

# Minutes - Gile Hill COA Board Meeting

6:30 p.m., Tuesday, August 10, 2021 (Zoom)

## Attendees:

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

Other Owners: Olga Narvskaia, 11 Gile Dr, Unit 3B; Ben Staplin, 5 Granite Ln

Maloney Properties (MP): Kathy Luce

**Tim opened meeting at 6:32 p.m. Quorum established. Meeting agenda reviewed.**

**Minutes from June 9, 2021, Meeting:** Sarah-Jane moved to approve; Monte seconded. Minutes approved unanimously.

## Reviewed Action Items from last meeting

- Item 3 (vendor list)—completed.
- Item 5 (window washing)—to be updated as we get additional information.
- Item 12 (dog waste stations)—no further information to share at this time.
- Item 13 (building plans)—no as-builts available; close out.
- Item 14 (Eastern Propane contract)—revisit in mid-2022.
- Gile Hill mail list—Tim reported that 25 people have signed up for owner list. Kathy said Maloney could provide addresses so we can ensure broad coverage.
- Other action items covered during later parts of meeting.

## Update by Maloney Properties (Kathy)

See Maloney Management Updates sent August 10. Additional discussion raised during meeting:

- Guardrails have been replaced. Tim asked if bolts could be countersunk to match existing; **Kathy said she'd handle.**
- Exterior Repairs/Staining progressing. HardieBacker board repair/replacement—awaiting information re additional cost. Monte asked about repair of grassy area damaged by lift truck. Contractor has committed to this; money will be held back to ensure it's done.
- Capital Needs Assessment (CNA)—Maloney recommends awarding contract to Right-Trak Design; cost of \$3,700 to condos. Twin Pines is deferring most of their CNA costs until end of 2021/beginning of 2022. There was much discussion about how the CNA cost for the common area will be apportioned between the condos and the rentals. Apparently, Twin Pines will be paying their part of this cost this year. Regarding the buildings themselves, the CNA includes building envelope (not structural integrity) plus grading and landscape. Board members will review and provide comments to Kathy; to be followed by a vote on whether to proceed with the contract. Kathy reported on August 11 that she is asking Right Trak to revise the rental proposal to separate out the exterior and common land scope from the interior (to alleviate confusion on the shared

cost of the exterior part of the CNA). She also reported that the vendor would complete the report within 30 days of their site visit.

- Damage by DHL driver to condo garages on Granite Lane—Kathy reported that \$5,000 has been paid by the DHL insurance company to Association; **Kathy will get clarification on the background of this payment.** (A structural engineer has inspected damage, finding that structure remains safe.) Ben asked who is overseeing the repair process. DHL insurance company is to come up with repair plan. Kathy doesn't know timeframe for repair.
- HVAC Preventive Maintenance—there were questions re how we ensure every unit is done. Harriman will provide schedule to Maloney, then report back at end of process. (Notices to owners re schedule will go by email and hand delivery.) Harriman only bills for units they actually visit. In order to assess this process for the future, we will need to know how many units actually completed.
- Exterior lights—Tim reiterated that we want a lighting plan rather than “replace one light at a time.” We'd prefer lighting with a purpose rather than prison-yard lighting. We want to go ahead with walk-around and include representatives from rentals. Question re whether Morgan is best option for the walk-around; are they actually consultants for types/levels of lighting or do they primarily do whatever client wants (Kathy affirmed that Morgan is the preferred option). Sarah-Jane reminded us about baffles. **Tim suggested that this needs to be done in next 2 months.**
- Mound of topsoil in the White Pine Oval area—Kathy said this is leftover soil from landscaping work; **she will check on status.**
- Stairwell railings (15 Gile)—Tim mentioned that it might be preferable to replace the railings with the type used in other buildings rather than restoring the 15 Gile ones.
- 11 Gile question—hole in outside wall. Apparently, this is a HardieBacker board issue.
- Work order process for reporting problems—as we work on updating Rules/Regs, this will be included. Kathy said she would start including a work order report for board meetings—number received, number resolved. Kathy said that **Diane will issue a reminder via robocall re the work order process.**

### **Maintenance/Landscape Committee**

Received and shared June 20 proposal from Jack Rossi, landscape architect. Discussion points raised during meeting:

- Tim gave overview of our plan as discussed in the spring. Twin Pines is not able to share costs at this point, but Condo Association previously allocated \$5,000 to cover this initial step. Multiple owners have raised related landscape concern.
- Kathy mentioned that Maloney continues to take care of ongoing landscape maintenance work. She said that the CNA has a landscape/grounds section, which might be helpful to the landscape architect. She also cautioned about potential upcoming capital costs for our structures, costs that we may not have anticipated.
- 40-Acre Tree Service is scheduled to provide tree maintenance. Kathy will check on timeframe; perhaps have them come later in the fall after Jack has done a report so they can include trees he has identified as problematic.
- CNA people are not arborists or landscape architects; they will look at grading.

- Order of attack would be CNA and Jack then 40-Acre Tree Service.

### **Treasurer's Report (Monte)**

See Treasurer's reports sent by Monte August 10. Additional discussion raised during meeting:

- Maloney is still working on bank change. Maloney controller has reached out the Citizens; they indicated they expect they can reduce our costs. **Kathy said change (if warranted) will take effect in August.** Will also move our checking account to Eastern Bank.
- Fire safety inspections—vendor still trying to get back to units that were not done earlier.
- Monte still reviewing water and electric bills, looking for trends.
- Cameras installed at dumpster area—Diane or designee checking tapes daily. So far only one questionable instance. **Maloney will issue reminder to all Gile residents about trash/recycling rules and dumpster cameras. Olga suggested quarterly reminders.** Monte said that our bottom line is that we want trash collection costs to decrease.

### **Old/Continuing Business**

- Insurance coverage plan document—**Kathy will send the document to Board members for review/discussion re coverage/deductible, etc.** Renews at end of August.

### **New Business and Discussion**

- Rules/Regulations update: Art will spearhead review/rewrite. The template for future AC/ASHP installations will be included in this update. **Due date for draft is January 1.** Board can review then discuss during first meeting of 2022. Need to consider what is enforced and what's not, with eye towards deciding what is really needed.
- Annual meeting—will continue via zoom this year. **Tim will send out an advance email to encourage owners to attend.** Could also ask for agenda items and interest in serving on Board.
- Ben Staplin would like to join the Board. Sarah-Jane moved to appoint Ben for interim period (until annual meeting formal vote); Beth seconded. Approved unanimously. Ben mentioned that he is an attorney and would be willing to serve as a resource in that capacity. Art mentioned one task he could help with is a review of the Bylaws; his insight as an attorney would be helpful.
- Olga is also potentially interested in serving on the Board. She will advise.

**Adjourn Meeting:** Beth moved to adjourn; Sarah-Jane seconded. Unanimous approval to adjourn meeting at 8:35 p.m.