

Littlefield Condominium Association

Board of Directors Meeting

July 30, 2020

Video Call Conference

Present:

Lee Matthews - Property Manager, Evergreen Management

Rose Galligan – President

Peter Moore - Treasurer

Lou Caron - Director

Howard (Jim) Nelson –

Bruce Olinsky – Secretary

Unit owner – South Browning

Meeting called to order by Rose Galligan at 6:05 pm.

OLD BUSINESS:

- A. Approval of Minutes (June) - Motion made by Peter to approve edited minutes, with a second from Bruce Motion passed.
- B. Review/Approval Financials: The board had questions on the transfer income from owners and interest expense from owners. Lee will get back to us as he has to ask Christina. They would also like a breakdown on the maintenance and repair line of \$108,078.09.

The BOD discussed whether the association should pay a \$25 NFS for a bounced check. The Board agreed to have E/H charge back the owner.

The BOD discussed a maintenance charge back for unit owner on Savage. Lee stated that the Association has to pay for the repair and the unit owner will be charged. The Board asked Lee if the unit owner is aware of the charge back – Has a letter been sent to inform them of this charge?? The Board agreed to pay once we see a letter has been sent to unit owner that they owe that amount.

The Board informed Lee again they will not pay for the one way signs E/H put up on town property. Lee never contacted the Board or the town that this was being done. If he had the Board would have told him that we had no authority to put the signs up on town property. The town took the signs down. Lee said this charge has been removed.

A motion by Peter to approve June financials. Lou seconded. Motion passed.

- C. Work orders - The font is still very small and hard to read. Rose reminded Lee again that she would like a copy of all work orders.

The board reminded Lee that at our June meeting he was suppose to send a work order to Top Notch Painting to finish trim painting. This has not been done.

Rose asked Lee to call the phone company to look at wires that are coming out of the green structures at 6 Beretta and 9 Savage.

- D. Advance Pest Control - Lee still has not gotten a report for the follow up at Remington. The board asked Lee to check into this again.

E. Spring Walk Through - TBA

F. List of fines – The list of fines were not in our packet. The board had instructed Lee in April & June to increase fines to those that are past due (4) according to fine structure. This still has not been followed up on. Lee stated that admin was hesitant to add fine on top of fines. Lou reminded Lee this is the penalty for non payment of a fine.

- G. Kevin - Kevin will be adding an extra granite piece by garages in Winchester. Dead branches in Savage and Remington along with bending tree at 4 N Browning will be taken down. Jim mentioned the tree in front of 1 & 2 Savage did not get trimmed back. Rose will call Kevin on these.

H. Issues.

1) Chimney fines for non-inspection - Lee was directed in May and again in June to increase fine for unit owner who had not paid \$25 fine. This still hasn't been done. The board asked again that he follow up with the fine structure.

2) Shed doors – Hold

3) SB – unregistered vehicles. In June the Board had a concern with the number of people living in a particular unit - which exceeds the number stated in the Declaration. The board asked Lee to contact the owner. Lee stated that the owner was contacted by email and a certified letter was sent when the owner did not respond. Lee was suppose to check when that letter went out. No information was available at this meeting. The Board again asked Lee to verify a certified letter was sent.

4) Units – large gaps around electrical wires – the board agreed that Steve could work on the outside of the units and should put on hold on the ones inside due to COVID-19.

5) Coupon Booklets - credit

The Board asked for a \$490.77 credit for the extra \$3.99 per booklet we paid. The Board agreed that we should only pay \$5 for booklets as that is what is stated in our contract. (Paragraph 11.5.4) The BOD agreed that LCA will pay the increase price for booklets issued after May as our contract ended in May 31, 2020. They reminded Lee that in our contract with E/H it states booklets are \$5 a piece. Lee said he will ask Paul O. again.

6) Estimates – roofs/ stump grinding/

Roofs cleaning – waiting for estimates.

Stump grinding – Rose received estimate from Magoon Tree Service. Rose and Lou will walk the property to review.

7) 7 NB garage - on hold waiting to see if water comes in during major rainfall.

10 SB garage - waiting for correction on drainage estimate as water is coming in from the side.

I. Other Business

none

NEW BUSINESS:

A. Open Session- Unit owner from South Browning called in to share her response Lee sent her after she asked for a request. The board agreed that his response was inappropriate.

B. Abutter – Solar Panels - The Board agreed to discuss this in our August meeting with the abutter so residents may want to partake in the discussion.

C. Bank – N & S Browning - Lou stated he will contact Loureiro Engineering about sensors in the banks on the back side of the Brownings. Lee said E/H can't find any contract papers with this company.

E. Issues

1) The Board asked Lee to call the phone company to address the phone wires at 6 Berretta and 9 Savage that electrician stated were put in wrong.

F. Newsletter - items to be considered CIN –garbage being stored in porch closet or garages for weeks, picking up after pet, children supervised, residents beginning to use visitor’s parking, new vehicles on property that have to be registered.

G. Evergreen/Harvard Updates – The board sent a certified letter to E/H notifying them that they will be working with another management company. The Board thanked Lee and E/H for their help with the siding/paving project and we hope this will be a smooth transition.

H. Other Business – none

Bruce motioned to adjourn the meeting at 7:55 pm. Rose seconded. Motion passed

Next meeting – August 27 6:00 pm Town Hall

Respectfully submitted,
Bruce Olinsky