

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.

MEMORANDUM

TO: Gile Hill Condominium Association Board of Directors

FROM: Kathy Luce, Diane Badger, and Tom Blondin

RE: MPI Summary Report for 2021 Annual Meeting

DATE: 5 October 2021

It has continued to be a very challenging time for everyone during the pandemic. Staff are working at full capacity with a blend of remote and in-person work on a rotating basis. Unfortunately, no direct in-person appointments are available due to the limited small space and lack of ventilation in the Gile Hill site office. Staff are readily available by phone and email during regular business hours.

Our annual summary of work conducted during the last year, is as follows:

Maintenance & Contracted Services – Tom has continued his limited on-site schedule at Gile Hill. As reported in the past, the majority of the cost of our maintenance staff payroll is covered by the rental units, with a small portion paid by the condo association budget.

The following is a summary of contractors utilized and the services provided at Gile Hill:

1. Scott Harriman/Harriman's Heating provides a broad spectrum of services that includes janitorial, weekly maintenance/repair work, bi-annual HVAC preventive maintenance, repairs as needed, and seasonal lawn care services based on a detailed scope of work. They have a multi-year contract for lawn care services approved by the Board through 2023. Various banks on the property have been cut back and they will complete the Fall 2021 clean-up work after foliage season is over and the leaves are down.
2. L & M Services provides snow removal and emergency-related infrastructure issues that sometimes arise. We also utilize them each business day to drive through the site once to check the dumpster area and to remove any large items that are left at the dumpster, which has been an ongoing issue. Please remember that dumpsters are for routine residential trash for Gile Hill residents only and not for large items or for non-resident trash.
3. Morgan Electric makes regular electrical repairs; most of their work is related to repair of exterior lighting issues.
4. K&E Construction performs repairs in rental and condo units, on an as needed basis.
5. Colleen Mari Painting & Property Care performs repairs and painting in turnover of the rental units. They also stained the selected areas of the rental and condo buildings this year as part of the ongoing phase-in plan that was adopted a number of years ago.
6. Academy Roofing performs repairs to the roofs, as needed. In the past year they repaired a translucent panel that was loose and a skylight that needed to be sealed.
7. JP Pest provides pest elimination services.

Updates:

1. Work orders completed during the year include exterior light repairs, door locks that were broken, water on a boiler room floor due to a clogged drain, sprinkler head covers needed to be installed, weatherstripping, roofing issues, broken pavers, and problems with outside insects and mice.
2. We have added two “Resident Only” signs at the dumpster location and installed a camera to help in addressing the ongoing issue of unauthorized dumping at the dumpsters, or residents leaving bags outside the dumpsters instead of inside. The camera does not guarantee compliance but can assist in addressing issues. We will continue to send reminders of the policy.
3. Pigeon deterrents were installed in carports on Gile Drive.
4. Wasp nests were sprayed.
5. Exterior staining scope for certain selected areas that was approved by the Board was completed this summer. Damage to the lawn that was caused by the lift getting stuck is on track to be repaired by the contractor. It will take some time for grass to grow back in this area.
6. Painting of center lines in the roads, crosswalks and lines at the stop signs has been completed. Striping of the parking lots is completed bi-annually and will be on the schedule for next year.
7. Guardrails that had been damaged on White Pine Oval were replaced. Per prior discussion, bolts will be countersunk to match the existing bolts and is scheduled for later this week.
8. Pavers were replaced at one of the 4 Gile Drive terrace level units.
9. Vermont Life Safety performed inspections of the alarm system and sprinklers. Most of these systems can be inspected and confirmed operational from outside the units, however in-unit access is necessary primarily to inspect sprinkler heads. Some units were not accessible at the time of their inspection as several owners did not make arrangements for access. We have contacted them, several times, to schedule a time to inspect those sprinkler heads that were missed as part of the in-unit inspection. We will continue to follow up.
10. Exterior lights on the back of the townhomes have been replaced with lower lumen/wattage lights. Some owners have reported that the lights are still too bright. Morgan Electric has ordered a shield to go over the side of one light but, it hasn’t come in yet due to delays in supplies. Morgan Electric will schedule a walk-around at the end of October to determine if there are other types/levels of lighting that would be a better option. We will continue to work with the Board on assessing lights and collaborating on an overall lighting plan.
11. As discussed during the year, the bidding out of the Capital Needs Assessment was delayed in 2020 due to the COVID-19 epidemic. In order to conduct a thorough “exterior only” CNA for the rental and condo buildings together, we obtained bids this summer. The condo board has approved moving forward with this assessment and we are awaiting approval to do the rental buildings at the same time, which keeps the cost lower overall. Once approval of the rental buildings assessment is received, we will move forward with this plan, and anticipate this to be on target before year-end. Components of the CNA include all shared exterior building components and commonly owned areas of the site, grounds, roads, walks, etc. .

