

**BLUESTONE II CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA**

December 3, 2018

6:30PM Bishop Real Estate Office

In Attendance:

Ron Vincent – Director
Judy Nasset – Bishop REM
Shelley Gullett – Bishop REM

No. of Owner's present: 17 owners in attendance.

ANNUALBOARD MEETING CALLED TO ORDER: Shelley Gullett of Bishop Real Estate Management, Inc., called the meeting to order at 6:30pm

Introduction of Board and Property Manager(s) Shelley Gullett, Property Manager, Judy Nasset, Owner of Bishop Real Estate Management, Inc., Ron

Certification of a Quorum – Based upon percentage of ownership, a Quorum required 31% of ownership present. With the ownership in attendance we realized 34%, which warranted a quorum.

Recitation of Proof of Notice of Meeting – Shelley, presented the notice of the annual meeting all were in agreement that it had been sent and received.

APPROVE MINUTES FROM 2017 ANNUAL MEETING – A vote to approve the minutes from the 2017 annual meeting was moved by Johanna Newbold and seconded by Ron Vincent to approve. All present voted in the affirmative.

APPROVE FINANCIALS EOM November:

EOM Nov operating ==>	\$23,279.23	reserves ==>	\$63,093.31
	TD Bank		TD-MM

2018 Year in Review:

Shelley pointed out that an update from North Point was not available, but explained the items that have been taken care of since the changeover in Management.

- Pressure wash – Complete – More detailed pressure washing will be completed in the spring.
- Iron Railing back of Bldg A – has been re-installed
- Gas meter covers – Complete
- Lock Boxes – Removed
- Foundation issues in Building B, Work in progress
- Drain spouts missing – work in progress
- B&S Landscaping – Shelley working with to ensure they do the snow removal properly. Due to the many issues with B&S not taking care of the property as desired, they will remain this year for snow removal. Bishop REM is actively getting quotes to change landscaping and snow removal.
- Outstanding bills from North Point, are still being caught up and paid.
- Bookline Bank – Loan for siding – has been paid off. There are funds in a money market account that will be requested to close out account and have funds put into the reserves account.
- Reserve Analysis –Contact has been made to Team Engineering as it appears a Reserve Study has not been done at least in the last 5 years.
- Insurance quotes – Insurance costs are exorbitant and BishopREM is seeking quotes from 3 agencies. If a change is in Insurance Companies is warranted, then notice to current agency

needs to be given in January as to avoid any potential penalties for cancellation. Current insurance due to expire May 2019.

- On-line payments letter with instructions for on-line payment has been sent.

PROJECTS CURRENTLY IN PROCESS:

- Unit forms have been sent out to update records, and only 24 of the forms have been returned as of December 3rd, 2018. Shelley stressed the importance of these forms as new parking permits will be issued for January 2019. These parking permits will be linked to individual vehicle(s) with recorded numbers that correspond to the vehicle.

PROJECTS ON HOLD UNTIL SPRING 2019:

- Quotes on Garage Roofs – With the board for approval, once approved, work will start in the spring.
- Quote to repair fencing at tennis court – needs board approval, once approved, work will start in the spring.

FINANCE REVIEW

- Discuss 2019 Budget, there was much discussion about the mis-management of funds by the previous management company. Shelley informed the attendees of where we are financially and the numbers are listed above. It was pointed out that the loan for the siding has been paid off which will help in maintaining a balanced budget. Other areas of concern were insurance costs, snow removal, shared expenses with Bluestone I. Some costs are fixed and cannot be altered, while others will be looked and discussed as to how to cut some expenses.
- 2019 increase in condo fees, much discussion about condo fees vary from unit to unit, even though each unit enjoys the same services and amenities.
- Acceptance of the 2019 budget was moved by John Lisle and seconded by Deb Coughlin and the vote was in the affirmative to accept.

ELECTION - 2 POSITION AVAILABLE TO SERVE BOD, 1 position for a 1 year term and 1 position for a 3 year term. It was pointed out that 2 of the positions actually changed during the same year, one position was to fill a void of a director that resigned from the board.

