

Littlefield Condominium Association
Board of Directors Meeting
October 29, 2020
Zoom meeting – 6pm

Present: Rose Galligan – President
Peter Moore – Treasurer
Bruce Olinsky – Clerk
Louis Carron – Director
Jim Nelson – Director
Shelley Gullett – Bishop REM

Meeting called to order: The meeting was called to order at 6:00pm

OLD BUSINESS:

A. Approval of Minutes (September) –Approval of the September minutes was tabled in order for the board to review. The minutes were resent to all board members and the approval will come via email confirmation

B. Review/Approval Financials:

Operating account as of October 29, 2020 - \$55,488.41

Reserve Account as of October 29, 2020 - \$100,000.00

Loan Reserve Account as of September 30, 2020 - \$168,225.70

- Transfer of funds from E/H – Shelley reported that there are still funds to come from E/H, funds were held to cover any outstanding checks.
 - Operating - \$16,636.70
 - Reserve - \$15,093.57

C. Work orders:

- a. Railings – 11, 12 savage, 2 Remington – closed. 12 Savage requested a second railing and will be arranging for that through the vendor and will absorb the cost. It was noted that there is a loose railing at Winchester that needs to be addressed.
- b. Weed Spraying – follow up will take place in the spring. It was suggested that K. Clough Landscaping weedwhacker the weeds sprayed so the area is cleaner looking.
- c. Top Notch – finish painting as of Oct 29th, final billing of the last third of the bill to be paid.
- d. Hole – 10 Beretta – Assigned to Steve
- e. Beretta Sidewalk – Unit 1-4, it was recommended that we pave that area to wall where crushed stone is versus planting grass for a 6 inch area. Louis to check it and make his recommendation.
- f. Shingles – back of Winchester – various units (9,12,14,15,16) – assigned to Manny
- g. Walkway light beretta – Brian g was able to fix – Completed
- h. 1 Beretta Granite steps Railing – K. Clough to address.
- i. Siding damage noticed on walk around – Either K. Clough will address if MGS or Steve if MGS does not get to it first.
- j. Mail Box at 15 N. Browning broken, Steve has been called to repair or replace.

D. Advance Pest Control - As of last month, Advance Pest would go check the property and provide a follow up, to date we have not seen the report. Shelley to follow up.

E. Fall Walk Through, was completed in early October revealed lots of issues with shed doors, overgrown plantings, items on patios and decks that are against the rules and regulations. A mass email was sent out to all owners requesting their decks and patios be cleaned up by October 30, 2020. A new walk through will be planned in November to see the progress made on the clean ups.

F. Bank Brownings – Loureiro Engineering - No update, from Louis, he will continue to follow up.

G. Reverse Analysis – the agreement has been signed and this will be scheduled for the spring of 2021.

H. Issues.

1) Shed doors – will be re-inspected during the next walk through

2) Estimates – roofs/ stump grinding/ - Magoon Tree/Collins Tree, it was discussed to table this until the spring of 2021.

3) Roofs cleaning – waiting for estimates, since only one estimate was received, it was decided to table this until spring of 2021.

4) 7 NB garage - on hold waiting to see if water comes in during major rainfall. There was special drainage put in place and no word from 7 NB if there were any more leaks, this will be considered complete.

5) 9 Savage and 6 Beretta – exposed wires – Comcast did go out to these two locations and to the best of our knowledge are no longer an issue. This is considered complete

6) Ash Tree on Winchester – Collins Tree and Bartlett Tree. Rose has not heard from either vendor, Rose will contact Bartlett Tree and Shelley will contact Collins Tree to schedule a time and request a follow up.

8) List for Kevin – handrails on Beretta, Beretta – loam by walkway, Granite pieces on Winchester, Remington where railroad ties removed – this area needs to be fixed or add granite pieces, finish hydroseeding and areas that didn't get loam (end NB, 2 Remington, some areas by walkways) cleaning gutters, mulch. Added trimming back of overgrowth and removal of seedlings that did not get pulled.

OTHER BUSINESS:

A. Parking violation sheets/stickers – have been received.

NEW BUSINESS:

A. Open Session – No Owners present at Zoom meeting so nothing to add.

B. Annual Meeting – Nov 12, 6pm – Pembroke Congregational Church

1) Updated budget sheet – there was much discussion on the budget and amendments were made to the amount of the working reserve contribution in order to make a balanced budget for 2021. This will be further addressed once the reserve analysis is completed. In addition, Shelley to contact Primary Bank to inquire about lowering the interest rate on the loan. There are other bank where we could get a much lower interest rate on the loan.

2) Shelley indicated she will need assistance from the board with:

- a. Taking temperatures at the door. Bruce offered to do this.
- b. The check in of owners will be a little different this year, in order to maintain social distancing owners will check in, but not required to sign. The question came up of who is eligible to attend. Shelley stated all owners can attend, however, if there is a balance owed for condo fees, they cannot vote.

- c. Shelley to email the entire Annual meeting package to owners with email and request if they are not attending to please send their proxy. In addition, Shelley will include that anyone wanting to attend via Zoom, they must let her know so she can set up the Zoom link.
- d. A power point presentation for the annual meeting, should include all major projects completed during the year. Louis asked if we can put together a pie chart of where the condo fees go and offered to assist with this.

E. Newsletter - items to be considered CIN –garbage being stored in porch closet or garages for weeks, all vehicles on property that have to be registered, sand barrels, reminder to shovel decks, protocol for the snow removal from K. Clough. This will go out early November.

H. Other Business – Light at entrance of the property has issues. Rose found a light fixture that would light up the area much better. She talked with Brian G and received a quote for \$175.00 to change this out. It was approved by the board to proceed.

EXECUTIVE SESSION:

Motion to Adjourn: Due to prior committment, Jim Howard left the meeting at 6:50pm. A motion was made by Louis and seconded by Peter to adjourn at 7:56pm. Motion was approved.

Next meeting – November 12, 2020 Annual Meeting
There will be a board meeting in December.