ABV Condominium Trust
Board of Trustees Meeting Minutes
02/04/2015

Attending: Phil Mallet, Chair, Bob Morgan, Vice Chair, Carl Barstow, Secretary, Dennis Fitzpatrick, Treasurer, and Lynda Williams, Sharyn Beauregard (Recorder), Herb Martin, Evergreen- Property Manager.

Absent: Ann Walsh

Observers: Walter Brown, Bob Beauregard, Carol Larson, Linda Allen, Joe Fleming, Ed Clary, Audrey Clary, Ruth Desimone, Pat Deamer, Bill Adams, Carol Adams, Mike Ragaini, Linda Ragaini, Pam Barstow, Mary Samia, Charles Labonte, Barbara Shea

Chair’s Opening Remarks: Phil Mallet opened meeting by thanking Ed Clary for his assistance with beneficial interests, the Landscape Committee for the development of guidelines and procedures and Bob Nanoff for clarification on speeding issues within the Angell Brook property.

Owners Time: Ruth Desimone asked if lighting could be installed at the Angell Brook sign on wall at entrance. Bob Morgan agreed to head up a small group including Ruth and Lynda Williams to look at the feasibility of this request. Bob Morgan will target this spring for a potential recommendation. Audrey Clary asked that the Realtor sign either be fixed or removed. Bob Morgan to follow-up with this item. Walter Brown asked about the status and posting of Tracking Matrix. It was reported that this is being transitioned over to EMI and Jeff Taylor is also reviewing it to close out all completed items. Ed Clary asked about the clearing of roofs after sundown. Herb Martin to check with Jeff Taylor. Herb will also communicate with Jeff Taylor regarding owners concerns about clearing decks and other 2nd exits and the potential for owners to contract Jeff’s crew to clear off decks.

Management Company Report: Herb Martin reported that Coupon Books for monthly condo fees would be issued tentatively for March 2015 or April 2015 payment. The Capital Plan is almost complete and will be forwarded to the Board for a review. EMI is also working on a responsibility matrix that will also be forwarded to the Board for review and signoff.

Officer and Committee Report

1. Treasurers Report: Dennis Fitzpatrick reported that the January 2015 financials not in yet, however, financial health still good.

2. Landscape Report: Carl Barstow reported that the Committee has completed the Landscape & Ornamentation Compliance Procedures that the Board of Trustees has reviewed. Carl made a motion that the document be accepted and approved; motion 2nd. A discussion focused on this being a “living document” as situations may come up that have not been addressed. Vote was unanimous. The document will be posted on both of our websites. Carl Barstow to check on whether or not process & procedures impact the Deed of Record/Master Deed and get back to the committee.

3. Clubhouse Report: Bob Beauregard reported that the thermostat has been changed out and working well. New spotlight timer for front of clubhouse is working fine. There are several bookings already established for 2015. Bob Morgan asked Herb Martin to determine who is authorized to speak about the cable service in the building, so that Bob can investigate adding phone and Internet/WiFi service. Herb Martin to research and ensure that Bob Morgan is an authorized person on the account.
OLD BUSINESS

1. **01/07/2015 Minutes:** Motion made to accept the approved 01/07/2015 minutes, motion 2nd; vote was unanimous.

2. **Landscape Contract Update:** Dennis Fitzpatrick reported that 2 companies, McCarthy and NFS, remain in the running for the bid. Motion was made to interview both candidates before contract is awarded; motion was 2nd. Discussion focused around timing of these interviews and focus of questions that will be answered. It was agreed that the interviews need to be completed before March 1st and that Bob Morgan and Lynda Williams will take the lead on this process. Vote for interview was taken and the results were as follows: Agreed, Lynda Williams, Bob Morgan, Sharyn Beauregard & Ann Walsh, No, Carl Barstow & Dennis Fitzpatrick. Phil Mallet abstained. Once date & time established, interview schedule will be published and open to the community.

3. **Clubhouse Generator:** Bob Morgan is continuing to do research on this item. Carl Barstow to check and see if we are on the Essential Service List as our power lines might be tied into the jail. Bob to have his assessment finished in a few months. Herb Martin to provide Bob with some quotes he has from other Associations.

4. **Posting Of Contracts on the Web:** Once Landscape Contract is finalized, both the Snow removal and the Landscape contract will be posted on our website, however, Herb Martin stated that for competitive advantage reasons, the EMI contract will not be posted. **NOTE:** After meeting concluded, it was decided that additional discussions need to occur amongst the Board of Trustees and this action has been deferred, for now.

5. **Speeding Tickets:** Phil Mallet stated that this item has been deferred until March agenda.

NEW BUSINESS

1. **2015 Annual Meeting:** Herb Martin reviewed process for notification and content of annual meeting. Herb will draft potential agenda with Herb/EMI having several items to cover, “report” from the Chairperson on the accomplishments to date and a summary of future endeavors. Also there needs to be time for a Q & A session.

2. **Winter Safety Items:** Phil Mallet stated that Jeff Taylor has a crew going through the village to ensure that vents and ducts for dryers, furnaces are cleared to ensure that there are no safety issues as we go through this winter period.

3. **Snow Removal Meeting:** Dennis Fitzpatrick reported that an emergency maintenance meeting was held on Friday, January 30th. A resident raised concerns about the amount of snow on several 3 season rooms. This pointed out a need to inspect all 3 season room roofs, and some main building roofs as well. The concern is the potential for structural damage, which could result in significant expenses going forward.

Meeting adjourned at approximately 8 PM.

NEXT MEETING SCHEDULE: **Wednesday, March 4th @ 6:30 PM**

Check [WWW.ABVillage.org](http://WWW.ABVillage.org) for events and information