

## **SOUTH MILL VILLAGE ASSOCIATION, INC**

### **EXECUTIVE BOARD MINUTES**

**April 26, 2010**

ATTENDANCE: Jack Burke, Jack Foley, Al Penland, Amy Brodeur, and Eric Schaefer of APM. Rich Nicholson had a conflict and was not able to attend.

The meeting was called to order at 7:01 PM.

#### **MINUTES:**

The minutes from the March 22 Board meeting were discussed. The minutes will be revised and considered at the May meeting.

#### **MANAGER'S REPORT**

Eric Schaefer introduced John Villanova, who is the APM's maintenance supervisor. John reviewed structural repairs necessitated by water incursion in unit 145 and column replacement at 145,153, and 155. The consensus of the Board was that these are needed repairs and should go forward.

The question of owner/Association responsibility for external lighting was identified and tabled for future consideration.

The cost of snow removal over the last several years was reviewed. APM was asked to review the current contract and make recommendations concerning how the contract might be restructured going forward.

It was noted that proposals for services and proposed contracts should be discussed initially in executive session. Further, board members do not need to receive copies as a matter of course but would expect an analysis and recommendation from APM. Where APM is a bidder for providing services, the proposals should be referred to the President.

APM continues to try to schedule an orientation session for SMV and Phase IV concerning 2009 amendments to the CIOA.

The Board reiterated its request that APM draft a policy document setting maintenance, repair and replacement standards for homeowners.

## **COMMITTEE REPORTS**

Al Penland indicated that he would review projected cost saving for landscaping services with General Landscaping. We will skip five mowing during the warmer months and not mulch in the common areas, although the possibility of mulching in some highly visible areas such as mail boxes will be explored. Anticipated savings are approximately \$7,200.00.

## **FINANCIAL REPORTS**

Eric Schaefer and Amy Brodeur briefly summarized the financial reports, noting that we are roughly on target. It was noted that a slimmer package showing year to date against budget and the comparable period the previous year would be sufficient.

## **OLD BUSINESS:**

- There is no new information concerning the Kamis request for an easement for drainage purposes.
- The letter to the Town concerning the provision of water to Phase V is pending. Advice of counsel will be considered in executive session.
- APM has sent requests for proposals to a number of law firms for review of the condo documents, as required by new legislation. Proposals to be considered in executive session.
- Eric Schaefer provided an updated schedule for repair of chimneys. Because all chimneys with active leaks have been repaired, he recommends that additional repairs be deferred.

- Information concerning prior painting schedules and the current Prime Touch proposal was provided.
- Additional responses to the request for proposals for paving have been received and will be considered in executive session.
- The formal proposal for structural modification to unit 127 has been received. Eric Schaefer will write to the owners to request clarification and more specific information about the proposed modifications.
- Two proposals for wood replacement in conjunction with painting have been received and will be considered in executive session.
- Revised rules require an implementing letter and agreement on process with APM. To be addressed forthwith.
- APM will follow up on a question from 82 SMD concerning the snow assessment.
- Rich Nicholson indicated that he would provide APM with a list of owners for whom we do not have email addresses with the request that APM write to solicit same so that we can more effectively and economically communicate with unit owners via email.

The board reviewed correspondence and noted that it is not necessary to provide copies of routine correspondence and especially email from Board members.

#### **ADJOURNMENT:**

At 9:05, the Board voted to adjourn the public meeting and reconvene in Executive Session to discuss the following matters (Foley/Brodeur):

- Strategy regarding resolution of water billing issues.
- Legal advice concerning enforcement of rules.
- Legal advice concerning insurance and repairs.
- Notice to Town regarding Phase V water.
- Consideration of law firm proposals.
- Consideration of paving proposals.
- Consideration of proposals for siding repair.
- Draft letters concerning legal claims and processes.

## **PUBLIC SESSION**

At 10:35, the Board reconvened in public session.

- The Board voted to retain Perlstein, Sandler & McCracken to assist with the implementation of new legal requirements.(Foley/Brodeur)
- Voted to accept modifications to a letter concerning a unit owner, said draft to be submitted to the president for consideration. (AB/AP)
- Voted to accept the proposal of US Paving for repairs to the 115-137 driveway. (AP/AB)
- Voted to accept the recommendations of counsel concerning a letter to the Town concerning water billing, the final draft to be submitted to the President. (JF/AP)
- Voted to accept proposals from Prime Touch for painting units 115-137 (not to exceed \$22,470) and APM for repair of siding prior to painting (not to exceed \$38,425).

The Board voted to adjourn at 10:43 PM. (AB/AP)