

## **Renihan Meadow Condominium Association Board**

### **Monthly Meeting Minutes**

**June 15, 2024**

The monthly meeting of the Renihan Meadow Condominium Association Board was called to order by President Scott Meyers at 9:09 am on June 15, 2024 via Google Meet. Present were board members Scott Meyers President, Arnold Martens VP and Secretary, Will Peirce Treasurer and Paula Bettis member thus meeting quorum requirements. Also present was Dale Pare property manager.

#### **Scott Meyers - President's Comments**

Scott moved that the April 2024 minutes be approved. This was seconded by Will and approved by all. He then moved that the May 2024 minutes be approved, which was seconded by Will and approved by all. Scott turned meeting over to Dale to give his monthly report.

#### **Dale Pare - Property Manager's Report**

The following was accomplished the last 30 days:

1. Cleaned trash from bear and removed bed from dumpster
2. Installed new mail house door knob/lock
3. Posted doors for trash, personal belongings on steps and yard
4. Talked with landscapers about weed clean up between units
5. Submitted quote for pavilion (another contractor backed out)
6. Repaired 121 steps
7. Met with company for smoke detectors/fire extinguishers
8. Repaired vinyl siding piece on building 3 above unit 44
9. Bringing over two plastic picnic tables for property
10. Trex report for steps

#### **William Peirce - Treasurer's Report for May 2024**

Revenue - \$10.1k ABOVE budget, or 4.9%, primarily driven by YTD HOA prepayments and delinquency recovery

Operating Expenses - \$7.7k BELOW budget, or 4.5%. Key variances include:

1. Water/Sewer is \$6.6k below budget, or 10.3%;
2. Other Snow is \$4.0k below budget, or 100.0%; and
3. Insurance is \$1.5k below budget, or 7.1%, but
4. Trash Removal was \$3.2k over budget, or 17.1%; and
5. Professional Fees were \$2.0k over budget, or 818.8%

Capital Projects - \$34.6k BELOW budget, or 71.6%, as certain budgeted projects have not commenced as of yet

Reserve Fund – Stands at \$336.3k

1. \$126.9k with Mascoma Bank
2. \$209.4k in six laddered 182-day U.S. Treasuries
3. \$74.3k reserve surplus (amount above 70% of annual Operating Budget)

Net Cash Position – Stands at \$359.6k, which is a \$28.6k improvement in past 12 months

Delinquencies - 3 key offenders aggregately \$6,330 in arrears. Repayment on schedule.

## **Old Business**

Board agreed unanimously to make the sink hole by the mail house top priority. Dale and Scott to follow-up with Jake LaPointe to get work started. Any cost associated with the repair of drain lines will not come out of the capital budget and does not need to be approved by the association per the bylaws.

New hearing on the lawsuit regarding an owner requesting reimbursement for the building 5 incident has been denied by the court. Will to check with the court if we can counter sue in the future to recoup out of pocket expenses.

At this time Dale has been able to secure only one bid for the pavilion measuring 20' by 30'. The total cost would be \$75,000 of which \$10,000 would be to add electricity. The major reason for the much higher cost is the structure needs to be on a solid foundation. The town requires that we dig down 6' and put in layers of stone etc. as we are on a swamp. Board decided to postpone the pavilion to next year and get 2 additional bids. Also, \$50,000 to be added to the 2025 capital budget.

Bears and dumping at the dumpsters continues to be an issue. Dale to talk to Casella Waste Systems about moving the dumpsters to the left hand side of the shed to make them more visible. Also, the board approved unanimously to add a camera to the top of building 6. Money is in the 2024 budget for this.

Discussions regarding Trex for steps continues as to type and color. Board to make final decision at next meeting.

Mail box doors that are missing are still an issue. Dale to check to see if he can determine the manufacturer and secure 5 new doors. If not feasible Dale to look at cost of combo door system that would be a complete redo of the mailboxes.

Some further discussion was held regarding upkeep of the playground area. Upper Valley Property Management is going to rake the playground and spray for ticks.

## **New Business**

Will presented to the board a Maintenance Protocols and Capital Improvements draft plan. It covers four major topics:

1. Major Infrastructure Management – Record storage all infrastructure contracts with names and dates of service.
2. Routine Maintenance and Property Oversight – Record of all routine property maintenance done by Property Management with frequency and responsibilities like trash removal, light replacement, common area inspections, etc.
3. Vendor Management – A repository of all the vendors we use with the who, what, where, etc.
4. Capital Project Plan – With items for the next 3 to 5 years including such things as siding, steps pavilion, etc.

This will be a living document that will change as needed. Next steps were discussed as well after the board unanimously approved this approach.

1. Identify critical infrastructure such as sump pumps, fire system, etc.
2. Identify critical property management items
3. Identify all capital expenditures for the next 5 years.

Dale to issue warnings to a tenant who interferes with maintenance of the lawn between building at the north end. Also warning to be issued to owner of pop-up on lawn and broken pop-up on deck.

Padios are not allowed. Requests by tenants for a patio need to go through the owner or management company. Tenants can not put forth these requests.

New signs to be posted by the playground. Rules to include "Equipment for us by children 12 years of age and younger", "No pets allowed inside the enclosure", and "Open from dawn until dusk"

Meeting was adjourned at 11:39 am.