

**SOUTH MILL VILLAGE  
EXECUTIVE BOARD MINUTES  
OCTOBER 26, 2009**

**ATTENDANCE:** Jack Burke, Jack Foley, Rich Nicholson, Al Penland, Amy Brodeur, Chuck Hannah and Eric Schaffer from APM.

The Meeting was called to order at 7PM.

**MINUTES:**

The minutes from the September 28<sup>th</sup> Meeting were approved. (J. Burke/J. Foley)

**WATER BILLS:**

Eric Schaffer began the meeting with a discussion regarding SMV water bills. The MDC only recognizes the single meter that measures the entire water flow to all of South Mill properties. This meter is in our name and we have paid all expenses since inception and are obligated to continue to pay the MDC bill fully. Over the years, properties in South Mill Phase IV have made some payments of their water expenses based on a “trickler” meter that was installed by the developer. MDC does not recognize this meter. The Executive Board and APM are in the process of working collaboratively with South Mill Phase IV to resolve the discrepancy and to determine their equitable pro rata share, but have not yet reached a final agreement. Eric will obtain information from Phase Four regarding payments, documents and any other information available. Phase Four is agreeable to paying their fair share.

**LANDSCAPING:**

Jack Burke and Al Penland met with Jeff Pell of General Landscaping to discuss areas where South Mill Village might cut back on expenses and still maintain the grounds in the condition expected. Winter snow removal services will not be changed. The proposal is to reduce the number of mowings from 28 to around 22. This will be accomplished by limiting some mowings during the heat of the summer as well as the late fall when grass grows very slowly. Mulching is proposed to be done around the unit beds, but will be limited throughout the common areas. This proposal will save approximately \$6-\$7000. Further discussions will be held to determine the exact savings that can be achieved.

## **HOLIDAY SOCIAL:**

Our annual Holiday Party will be held on December 13<sup>th</sup>, 2009. The plan is to have it at TWO HOPEWELL during the mid to late afternoon. A flyer will be prepared and distributed to the unit owners when all details are finalized.

## **FINANCIAL REPORTS:**

Amy Brodeur presented preliminary end of year budget information. The total operating budget for 2009 was \$ 380,417. The total paid and accrued expenses vs. budget, net of adjustments for the snow assessment of \$ 31,680 and other favorable adjustments and late fees of \$ 5,061, were \$ 383,659 resulting in a slightly unfavorable budget variance of \$3,242, which is less than 1% of the operating budget. Amy was still working with APM to finalize these figures as of the meeting date, so the numbers are not considered final, but little change is anticipated. The major contributor towards the slightly unfavorable variance was Grounds Maintenance-Routine, which was impacted by significant clean up from the major summer storm. All other budget line categories are within acceptable variances either plus or minus.

Amy Brodeur also presented preliminary 2010 budget proposals for review by the Executive Board. It is anticipated that the 2010 budget will be flat to this year's net expenditures and not require an overall increase of monthly fees. The 2010 budget will be proposed for adoption by the Executive Board at the November meeting.

## **CHIMNEY REPAIRS:**

Many of the units are experiencing leaks to their chimneys, which have caused or will have the tendency to cause interior damage to occur if they are not repaired. APM had secured the services of a chimney repair service (Joe Williams) to begin repairs. The Executive Board had approved the initial work in the amount of \$20,000. As work was about to begin, that contractor pulled out of the job. APM secured another bid from Goodrich Contractors in the amount of \$36,000. The bid included substantial work to 15 specific units. After considerable discussion the Board authorized APM to contract with Goodrich Mason Contractors. APM was instructed to obtain and sign on our behalf the approved contract form used for all contractors. The Executive Board had previously approved payment for repairs in the amount of \$20,000. The Executive Board authorized the release of the additional \$16,300, and instructed APM to have Goodrich begin the work, as outlined in the proposal of October 6, 2009. The work was to be subject to continuous inspection by APM for overall satisfaction and the execution of the formal written contract. (J. Burke/A. Penland)

**SOUTH MILL VILLAGE RULES AND REGULATIONS:** The Executive Board is in the process of revising and updating the Rules and Regulations. A final step in the process is to circulate the proposed Rules to the unit owners for their comments prior to

formal adoption of them by the Executive Board. A Motion was made to circulate the revised rules for notice and comment to the unit owners. (J. Foley/A. Brodeur)

**ADDITIONAL TREE REMOVAL:**

Overall tree trimming has been completed throughout the property with the exception of 3 large trees, which are very close to, and leaning over the rear deck of unit 121. The trees had been inspected by APM and require removal. A motion was made to authorize up to \$3000 for the removal the three trees. (J. Burke/R. Nicholson)

**GUTTER CLEANING:**

The Board authorized spending up to \$3000 for the cleaning of leaves from all gutters in South Mill Village in late November 2009. (J. Foley/A. Brodeur)

**MOTION TO ADJOURN:** The Meeting was adjourned at 9:30 PM. (R. Nicholson/A. Brodeur)