

Littlefield Condominium Association

Board of Directors Meeting

August 27, 2020

Pembroke Town Hall

Present:

Rose Galligan – President

Peter Moore - Treasurer

Lou Caron - Director

Howard (Jim) Nelson – Director

Unit owners – Remington, Savage

Shelley Gullet - Bishop Reality

Absent

Lee Matthews - Property Manager, Evergreen Management

Bruce Olinsky

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

OLD BUSINESS:

A. Approval of Minutes (July) - Motion made by Jim to approve minutes, with a second from Peter. Motion passed.

B. Review/Approval Financials: The Board agreed at our June meeting to remove a back charge (\$112) from unit owner on Beretta. The charge was still on unit owner's account. Rose called Barbara in the financial department and asked her to remove the back charge from unit owner.

A motion by Jim to approve July financials. Peter seconded. Motion passed.

C. Work orders - The Board reviewed open and closed work orders that were emailed to us.

D. Advance Pest Control - Rose will email Lee to see if he has gotten a report for the follow up at Remington.

E. Fall Walk Through – Shelley (new property manager) agreed to do a fall walk through with board members.

F. List of fines – The list of fines were not in our packet.

G. Kevin - Kevin has to add an extra granite piece by garages in Winchester.
Install cedar handrails on Berretta, mulch property, and finish loam and seeding.

H. Bank Brownings – Loureiro Engineering - Lou has left the company a message. He will follow up.

I. Issues.

1) Chimney fines for non-inspection - there was no follow up by E/H. New inspections will be needed in the fall. A reminder will go pit to all unit owners that have a chimney.

2) Shed doors – It was noted that some doors do not close and some are in terrible condition. This will be address during the fall walk through.

3) SB – unregistered vehicles. With a new management company coming aboard, this will be addressed with new registration sheets. Shelley informed that the form can be filled out online and emailed to her or owners can print out hard copy and mail to her.

4) Coupon Booklets - credit. Rose had talked to Paul O. about credit for the over charge on the booklets we paid for (\$490.77). Paul does not want to assume the cost of the increase even though it is stated in our contract that coupon booklets would be \$5 each. We were charged \$8.99 per booklet. Paul mentioned to Rose he would go back and charge us for Lee attending monthly meetings. In the contract it states he only has to attend 10 a year. Rose mentioned that Lee should have told us he did not have to attend. Later she realized that we never had a May meeting and Lee did not attend the August meeting.

5) 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 this week.

6) Flooding in Garages

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

10 SB garage - Pete made a motion to accept Brickett Hill Landscape proposal. Jim seconded. Motion passed

J. Other Business

Rose will email Lee to see if he has contacted the phone company about the exposed wires at 9 Savage and 6 Beretta.

NEW BUSINESS:

A. Open Session- Gentlemen from Olivewood Energy gave a presentation about a solar farm that will abut Littlefield Condominiums. This will be replacing a proposed housing development. Questions and answers followed their presentation. It should be noted that this solar farm is in the beginning stages of development.

B. Abutter – Solar Panels - See above.

C. Weed Control – N & S Browning bank - Rose met with Invasive Weed Control to look at bank in back of N & S Browning. They discussed spraying bank to cut down bittersweet and knotweed. Rose checked with Kevin C (landscaper) who said this would be beneficial as he has to cut it back twice a year and it is starting to take over. Peter made a motion to have the company to come in to treat. (\$500) Lou seconded. Motion passes.

D. Issues

1) Ash Trees - Kevin said that the ash trees behind Winchester are infected with borer ash beetle. He asked Rose to get a tree company to come in to look at to see if they can be treated or if they have to be removed. Rose called Collins Tree and Bartlett Tree and left messages to both.

E. 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, chimney inspections, new vehicles on property that have to be registered – information sheets will be available online to fill out. Shelley will work on a fall CIN.

F. Evergreen/Bishop transition– Shelley seems to be getting slowly.

H. Other Business –

1. New parking sheets and stickers were discussed. Shelley will get a quote to the Board to purchase.

2. Shelley created a new resident information sheet. The Board looked it over and like the fact that the owner can fill it out on line. Shelley mentioned this sheet should be updated yearly.

Jim made motion to adjourn the meeting at 7:23 pm. Rose seconded. Motion passed

Next meeting – September 24 6:00 pm Town Hall or Zoom

Respectfully submitted,