ABV Condominium Trust
Board of Trustees
Meeting Minutes 11-15-2017 (Final)

Attending: Sharyn Beauregard, Chairperson (Recorder), Carl Barstow, Vice-Chair, Phil Mallet, Secretary, Dennis Fitzpatrick, Treasurer, Mike Moynahan, Bob Mercier, Dave Zappone and Bob Earley. Absent: Reggie Thomas


Chair’s Opening Remarks: Sharyn Beauregard reminded everyone that the Community Christmas Party is Wednesday, December 13th. Doors open at 6 PM. The updated owners’ listing has been published.

Owners Time: Dave Dufault reported missing bolts on his raised deck. Dennis Fitzpatrick took the action item for follow-up.

Management Committee Report: Bob Earley reported that he is currently working on the 2018 Budget, scheduling the work for our 6 units with O’Connell for the fire sprinkler upgrade and test as well as a few remaining 2017 maintenance projects.

FISP Update: Phil Mallet reported that the anticipated cost at time of completion for the Senior Center will be $5.5M. Of the $1.1M appropriated at the April Town Meeting, only $800,000.00 is expected to be spent. Requests for bids will go out around the 1st of the year and a special Town Meeting in early February 2018 and a prop 2 1/2 vote occurring soon after that session. The town will be asking for approximately $4.5 M with construction beginning in late March early April timeframe.

Hartwell St/Curtis Industries Update: Dennis Fitzpatrick reported that he is continuing to work with the Property Owner and Project Engineer to mitigate lighting issues. Dennis stated that he has walked behind our property at night and found two lights at the south end that are extremely bright. This has been reported to the site engineer and property owner. They are still working on a method to reduce overall brightness of side lights at the same time trying to keep it safe and secure for their employees. Rich Pelle and Sandy Goretti also asked Dennis to have Curtis follow-up on the impact of lighting at their area of Angell Brook Drive. Dennis agreed to follow-up on that item

OFFICER AND COMMITTEE REPORTS

1. Treasurers Report: Motion made to approve the October 2017 Financials, motion 2nd and vote was unanimous. Dennis Fitzpatrick reported that our year to date income was $292,313. This is $575 over our expected income due to interest and miscellaneous income. Our expenses year to date were $271,964 vs. budgeted expenses of $300,655 under by $28,691 due to lower than expected maintenance, costs not posted yet for tree work as well as lower than forecasted legal costs. Through October, the Net Operating Account Balance was $108,590 that includes $0 checks written but not yet cashed. The Aging Report through October carried a balance of $963 and October Reserve balance is $457,194.

2. Legal and Legislative Committee: Mike Moynahan handed out a proposed prioritized list of suggested topics that the Legal and Legislative Committee might further research. Mike asked that Board members review one more time and provide any additional feedback by Wednesday, November 22th. The list will then be turned over to the Committee for their review and recommendations for next steps. Mike will keep the Board updated.

3. Clubhouse Committee: Bob Beauregard reported that there are 6 reservations for the balance of the year. He also reported that the Clubhouse Committee purchased a Christmas Tree that will be put up sometime next week.

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11/15/2017 Meeting Minutes (Cont’d)

OLD BUSINESS

1. **10/18/2017 Board Meeting Minutes:** Motion made to ratify the approved 10/18/2017 Meeting Minutes, motion 2nd, vote was unanimous.

2. **11/6/2017 Executive Session Meeting Minutes:** Motion made to ratify the approved 11/6/2017 Executive Session Meeting Minutes, motion 2nd, vote was unanimous.

3. **Strategic Plan:** Dave Zappone reported that the update on our Strategic Plan is in progress. Board members need to get their revisions to Dave by end of day Friday, November 17th. Dave will provide a status update at our December Meeting.

4. **Disaster Preparedness:** Dave Zappone reported that ABV CERT members reported on November 4th and 5th to gain hands on experience through demonstration and participation with accredited trainers on topics covered in the intro program. Such activities included general overview of emergency response expectations, general safety, fire safety at home and in the workplace, handling of HazMat material, emergency first aid, CERT and FEMA protocols and light search and rescue procedures. Chief Welsh has mandated that all CERT members be further trained in CPR. This team not only needs to successfully complete intro tests and boot camp, but will also be required to successfully complete 2 other FEMA tests.

5. **Flag Protocol:** Bob Mercier reported that he will work with the team to provide notification to the village as to when and why our flag is lowered to half mast.

6. **Bench Update:** Bob Mercier reported that additional funds for 3 benches (2 replaced at the mailbox kiosk and 1 additional bench) will be funded in 2018. Placement of the 3rd bench will be decided next year.

7. **Speeding Update:** Bob Mercier reported that NO decision has been made on speeding signs for next year. The Board will continue to do additional research on this including reminder notification to the village about speeding.

8. **O & M Log Update:** Bob Mercier, Carl Barstow and Mike Moynahan walked the property using our currently drafted O & M Log. For the most part, all looked very good. Modifications to the O & M Log Draft is currently underway, but going forward, we will be doing our inspection twice a year as outlined in our recent amendment.

9. **Bartlett Quote for 2018:** Carl Barstow reminded the Board that the Bartlett bid for 2018 needs to be approved. With a few Board Members still having questions, Carl has set up a review meeting and walkthrough on Monday, November 20th @ 9:30AM.

NEW BUSINESS

1. **2018 Budget** Motion made to ratify the approved 2018 Budget; motion 2nd and vote was unanimous. The Budget has been delivered to E – H for implementation. 2018 Condo Fees are as follows: Blackstone - $245.81; Merrimac/Quabbin -$230.82; Wachusett-$215.83 and Affordable Housing - $194.85.

2. **2018 Board Meeting:** Sharyn Beauregard stated that 2018 Board Meeting dates for January through July have been finalized and will be posted on our ABV website. 2018 Annual Meeting will be Wednesday, April 18th.

3. **Fall Clean-up:** Dennis Fitzpatrick reported that McCarthy's Fall Clean-up will begin on Thursday, November 16th. Sweeping of streets is also scheduled within a week.

Meeting Adjourned at approximately 7:18 PM

Next Meeting is **Monday, December 11, 2017 @ 6:30 PM**