ordered the new pressure-treated guardrails for installation this spring.
2. Maloney--Tom will get an itemized list from Harriman’s of what’s been done under the every-2-year maintenance. Kathy said that Maloney will bring a proposal to the next meeting.
3. Maloney will bring pricing and proposals for building staining to Board.
4. Maloney--Kathy suggested Maloney would give advice at next meeting re merging the two Association bank accounts.
5. Maloney--Kathy and Diane will prepare a proposal regarding late charges for maintenance fees for next meeting so board can vote.
6. Maloney--Kathy says they are already working on “whose responsibility is whose” in the 15 Gile lineset problem and other similar situations, e.g., repair/maintenance within walls.
7. Tim will tell Nancy to tell current owner (15 Gile, Unit 2B) to find someone to look into problem with leaking lineset for air conditioner and do more robust testing.
8. 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.
9. Maloney--Kathy says Maloney will start discussion with insurance company re liability issues related to ODUs (on common property) for ASHP throughout community then Board can decide how to proceed.
10. Maloney will solicit recommendations for vendors (to update vendor list).
11. Maloney will buy 3 dog-waste stations and consult with board on locations, then install in spring and add task to “cleaning up by dumpsters”; share expense with rentals.
12. Maloney—Lights (baffles/softer lights)--Tom said that this is in the works with Morgan Electric.
13. Monte suggested we add the grounds beautification issue to next agenda.
14. Maloney--Need to ensure that whoever notices non-working light knows how to send report to Maloney--identify by saying it’s “outside ? Unit.”
15. 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.
16. Re illegal parking at 5 Gile, Monte will start taking pictures and send to Diane/Tom for contact with owner/renter.
17. Monte asked if we pay 18 months times \$12 (\$216) or 24 months times \$12 (\$288) for the maintenance fee? We’ll discuss next time.