Nominations for the 1 year term were: Khalil Razzaghi (Unit 72), Roland Bates (Unit 64), Cathy Donaher (Unit 87) and Deb Coughlin (Unit 112). Written ballots were collected and resulted in a tie between Khalil Razzaghi and Deb Coughlin. Deb Coughlin withdrew her name and stated she would request to be nominated for the 3 year term. Election was then granted to Khalil Razzaghi for a 1 year term to finish out the required 3 year term.

Nominations for the 3 year term were: Deb Coughlin (Unit 112) and Alex Newbold (Unit 70). Written ballots were provided and Alex Newbold was elected to serve a 3 year term on the Board of Directors.

OPEN SESSION

Many issues of concern were brought up as follows:

- Issues with siding that are long standing from the original installation and second attempt to correct. **Resolution**, will be that Bishop REM will contact 3 reputable siding companies to quote on fixing all issues, not just one or two.

- It was brought up the boards that are missing to protect the A/C units, that the wooden covers are to protect the gas meters and not the actual A/C units. Deb Coughlin informed the previous management company supplied these with the understanding that the owners would remove the boards and store in their garage until the next winter season. **Resolution**, is that Bishop REM will put this on the list of items to be taken care of before more snow and icicles begin to form.
- Fencing near Building B near garage is in disrepair, it was noted that it belongs to the association behind and contact needs to be made with them. It was originally thought that the snow plow company did the damage, but Deb Coughlin pointed out that she witnessed the high wind was doing the damage. **Resolution**, Bishop REM will make the call to have it looked at.
- Issues with the flashing at the middle door of Building A needs attention as in winter, icicles form and are a hazard. **Resolution**, Bishop REM will address in spring when roofs are done on garages.
- Door locks – It was brought up that the building exterior locks have not been changed in quite a few year and there are issues with the functionality of some of the entrance doors. **Resolution**, Bishop REM will contact Kamco Lock Solutions and set in motion the change out the exterior door locks and make any necessary repairs.
- Carpet cleaning – carpets need cleaning. **Resolution**, this will be put on the schedule for spring, after all the mess of winter.
- Discussion about ornamentation covering unit numbers. According to the Nashua Fire Marshal, Holiday decorations are a temporary thing and are allowable during the holiday season, even if they cover up the numbers on a unit door. It was pointed out that there is a fire department lock box located on each building.
- Fire door on 2nd floor in Building B is in disrepair and now does not close properly. **Resolution**, Bishop REM will check the door and get quotes on replacement.
- Buzzer systems, some buzzers in individual units do not work properly. It was brought up that this is a unit owner responsibility to change out. The actual unit costs to replace and/or repair are under \$200.00. **Resolution**, Bishop REM will investigate the costs associated with the change out the units and the possibility of obtaining discounted rates for doing multiple buzzer systems. Bishop REM will also research in obtaining an updated system.
- Curbs around garages, recent repair was not done properly and they are again torn up from the snow removal. **Resolution**, Bishop REM will investigate, take pictures and will work with B&S Landscaping to ensure the repair is done properly in the spring. In addition, the sign that was destroyed by last year's snow plowing have not been repaired yet, and Bishop REM will hold payment on invoices until these issues are resolved.
- Smoke detectors/alarms/heat detector – Inspection report from July 2018 has not been acted upon. Ron Vincent (Unit 63) to email Shelley a copy of the report. **Resolution**, due this being a health and welfare issue, it must be addressed immediately. Bishop REM will take immediate action to correct the issue with out of date smoke/heat sensors.
- Issue with owners and/or tenants not picking up after their dogs. **Resolution**, Bishop REM will take appropriate action with a reminder to all units.
- Handicap parking spots. It was requested if the handicap parking spots can be moved so they are not over the drains, where ice and snow build up. **Resolution**, Bishop REM will investigate.
- Request for email notification to go out to owners and/or tenants regarding issues and other notices, versus mailing. Also, a request for information to be put on the Bishop Website

ADJOURNMENT: 8:10pm