12. Bi-annual Preventive Maintenance for boilers and dryer vents is due this year, as it was last completed in late Fall 2019. This was let out to bid this summer and the Board approved Harriman's Heating bid in August. Parts for the PM work have been ordered and we are awaiting a schedule from Harriman to complete this work.
13. A condo garage at the townhomes was damaged accidentally by a DHL delivery driver earlier this year. Unfortunately, we must work through a process between Gile's insurance carrier and DHL's insurance to ensure DHL's insurance covers the full cost of repairs. Gile's insurance pushed DHL insurance on agreeing to a structural engineer to confirm/verify the required scope of repairs. That site visit finally occurred on 9/23/21. Trumbull Nelson (original Gile building contractor) is adjusting their pricing for the repairs based on this inspection as they noted previously that the cost is higher than the adjuster initially estimated. The quote will then be reviewed and approved by the DHL insurance adjuster. Payment of \$5000 was received right after the accident to cover the condo association deductible so the condo entity is made whole and does not incur costs for repairs. Maloney along with Gile's Agent (Hickok & Boardman) are following this matter closely and pushing to move this forward. Plans are being made to install a temporary enclosure before weather changes to protect the area against freezing.

If you have any questions or further concerns, please do not hesitate to contact us. Our phone number is 603-676-7721 and our email address is gilehill@maloneyproperties.com.

	2021 BUDGET	TOTAL SPENT TO DATE	OVER/UNDER BUDGET	MONTHLY BUDGET
INCOME				
Monthly Condo Owners Dues	\$178,888.32	\$119,280.00	\$21.12	\$14,907.36
Bi-Annual Inspection Fee (\$12/unit/month)	\$6,336.00	\$4,224.00	\$0.00	\$528.00
Bank Interest	\$12.00	\$25.57	\$17.57	\$1.00
TOTAL INCOME	\$185,236.32	\$123,529.57	\$38.69	\$15,436.36

EXPENSES				
Administrative Expenses - Contract	\$21,456.00	\$15,538.06	\$1,234.06	\$1,788.00
Trash Collection - Contract	\$8,192.00	\$7,621.43	\$2,160.10	\$682.67
Grounds Maintenance - Contract	\$11,712.00	\$8,724.49		
Snow Removal - Contract	\$17,650.00	\$11,673.44		
Maintenance Expenses - Contract	\$37,554.00	\$28,019.36		
Bank Charges	\$1,200.00	\$926.46	\$126.46	\$100.00
Maintenance Expenses - T & M (see notes)	\$25,563.00	\$11,719.20	-\$5,322.80	\$2,130.25
Electricity	\$9,558.00	\$8,141.22	\$1,769.22	\$796.50
Water & Sewer	\$18,283.00	\$12,843.13	\$654.46	\$1,523.58
Utility Expenses	\$27,800.00	\$20,984.35	\$11,717.68	\$2,316.67
Property & Liability Insurance	\$23,419.00	\$15,099.36	-\$513.31	\$1,951.58
Admin. Payroll Taxes, Maint. Payroll Taxes, Worker's Comp	\$1,996.00	\$825.62	-\$505.05	\$166.33
Taxes and Insurance	\$25,415.00	\$15,924.98	\$7,453.31	\$2,117.92
Improvement Projects	\$5,000.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENSES	\$143,988.00	\$93,112.41	-\$2,879.59	\$11,999.00

