

December 14, 2011

Call to order at 6:15pm.

Present: Mike DePalma, Gary & Shannon Woscyna, Steve Vallier, Brian Wilkinson, Pat Bryan, Jon Walls

Sequel: Peter Dolloff & Jan Hammond

Motion to accept previous meeting minutes was accepted by Brian and seconded by Pat – all in favor for Jan to post on website.

Jan reported out the activities of the managing agent as follows:

- **Sequel News:** Announcing Jan Hammond as Property Manager for Sequel. Jan brings more than 20 years of business experience to our company. She has worked as Sequel's Director of Sales & Marketing for the last 2 years and has managed and developed our rental property business. As Sequel continues to grow, Peter Dolloff will be spending more time off-site handling major construction projects and will not be available to provide his services needed with regard to property management. Peter will be also focusing on developing projects locally and will be assisting Jan as she transitions into a more active role as Property Manager.
- BOD Meeting Minutes review.
- **Rehab Project Update:** Peter will continue to head up the project once financing is established. The search for the right financing is still ongoing. Project is on hold until Peter schedules more meetings with banks after the holidays. In the meantime, Jan will send a letter/progress report to all unit owners.
- **Protection One Inspections:** All testing were completed and for the first time no issues, changes or updates are needed.
- **ASAP Fire Inspections:** Fire extinguishers and fire systems in common areas are required to be inspected once a year in multi-family buildings. All inspections were completed –extinguishers were recharged as needed, and three were replaced.
- **Boiler Preventative Maintenance:** Fall maintenance is complete with no issues.
- **All Gutters** for every building have been cleaned out in preparation for winter season.
- **Roof Repair:** Building 130 – leaking roof repair completed.
- **Dumpster/Recycling Update:** Progress continues to be made – The dumpster by building 124 continues to be overflowing however overall the recycling program continues to improve as more residents are participating. Modifications are still needed and are underway in terms of dumpster placement and size. Last modification was back in October – two 8 yard dumpsters

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changed out to one 10 yard. A motion to switch the 8 yard dumpster in the middle area with the 10 yard dumpster by the office was noted and 2nd by Gary. Mike will handle the logistics with Allied Waste.

- **Landscaping:** Fall clean up was completed and followed up with several visits to clear any remaining leaves falling. Trash pick-up is scheduled weekly. Early October snow removal was \$1075.00. Gary noted that for future bids specs sent to bidders should note “seasonal” snow removal than using “specific dates” such as contracting services from (Nov 1 – April 15).
- **Dog Violations Update:**
 - 124 – 22 - Jamie Maset – Tenant is currently under eviction – moved out over Thanksgiving weekend.
- **Financials:**
 - ✓ Balance Sheet
 - ✓ Actual (vs.) Budget Income Statement
 - ✓ Account Reconciliation
 - ✓ Bank of NE Statements/check copies
 - ✓ Aged Payables
 - ✓ Cash Disbursement Journal
 - ✓ Aged Receivables

Board Approved – Completed Projects:

✓ Parking lot line painting	\$ 1295.00
✓ Power Washing all 6 Buildings	\$ 2300.00 (approx)
✓ Awning Repair – all buildings	\$ 898.00
✓ Roof Repair @ 130 & Gutter Cleaning for all 6 Buildings	\$ 3700.00 (approx)
✓ Walk off mats – all building entrances	<u>\$ 4241.30</u>
	\$12,434.00

- **2012 BOD Schedule:** *(Every other month – until Rehab Project is underway – then monthly)*

Monthly Financials: will continue to be sent to Shannon as acting Treasurer

- February
- April
- June (Annual)
- August
- October
- December

All were in favor of the 1st Tuesday of every month noted above unless otherwise noted in advance.

Misc:

- **Residents Correspondence** – attached.
- Awning by building 126 is separating from the building and water pours down as you enter into building.
- Gary requested a copy of the laundry contract with MacGray. Jan will provide a copy for the next meeting.
- Request for trees to be trimmed back or removed by all light fixtures. Overgrown areas are causing dark areas.
- Light fixture facing building 4 (130) – is cycling on/off.... PSNH may need to address – Jan will look into
- Winterizing vacant units is underway – Mike will monitor utility room through winter months to prevent pipes from freezing.
- Jan to contact Attorney to get estimate to amend bylaws preventing portable washer machine use in units. The pipe system cannot handle the usage for them and the water expenses are unfair to residents that only use the laundry facility.

Meeting adjourned at 7:36pm

Next Meeting Scheduled February 7th at 6pm