ANGELL BROOK VILLAGE ADVISORY BOARD MINUTES
MONDAY, JUNE 21, 2010


Absent: A. Hunter

June Chair, Marshall Mason, called the meeting to order at 6:35 PM.

RESIDENT ISSUES: B. Mercier spoke about the problem of trash being put out, in two instances, 3 and 4 days ahead of pick-up after a Monday holiday. Our rule requires that trash be put out no sooner than 5 PM the day before pick-up, a rule this resident feels is too liberal. The letter from Keystone asked residents not to put out trash early UNLESS THEY WERE GOING TO BE AWAY FOR THE WEEKEND—a phrase that would excuse anyone. Actions suggested to remedy this problem were: 1) a neighbor-to-neighbor assistance when residents are going to be away on trash day; 2) a warning letter to be sent on the first infraction; 3) a fine to be imposed.

RESIDENTS ARE NOTIFIED THAT WEST BOYLSTON WILL BE GOING TO “SINGLE-STREAM” RECYCLING AS OF JULY 1, 2010. THIS MEANS THAT ALL YOUR RECYCLABLES (PAPER, CONTAINERS) WILL BE PICKED UP EVERY WEEK AND THERE WILL BE NO NEED TO SEPARATE THEM. TRASH WILL REMAIN IN THE GREEN TRASH BAGS.

The Minutes of the May, 2010, meeting were unanimously approved as written.

Chair M. Mason made a motion that names on votes taken would be recorded. L. Desatnick seconded, and Board so voted unanimously.

Units have been checked for MOLD. Early power-washing has not been effective—workers will return with a better product. A. Moylan mentioned that it would be helpful to let residents know when this will be done so they can close their windows and protect plants.

Even-side PARKING is an issue. New units have very short driveways so this issue will increase in those areas.

B. Brooks is seeking donation of a lockable FILE CABINET for ABV records.

LAWN PROBLEMS—New company put down spring fertilizer and McCarthy Landscapers mowed the next day, taking up fertilizer. McCarthy will take over fertilizer contract, but summer application will not be as beneficial as spring application. Mulching has been done. Weed-whacking and mowing (units 18-26) has been done around catchment basins. Condo documents will be checked to determine the agreement for times per year this should be done. L. Desatnick mentioned that Hillside is having trouble with their basins. "Pond" near the entrance is a "retention" basin, and is supposed to have water.

SPRINKLERS—Wilde Irrigation Company will come in June 22, according to T. Donahue. Wilde will send a written report to Keystone which should submit it to the to Advisory Board for review. Sprinklers are not working (on even side, units 2-20 or 2-30). There may be a new well drilled for the new area and clubhouse.
POTHOLES—B. Brooks commented on poor appearance of entry road and holes. Keystone will be notified of the issues and a response requested.

CLUBHOUSE RULES AND REGULATIONS—Board members had a copy of a draft of rules and regulations for our clubhouse. Residents will be receiving a copy of this draft by next week (June 28-July 2) for review and input. The following discussions refer to items on this draft so please keep these Minutes and refer to draft.

A. GENERAL OVERVIEW
#4. B. Brooks added “other than those sponsored by the ABV Association or its authorized sub-committees”
#8. L. Desatnick asked, “Who will clean?” M. Mason suggests ABV Women’s Club. J. Campos said individuals who hire clubhouse should be responsible for cleaning or hiring someone to do the job. A. Moylan mentioned the occasional necessity of having windows washed and rugs shampooed. B. Brooks asked, “Who will inspect clubhouse after events?” Taxes, utilities and cleaning are costs related to the clubhouse. Keystone will continue to cover these expenses out of our account. Keystone will handle reservations for the time being as long as there is no fee attached. Otherwise, alternative arrangements will be determined. R. Belanger said that Women’s Club and Advisory Board dates will be set in advance. M. Mason suggested that the Chair of the ABV Advisory Board for the month could inspect. R. Belanger thought Jeff from Keystone may take this responsibility. J. Campos suggested that the renter of the next scheduled event may want to check. R. Belanger suggested a 3 month responsibility for each ABV Board member. L. Desatnick would like Keystone to send us copies of clubhouse related bills for future reference.
#11. L. Desatnick wants to see occupancy permit posted.
#19. add “unless an event is scheduled for the next day.”
#29. Remove item.

FINALIZED RULES AND REGULATIONS WILL BE DISTRIBUTED AT THE SAME TIME AS THE KEY CARDS.