NET INCREASE IN CAPITAL FUNDS	\$41,248.32	\$30,417.16	\$2,918.28	\$3,437.36
--------------------------------------	--------------------	--------------------	-------------------	-------------------

	JANUARY ACTUAL	FEBRUARY ACTUAL	MARCH ACTUAL	APRIL ACTUAL	MAY ACTUAL	JUNE ACTUAL	JULY ACTUAL	AUGUST ACTUAL
INCOME								
Monthly Condo Owners Dues	\$14,910.00	\$14,910.00	\$14,910.00	\$14,910.00	\$14,910.00	\$14,910.00	\$14,910.00	\$14,910.00
BI-Annual Inspection Fee (\$12/unit/month)	\$528.00	\$528.00	\$528.00	\$528.00	\$528.00	\$528.00	\$528.00	\$528.00
Bank Interest	\$3.01	\$2.80	\$3.17	\$3.12	\$3.29	\$2.96	\$3.56	\$3.66
TOTAL INCOME	\$15,441.01	\$15,440.80	\$15,441.17	\$15,441.12	\$15,441.29	\$15,440.96	\$15,441.56	\$15,441.66
EXPENSES								
Administrative Expenses - Contract	\$1,947.00	\$1,812.64	\$1,759.02	\$1,764.09	\$1,762.14	\$3,549.00	\$1,935.33	\$1,008.84
Trash Collection - Contract	\$945.60	\$619.64	\$1,682.88	\$607.07	\$1,075.84	\$615.67	\$1,034.34	\$1,040.39
Grounds Maintenance - Contract	\$0.00	\$0.00	\$0.00	\$0.00	\$2,868.62	\$1,951.95	\$1,951.96	\$1,951.96
Snow Removal - Contract	\$2,918.36	\$2,918.36	\$2,918.36	\$2,918.36	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance Expenses - Contract	\$3,863.96	\$3,538.00	\$4,601.24	\$3,525.43	\$3,944.46	\$2,567.62	\$2,986.30	\$2,992.35
Bank Charges	\$103.67	\$116.80	\$114.18	\$119.25	\$117.30	\$116.41	\$115.50	\$123.35
Maintenance Expenses - T & M (see notes)	\$1,376.72	\$924.81	\$1,552.31	\$1,304.94	\$2,761.22	\$814.81	\$2,169.58	\$814.81
Electricity	\$1,391.32	\$1,062.25	\$1,236.52	\$981.33	\$1,078.24	\$770.30	\$787.90	\$833.36
Water & Sewer	\$1,647.65	\$2,168.20	\$2,050.45	\$1,695.00	\$1,751.50	\$737.79	\$1,438.77	\$1,353.77
Utility Expenses	\$3,038.97	\$3,230.45	\$3,286.97	\$2,676.33	\$2,829.74	\$1,508.09	\$2,226.67	\$2,187.13
Property & Liability Insurance	\$1,887.42	\$1,887.42	\$1,887.42	\$1,887.42	\$1,887.42	\$1,887.42	\$1,887.42	\$1,887.42
Admin. Payroll Taxes, Worker's Comp	\$200.91	\$148.80	\$148.80	\$148.80	\$148.80	\$148.80	-\$268.09	\$148.80
Taxes and Insurance	\$2,088.33	\$2,036.22	\$2,036.22	\$2,036.22	\$2,036.22	\$2,036.22	\$1,619.33	\$2,036.22
Improvement Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,389.08	\$0.00	\$0.00
TOTAL EXPENSES	\$12,418.65	\$11,658.92	\$13,349.94	\$11,426.26	\$13,451.08	\$29,981.23	\$11,052.71	\$9,162.70
NET INCREASE IN CAPITAL FUNDS	\$3,022.36	\$3,781.88	\$2,091.23	\$4,014.86	\$1,990.21	-\$14,540.27	\$4,388.85	\$6,278.96