

Littlefield Condominium Association  
Board of Directors Meeting  
March 25, 2021  
Zoom meeting – 6pm

Present: Rose Galligan – President  
Peter Moore – Treasurer  
Louis Carron – Director arrived at 6:30pm  
Jim Nelson – Director  
Shelley Gullett – Bishop REM  
Susan Erkkila – not present

The meeting was called to order at 6:05 pm

**OLD BUSINESS:**

A. Approval of Minutes Peter made a motion to approve February minutes.  
Jim seconded. Motion passed.

B. Review/Approval Financials:

Shelley informed the board that she opened a money market account  
(\$35,000) with TD Bank.

Peter made a motion to accept financials. Rose seconded. Motion  
passed

C. Work orders:

1. 2 Beretta – guide wire chimney – still open – letter will be sent to owner

2. The damaged siding from the wind has been completed

3. 9 & 10 Remington deck boards – 2<sup>nd</sup> week of April will be projected start  
date

4. Trees at entrance – have to be removed. The board agreed to have Kevin C. take out the two trees (\$1000) pull three stumps and loam and seed (\$500). Kevin will get cost of two maple trees to replace trees. He will coordinate this on the day he will be doing tree work so he will have access to a lift.

5. 5 Savage – front step loose. Assigned to Steve

6. 3 Winchester – check upper deck - Assigned to Dustin

D. Lawn Contract - The board agreed to sign a two year contract with Kevin Clough Landscape. The price remained the same.

E. Insurance Bids – Shelley is working on getting a few estimates.

E. List of fines - Parking in visitor – (1)

Chimney – non inspection (1)

Fee for non payment (1)

F. Bank Brownings – Loureiro Engineering - Rose contacted Jim O’Neil about the proposal. He asked Lou to reach out to him if he has any questions or comments. He would then make modifications and updates.

H. Issues.

1) Shed doors –address their doors in the spring.

2) Chimney inspections - letter sent out to one unit owner which is now past due. Shelley will follow with a phone call and letter.

3) Roofs cleaning – On hold – will address in spring

4) 8 Winchester Wall - failing by garage – Kevin suggested to remove and grade for \$450. Rose will contact Kevin

5) Savage unit – ventilation/mold issue. Lawson Group has revisit to look at vent.

6) Estimate – stump grinding/ - Looking for another vendor to complete.

7) Savage – top of the walls by garages – Rose to talk to Kevin to look at

I. Transfer of funds from E/H – Shelley contacted E/H and has not heard back from them. She will check with an attorney.

J. Reserve Analysis – will meet with us during our April meeting

#### **OTHER BUSINESS:**

1. Delinquent Accounts – Shelley will contact attorney about one unit owner

#### **NEW BUSINESS:**

A. Open Session - None

B. Spring Walk- thru - Hold – will be checking on issues from the fall

C. Newsletter - items to be considered CIN –

Ideas discussed were:

When replacing windows or sliders - bronze/dark brown sliders to match rest of community, grills must be 4 feet away from buildings when in use and not under any deck when in use, speed coming into the property, children out, dogs – licensed by end of April and picking up after your pet, update information sheet, doggie DNA. Discussion on structural changes inside condos. Shelley will check the condo by laws.

H. Other Business –

1. The board agreed to continue with tree limbs from circle up. Kevin will do this the day that he is taking out the ash trees at the circle so we can use the lift the rest of the day.

Motion to Adjourn: Lou made a motion to adjourn at 7:10. Peter seconded All in favor.

Next meeting – May , 2021