ABV Condominium Trust
Board of Trustees Meeting Minutes 06/10/2015

Attending: Phil Mallet, President, Dennis Fitzpatrick, Treasurer, Carl Barstow, Communications Secretary and Landscape Committee Chair, Ann Walsh, Legal and Legislative Chair, Lynda Williams, Compliance Officer, and Sharyn Beauregard, Recording Secretary, Herb Martin, Evergreen Association Manager, Absent: Bob Morgan, Vice President.


President’s Opening Remarks: Phil read 2 portions of the Boards Code of Ethics; and the Special Amendment on Enclosures, Board approved, was read. It will be posted on our website and EMI’s.

Owners Time: Questions were asked about warranty on three season rooms, Board to provide information; and responsibility of its interior – owner is responsible. Several owners asked about cracking on asphalt and concrete at garage door entrance, the need for another coating of asphalt on the newer driveways. This needs to be reported to EMI. Barbara Vogel asked about seal coating and power washing. Both are scheduled for this year. Ruth Desimone sprinkler issue will be reported to McCarthy. Carol Adams asked that construction equipment in # 159 area be removed as soon as possible. Board to follow up with M. Staiti. Lawn behind units 143 & 145 are not being moved. Per McCarthy, they are newly seeded and must wait before being moved, or grass will be destroyed.

Management Company Report: Herb Martin reported:
  a) Coupon Books: Coupon Books have been sent out
  b) Maintenance Responsibility Matrix – Matrix has been approved by the Board and on both websites
  c) Interest On Late Charges – 18% per annum is charged on the Association fee.
  d) Walkabouts: These will occur when necessary and a Board member will be notified of visit. Visit will also happen should Board Member request one.
  e) Reserve Study by EMI – Tom Ducharme along with Dennis Fitzpatrick still working on document.

OFFICER AND COMMITTEE REPORTS

Treasurers Report: Dennis Fitzpatrick provided a response to a question about April’s Treasurer's Report concerning a perceived Income shortfall. As long as there are some early Monthly Assessment payments and/or some payments in arrears, there will always be a small surplus or shortfall. It is normal and expected. Our finances continued to be in good shape; our reserves are now over $241,000. The Snow Assessment Memorandum has been sent to all owners with an option for one payment or spread over 5 months.

2. Legal Committee: Ann Walsh advised all that the next meeting is Monday, June 29th from 5-6 PM.

3. Landscaping Report: Carl Barstow reported that some owners have requested removal of damaged shrubs from heavy winter snow and ice. Owners must contact EMI to put request into the work list. All other garden request should be directed to the LC. Emily Eaton at 151 made a request. Motion to approve, 2nd and with a discussion that LC receive licensed and insurance contractor information, vote was unanimous.

4. Clubhouse Report: Bob Beauregard reported that roof shingles have been repaired. Another damaged roof section has been reported to Jeff Taylor. Bob is awaiting an estimate for the rewiring of several outlets and the upgrading amperage of breakers. Once received, he will present to the Board.
Board of Trustees Meeting Minutes 5/13/2015 (Cont’d)

5. **Painting of Bulkheads**: Carl Barstow reported that the painting of bulkheads has begun. This project will span several weeks and every attempt will be made to accommodate owners’ schedules.

**OLD BUSINESS**

1. **2/16/2015 & 4/8/2015 Executive Session Minutes**: Motion made to accept the approved Executive Meeting Minutes; motion 2nd, vote was unanimous.

2. **05/11/2015 & 05/132015 (2) Executive Session Minutes**: Motion made to accept the approved Executive Session Minutes, motion 2nd, vote was unanimous.

3. **05/13/2015 Board Meeting Minutes**: Motion made to accept the approved 5/13/2015 Board Meeting Minutes, motion 2nd, vote was unanimous.

4. **06/01/2015 Executive Session Minutes**: Motion made to accept the approved 6/1/2015 Board Meeting Minutes, motion 2nd, vote was unanimous.

5. **Speeding/Parking Reminders**: Phil Mallet, for now, will hand out “tickets for either speeding or parking violations”.

6. **Contracts on Websites**: Dennis Fitzpatrick reported that basic Snow Removal & Landscape Contracts are now posted on the websites.

7. **Community Communication Process**: Carl Barstow reported that any Board generated communications will be sent via email, and sent Via US Mail or hand delivered to residents without email addresses.

8. **Visit from Town Official**: Phil Mallet reported the new Town Manager will need time to get familiar with his responsibilities. This meeting will be deferred to sometime in the 4Q of 2015.

9. **Front Entrance Sign Lighting Update**: This is being researched, and may be scheduled for next year.

10. **Generator & Shed Decision**: Motion made and 2nd to indefinitely postpone discussion on these two items. Vote was unanimous.

11. **Former Tracking Matrix**: Board agreed that this matrix has been turned over to EMI to manage. Any owner Maintenance request can be follow-up with EMI.

12. **Planning Update**: Ann Walsh reviewed work completed to date on our 1 -3 Year Strategic Plan. Next meeting for the Board is Monday, June 22nd @ 4:15 PM.

13. **Job Descriptions**: Phil Mallet provided a revised copy of our Job Descriptions that are tailored to Angell Brook Village. This document is being posted on our website and our link to EMI’s.

**NEW BUSINESS**

1. **Membrane Plan**: Carl Barstow provided update on the proposed Membrane Roofing Program. It was suggested that we research more quotes to ensure we have the best quality and price.

2. **Informational Sessions**: Phil Mallet proposed scheduling some information sessions for the community. Subjects would be Rules/Regulations, Special Amendment, Master Deed, etc. Responses requested.

Meeting adjourned at 7:55 PM

**NEXT MEETING SCHEDULE**: Wednesday, July 8 @ 6:30 PM