

Minutes - Gile Hill COA Board Meeting

6:30 p.m. on Wednesday, June 09, 2021 (Zoom)

Attendees:

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

Other Owners: Alysia Garrison, 11 Gile Dr, Unit 3B

Maloney Properties (MP): Diane Badger, Kathy Luce

Tim opened meeting at 6:35 p.m. Quorum established. Meeting agenda reviewed.

Minutes from April 6, 2021, Meeting: Minutes approved unanimously.

Reviewed Action Items from February/April 2021 Meetings (Updated Actions Shown in Red):

1. Feb 2021: **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. Kathy provided an informational update—she said this was intended to have the costs amortized over a 2-year period (approx. \$6,000 per year for condos; Harriman's cost estimate for this year is \$325.50 per unit); this maintenance is typically done in fall so there will be sufficient funds to cover the cost. However, Harriman told Monte he can't service Monte's new boiler. Additionally, a few years ago smoke detectors were replaced with ones with 10-year-sealed lithium batteries so these shouldn't need service (Morgan Electric is now the contact for smoke detector issues. So, what does this cost actually cover. **Action: MP will get information from Harriman's re what's included and breakdown of costs. We will continue this for this year, then assess. Need to ensure owners know when Harriman is coming to each unit and report to MP if service not completed as scheduled.**
2. Feb 2021: **Affected owners (4 Gile) and Maloney--ASHP maintenance: owners for 4 Gile and 7 Gile will be responsible for maintaining exterior equipment, 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.** No standard agreement so Tim suggested we just come up with language. **Action: Tim volunteered to draft language and share.**
3. Feb 2021: **Maloney** will solicit recommendations for vendors (to update vendor list).] If we find possible contractors for exterior window cleaning, share info with MP. (Condo owners must clear contractors through MP.) **Action: Pending.**
4. Feb 2021: **Maloney—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. Dumpsters—weekend person was sick on Memorial Day weekend and didn't let Tom know, hence, pileup of large items (mattresses, etc.). **Action 1: Dumpster cleanup—MP trying to find new person. Action 2: Memo—Pending.**

5. April 2021: 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. Staining is set to go ahead in July. Beth asked question re exterior window washing; Kathy said that contractor does not provide this service. (Rentals do not have window washing in their budget.) Alicia suggested we check to find out who cleans Dartmouth's windows. She said there would be a number of owners who would participate. **Actions: Tim said he'd check with a friend re potential contractors (thinks he knows someone in Claremont). Kathy said she would also try to find a contractor.** Alicia later in meeting said that she found two possibilities and shared them in chat.
6. April 2021: 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. CNA providers are backed up so not available right now. Monte asked about starting repaving this year (oldest area 1st). Strain on budget per Tim because of staining cost this year. Patching road, including pothole repairs is already in works (L&M). Monte had gotten budget estimates for repaving by section. Twin Pines prefers repairs until long-term repaving plan in place. Additional information included in MP's Management Updates. **Complete for now.**
7. April 2021: 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. Spotlights seem to be biggest problem, based on resident complaints and walkthrough by several board members. Schedule a walkthrough with Morgan Electric at night with Tom to try to standardize. **Action 1: Tom will coordinate and will notify board so that whoever wants to go along may. Action 2: Diane will contact resident at 15 Granite Lane (because of complaint from 7 Gile resident—flickering decorative lights in back of townhouse that are on all night); should turn off by 10pm.**
8. April 2021: Insurance coverage (individual vs condo)—Maloney is putting together a list to clarify and will email to us. This will include clarification of ASHP issue. Insurance company is working on this, using a 2-column chart assigning responsibilities by association versus individual owner. **Action: Pending--Kathy asked them to get it done by the end of this year.**
9. April 2021: Deferred maintenance—pavers and railings in stairwells 4/15 Gile. Tom getting quote; may have to replace top to bottom. MP is doing an inventory this summer and will return with results in the fall—will be part of budget. **Complete for now.**
10. April 2021: Increased cost of electricity and water/sewer—Diane noticed 11 Gile water/sewer; she contacted owners, but no info yet so need to clarify. Per Monte, water/sewer is back to normal for April. Electricity still high overall—not just related to 11 Gile, but could be related to rate increases. **Complete for now.**
11. April 2021: Bank change—based on approval of Monte's motion, Maloney is to change our bank account(s) to Mascoma (or equivalent). Kathy said Key Bank better option than Mascoma. **Action: Maloney will finalize change.**
12. April 2021: 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. Clarification that MP is to buy dispensers only. **Action: MP to purchase and install dog waste stations.**

13. April 2021: Bldg plans—Tom working with town to get “complete” set. **Action: Pending.**

14. April 2021: Eastern Propane contract cost—Art suggested we start thinking about where we should go next year (end of current agreement is 2022). Perhaps Maloney should start negotiating this year. No action required at this time. **Complete for now.**

Update by Maloney Properties

Management Updates (Kathy)—all information discussed as part of action items (above) with additional detail in MP’s written report.

Treasurer’s Report (Monte)

Monte sent out financial reports today. \$850 over budget through April 2021; not significant. Reserve funds are increasing as expected.

Action: Need clarification of what we pay L&M for vs Mr. B. Action: If the board wishes to propose any changes in next year’s contract with MP, this would need to be done by August 1.

Old/Continuing Business

- Maintenance/Landscape committee report
 - Sarah-Jane, Beth, and other owners met with an arborist April 22 and a landscape architect (Jack Rossi, May 28). Reports of each meeting shared with all board members. As of meeting date, we are awaiting a proposal from Jack Rossi. [June 20 proposal shared with board. **Action: Decide whether to move forward.**]

New Business and Discussion

- Awnings: Requires board approval.
- AC question: Some 11 Gile owners may be interested in ASHPs similar to 4 Gile (as opposed to using the sleeve for wall AC). Part of 4/7 Gile ASHP board discussion was to develop a template for use in future. Art suggested we defer 11 Gile discussion until after 4 Gile is completed. **Action: Defer discussion.**
- Gile Hill mail list (opt-in/opt-out): MP doesn’t use a mail platform. **Action: Tim will look into options.**
- New board member(s): Sarah-Jane knows an owner at Granite Lane who wishes to join board. **Action: Sarah-Jane will invite him to next board meeting.** Art thinks board can vote to allow new person to join as long as we’re not at the limit of 8 members. All board members are voted upon at annual meeting.
- Handbook/Rules and Regulations require review/possible updating: Several items discussed during meeting that relate to Rules and Regs, e.g., work order process; owner exterior light policy; clearing owner-hired contractors through MP (insurance issues); pet problems/policies. Rules and Regs on website are dated February 2019 on cover, January 2018 on individual pages. Rules and Regulations handbook not consistent within its content (e.g., Pet Committee references). **Action: Defer discussion.**

Adjourn Meeting: Unanimous approval to adjourn meeting at 8:10 p.m.