

October 25, 2011 KBA Meeting Minutes

Call to order at 10:10 am

Roll Call: Steve, Peter, Jan, Mike, Cliff, Dan was conference in and Bev was not present.

Jan kicked off meeting with the announcement that she will be taking over 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. Steve Vallier will be also focusing on developing projects locally and will be assisting Jan as she transitions into a more active role as Property Manager.

Peter brought in his home lap top in hopes to "Skpe" Dan into the meeting. Technical difficulties prevented the Skype from happening so we used our conference speaker phone to include Dan in the meeting. We will work to resolve the technical difficulties for the next scheduled meeting.

1. Dog Policy Requests –

4K308 - John Jukiewicz, tenant, attended BOD meeting to discuss his situation with his dog. John stated in his letters that his landlord did not inform him about the no dog policy prior to signing a lease. John is not willing to give up his dog and feels he needs the pet for his mental well being. He has a VA Medical appointment scheduled on Nov 15th at which time he will be asking for a doctor's note supporting the emotional need for the dog. He asked the board to waive any fines until he's able to get feedback from his doctor. The board will still need to approve the doctors note and will give leniency for 30-days. Dan motioned, Steve 2nd, all in favor. John was in agreement and left the meeting.

3N106 - Tammy Reveal, unit owner, submitted a recommendation by her nurse practitioner, that she consider getting a companion dog due to her anxiety disorder. The board has taken Tammy's request under review and will get back to her as soon as possible. The board wants clarification from the association's attorney on whether or not this request and others like this who do not provide service dog certification meet the legal requirements of the bylaws. Jan will email Andy Bauer and report back to board.

4K308 – Russell Woolbright – dog violation letter sent. Steve to follow up.

3N103 – Ashley Raisanan – dog violation letter sent. Steve to follow up.

4K103 – Alison Mann – A dog violation fine of \$100.00 was given for failure to comply with bylaw amendment prohibiting dogs from residing in unit. Alison submitted a letter informing

the board that her unit is up for sale and feels singled out. She is requesting that the board consider waiving the \$100 fine and allow her two dogs to reside on property until the unit is sold. The board denied the request and Steve will follow up.

2. **Bev Shea** – Bev is recovering from surgery at Green briar rehab facility in Nashua. She hopes to be home by end of week. Jan visited Bev and gave meeting minutes to keep her up to date. Peter also visited. We will continue to keep Bev in the loop until she is well enough to attend the meetings again.
3. **Landscaping** – Entire site has been winterized. Irrigation system blown out. Pruning by 5 Roedean will be schedule by end of season. Snow removal will be contracted with Sequel's outdoor service again this year. Contract rate will stay the same. Mike suggested that catch basins be marked so that drainage area is easily identified. Towing will be enforced heavily during the first storm as precedence for the season's snow removal.
4. **Siding Project** – Peter has been looking into other siding companies to replace Norm's Crew at Pine Grove Builders. Maverick Development out of Auburn, MA has offered to do the work for the same prices of \$32K/per building. Peter will continue to move the process along and use our maintenance crew for stripping. Everyone seemed to be in agreement as long as it meets our budget requirements and that they provide quality work.
5. **Recycling Program** – Fall newsletter will be sent out week of October 24th announcing the recycling program beginning December 1st. Residents in 3 Knightsbridge will be asked for feedback on the removal of the rubbish dumpster by the end of their building. Recycling savings come from less rubbish dumpsters on-site and more recycling of products. By removing the dumpster by 3 Knightsbridge, residents will have the choice of disposing their rubbish by using the dumpster by Roedean Drive, New Haven or by 5 Knightsbridge. The survey will be delivered to residents by end of week and mailed to off-site unit owners/investors. Jan to revise the draft and send it off as soon as possible.
6. **Financials** –Balance sheet, Income Statement, Aged Payables & Cash Disbursements Journal all reviewed by Jan. Overall the budget is on track. An insurance claim that has been paid resulting in positive cash of \$9,138. This is shown on the balance sheet as a pre-paid expense. If no further claims are made by fiscal year end this amount will be treated as profit, subject to applicable taxes.
7. **Receivables** – A summarized version on a spreadsheet was provided to board members outlining delinquent Condo accounts which were review by Jan. 4 units are scheduled for water shut off on Nov 28th if payment plan is not agreed to. 2 units have been abandoned and will be in need of winterization as to not have pipes freeze over the winter months. Several collection letters have been sent by Ashley for follow up.
8. **2R207 – Nancy Atkinson, Tenant - Towing Reimbursement Request.** Nancy requested a reimbursement of \$210.00 be given as her car was towed on Sept 28th. Nancy stated in her letter that it was her understanding when her car was tagged for un-inspection that she had until **Sept 30** before the car would be towed. Steve pointed out to board members that on

numerous occasions, Nancy has been warned about her car and asked to contact our office to avoid towing. No attempt was made to contact the office as this is not the first time her car has been towed. Steve noted this was the 3rd time. Steve motioned to deny the request for reimbursement as he was certain he did not tow before the date that was stated on the tag. The board was all in favor not to reimburse as to set a stronger example of enforcing the rules & regulations. Jan will send a letter to Nancy with the board's decision.

9. **Fall Newsletter/Recurring Credit Card Policy/No Dog Policy** – The board approved the draft for the newsletter with the correction of one typo as well as the new policy for credit card payments and Dog Policy. Jan will mail these to all unit owners as a reminder that all condo docs/correspondence can be found on our website: SequelDevelopmentNH.com

No meetings scheduled in November/December. **Happy Holidays!**

Next Meeting Scheduled for January 17th @ 10am.

Meeting adjourned at 11:30 am.

Respectfully Submitted by,

Jan Hammond