

Littlefield Condominium Association
Board of Directors Meeting
September 24, 2020
Zoom meeting – 6pm

Present: Rose Galligan – President
Peter Moore – Treasurer
Bruce Olinsky – Clerk
Louis Caron - Director
Jim Howard - Director

Meeting called to order: The meeting was called to order at 6:04pm

OLD BUSINESS:

A. Approval of Minutes (August) – A motion was made by Jim and seconded by Louis to approve the August minutes. Motion passed.

B. Review/Approval Financials:

- Per Evergreen – Operations as of 8/31/2020 - \$86264.39 +
 - Bishop as of 9/21/2020 – \$5,831.27 = \$92,095.66

MM Reserve - \$98,307.39

MM Reserve Primary - \$178,701.30

Peter asked Louis about the issue he noticed last month regarding the loan discrepancy on the financial report from EH. It was decided, the difference was pre-payments.

A motion was made by Peter and seconded by Jim to approve financials for August. Motion passed.

Rose brought up the two our standing bills EH sends through the strong box. One for the sign they put on town property and the management fees for the painting job. It was decided to continue to deny payment of these two bills. If painting bill get adjusted it will be authorized to pay.

Rose brought up three charges for stop payments. Shelley explained some confusion with a couple owners and the board voted to pay the two \$25.00 fees.

C. Work orders:

- a. Railings – 11 Savage, 12 Savage and 2 Remington – we are waiting on quote for these.
- b. Weed Spraying - closed
- c. Drainage ditch 10 South Browning - Closed

- d. Top Notch – finish painting – discussed items to be painted: telephone enclosures, dryer vents, white prime boards, face boards and end caps, plugs for screw holes, re-painting of areas on radon systems where clamps were removed. The quote was for 96 items at \$42.00 per item for a total cost of \$4032.00. Rose to ask for more clarification on quote, which items will be taken care of.
- e. Street Lights – Closed
- f. 2 Savage Ct – paving to step to be rectified.

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

E. Fall Walk Through – Scheduled for October 13th, 2020 at noon.

G. Bank Brownings – Loureiro Engineering - no word yet, Louis will try again to contact.

H. Issues.

1) Shed doors – Fall walk through – 10/13/2020

2) Estimates – roofs/ stump grinding/ - Magoon Tree/Collins Tree. Rose and Louis walked the property and make adjustment's to and will see if Magoon Tree come in October.

3) Roofs cleaning – waiting for estimates – Marquis quoted \$12,000.00 for entire property. It was decided to do one building that seems to be the worse and this will be the deciding factor of whether to have them do more. Shelley suggested they put this on a schedule for the budget to have a Court or two done per year. Shelley to search power washing companies for additional quotes.

4) 7 NB garage - Suggestion by Louis to see what Bricket Hill did at 10 S. Browning. It was noted to wait until we have a good rain fall to check for the leak.

5) 9 Savage and 6 Beretta – exposed wires – Shelley to call Comcast.

6) 1 Savage – mice and chipmunks update: Terminix to fill holes from inside and Shelley to check if they will also do the exterior.

7) Ash Tree – update – Collins Tree and Bartlett Tree – Shelley to call both companies.

8) List for Kevin:

- Handrails for Beretta – waiting for end caps that are on back order.
- Granite pieces area needs to be fixed, 14 Winchester and a couple others
- railroad ties on Remington removed, he did grade it,
- finish hydroseeding, there are some areas not done
- cleaning gutters, to be cleaned in the fall
- mulch – to be done next week

The board complimented Kevin on everything he has done for the association.

OTHER BUSINESS:

No other business at this meeting.

NEW BUSINESS:

A. Open Session – Louis asked for approval to install metal gutter over his front porch. Approval granted by board.

B. Prep for Annual Meeting – Jim has signed the agreement of use with the Church, we are booked from 5pm – 9pm. They stated they would like a fee of \$125.00 for the use, Louis made the motion and Peter seconded to pay the Church \$125.00, motion approved. It was requested that we also include a zoom meeting with the annual meeting in order to get a quorum.

C. Transfer of funds/records from Evergreen – Shelley received an email today that all records and funds will be turned over on September 30 at 11am, she will pick up.

D. Winter plow Contract – K. Clough – received 3 year contract - \$25,000.00. Rose talked to Kevin about a snow blower attachment for his bobcat, that would add an additional \$3,000.00 to the monthly fee. Kevin felt it is not needed, as part of the contract and if we have a bad winter that he needs to move snow, he offered to do it on a case by case basis. Also, he offers his guys a snow blower to do sidewalks, but they prefer to shovel. Acceptance of the 3 year contract was voted by the board.

E. Newsletter - items to be considered CIN –garbage being stored in porch closet or garages for weeks, picking up after pet, 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. It was decided to get the first newsletter out after the annual meeting.

F. Other Business –

1. New parking sheets and stickers were discussed. We have one quote and Shelley sent to another printer for quote. Once that gets back, Rose and Shelley will make the decision of who to have them printed by. Shelley will also order the stick one parking violations.

2. Reserve Analysis quotes: Team Engineering - \$4500.00
Callahan & Associates - \$4800.00

The board decided to go with Team Engineering for the Reserve Analysis and to request that it be held off until the spring.

3. Welcome letter – Shelley to correct the late fee as it currently lists \$15.00 and not the \$25 as it should be. Also, in the Rules and Regulations it states Chimney cleaning is due Oct 1, it was decided to allow until the end of October with the transition of management companies.

EXECUTIVE SESSION:

Motion to Adjourn: Louis made a motion to adjourn and it was seconded by Bruce and the meeting closed at 7:15pm

Next meeting – October 29, 2020