B. RESERVATIONS
#3. R. Belanger questioned the “$100 refundable check.” With Keystone doing the work of scheduling events, it was agreed that it was too much of a burden to ask their office to handle these checks, and that individuals agree to accept responsibility for clubhouse when they sign the form.
#4. L. Desatnick brought up the issue of liability. R. Belanger said that renters should call their insurers 2 weeks before their event to ensure that their homeowners’ policy would cover them.
#5. B. Brooks will have downloadable forms on the website and forms will also be available in the clubhouse.

C. HOUSEKEEPING
#4. L. Desatnick asked about “drip trays” and coat racks. B. Brooks said that the individual who had promised the bookshelves and coat rack has backed out. L. Desatnick suggested rolling coat racks; A. Moylan wants “industrial strength” quality. B. Brooks said that a resident would like to donate a “signed lithograph” to the clubhouse.
#5. R. Belanger said the outdoor lights are controlled by switches (not motion). They have been left “on” a few times. Instructions for the thermostat will be posted. A. Moylan suggested a “Check List” for users of the clubhouse. R. Belanger expressed concern about the complicated electrical panel.

D. SAFETY
#1. Card-reader accessibility is only at the FRONT entrance. L. Desatnick wants to see designated handicapped parking spaces.
E. SECURITY

#3. Contact Advisory Board members about missing or lost key cards, which will cost $5 for first card and $25 for a replacement for lost card.
R. Belanger reported that the key cards have been ordered, the software will be installed this week, and the “bar” which is needed isn’t in yet, but is expected shortly. At present, the actual KEY to the clubhouse is located in a “safe place.” We MAY be able to make our own cards in the future with the software in the laptop.

F. FOOD AND ALCOHOL SERVICE

#2. Are all caterers “licensed”? Board believes they are. Insert statement that “All food servers must abide by the Board of Health regulations of the town of West Boylston.”

T. Donahue mentioned 3 issues that need to be addressed: 1) Who can vote as a trustee?; 2) Who can serve as a trustee?; 3) Will we agree to extend Keystone’s development rights from 2012 to 2014? Residents will vote on all three issues at the same time, where a certain % will carry the vote (thought to be 67%). L. Desatnick expressed concerns about extending Keystone’s total control of development.

L. Desatnick mentioned the construction vehicles going through residential areas. Keystone should put up a sign directing these vehicles to turn by the fence. If the opening is too narrow, that should be adjusted.

T. Donahue said information about the spring water damage to some units and the payment has not been made available to the Board. This issue will be deferred to the next meeting.

NEW BUSINESS

Resident Sandro Goretti sent the Board a “financial analysis” of condo records. He stressed that this is NOT an audit. He would like the Board’s agreement to request further information from Keystone about the surpluses put in reserves, transactions in and out. The Keystone year-end statement will give us that data. B. Brooks made a motion and M. Mason seconded to authorize S. Goretti to represent the Board in this research. All Board members agreed.

L Desatnick suggested that some Board members be involved in reviewing the “books.” R. Belanger said the cost of a professional auditor may be worth it if problems develop. R. Belanger moved and B. Brooks seconded a motion to empower Attorneys Tom Donahue and Bill Ahalt to deal with Keystone about legal matters. Decision was unanimous.

Executive Session—J. Campos stated that executive sessions should not be allowed in the interests of “transparency,” since the Board does not deal with personnel issues. Any intra-Board issues should be dealt with individually and not be an agenda item. J. Campos made this motion and M. Mason seconded. The vote was unanimous in approval. L. Desatnick stressed the need for respectful communication between residents and Board.

An effort is being made to standardize the dates of Advisory Board meetings to the second Monday of each month, although some Monday holidays may require adjustments. Chair Mason also moved that a quorum of 6 Board members be required for any votes. L. Desatnick seconded and motion was approved in a unanimous vote.
Clogged dryer vents, some of which blow out over the air-conditioning units, are a hazard. Lester Company will clean out entire vent for a charge of $79. Some Maytag dishwashers pose a fire hazard. Contact Maytag about a replacement or repair if you own one.

L. Desatnick would like to see the garage door at #1 Angell Brook Dr. closed and the supplies moved out of view as it is an eyesore and is the first thing seen by anyone entering the complex, including prospective buyers.

**LONG RANGE PLANNING** will be necessary to deal with water damage issue, re-doing the survey, and the cost of the clubhouse.

J. Campos will chair the next meeting in September. L. Desatnick and B. Brooks were the dissenting votes in taking July and August off.

An e-mail was received from absent Board member A. Hunter in which she expressed her wish to step down from future “clubhouse issues” and her willingness to meet in July and August.

Everett and Claire Bowie donated an American flag which was flown over the U.S.S. Arizona on September 24, 2001, at 12:57 PM, to the clubhouse. Residents expressed their thanks.

Meeting adjourned at 8:37 PM.

**Respectfully submitted,**

**Barbara Mercier, Secretary**