

MINUTES OF THE ANNUAL MEETING
OF
SHAKER LANDING CONDOMINIUM ASSOCIATION
AUGUST 13, 2011
AT THE LA SALETTE SHRINE
ROUTE 4A, ENFIELD, NEW HAMPSHIRE

(Please note: Shaker Landing Condominium Association reference will be SLCA: Moseley Associates and its representatives will be Moseley: and Association's board members as a whole will be referenced as the Board).

1. The annual meeting was called to order at 9:03 AM, by Mary Jo Mulligan-Kehoe, the Board President.

2. Attendance: there were 15 owners present and 3 authorized proxies (see attached attendance list). An official quorum was met.

3. Introduction of current Board members:

Mary Jo Mulligan-Kehoe - President

Kevin Albert - Treasurer

Penny Edwards - Secretary

Michelle Jones

Rob Davidson

Introduction of Property Manager - Ray Stanford

4. Minutes: The minutes of the July 24, 2010 annual meeting were included in the packet sent to owners prior to the SLCA annual meeting, and were available on the SLCA website for the previous year,

Motion: A motion was made by Dimitri Tselepidakis, and seconded by John Kessler and Scott Gilmore, to approve last years minutes as written, no requests for changes or corrections were made, motion passed.

5. Presidents Report: was included in the owners packet and sent to owners prior to the meeting. Presented by Mary Jo Mulligan-Kehoe.

The issues addressed included:

a. Maintenance/Improvements (major points)

-Painting and carpentry repair: buildings 25 and 27 will be completed by October.

-Installation of safety fences and path lighting

-Installation of deck railings on lower units that were painted in 2010

-Lag bolts and joist hangers installed on decks of upper level units

-Roof apron replaced on building 37 (extra assessment money was used fro payment)

-Landscaping solution for keeping snow plows off lawns Mastro Lane

-Installation of side entry door hoods on lower buildings units #1

b. Preventative (major points)

- Assessment of heat loss on roofs
- Early and aggressive roof raking

c. Administrative (major points)

- Replaced cheaper grounds contractor(contractor was not able to meet contract obligations at agreed cost, requested to be released from contract).
- DeGrasse Property Maintenance was contracted again
- Initiated owner responsibility plan/quarterly unit inspection
- Monthly dues increase by 3% on January 1, 2012
- Insurance company requirements: replace roofs on decks of upper units (will be completed when deck issues of upper units have been resolved), install railings on exterior of each unit (railings are being installed as carpentry and painting are completed on a unit- painting schedule), no grills on decks
- Boat/dock rules

d. Savings

- Extra Assessment money (money was moved forward from 2010, money was used to finish exterior maintenance - painting schedule).

e. Financial (major points)

- Purchased two \$6,000 certificates of deposit
- Matured CD's were reinvested at a higher interest rate

The President also addressed the following issues:

f .Roof leaks: winter 2010, a monster and a thief, many reports of roof leaks, which would have been much worse if aggressive roof raking had not been initiated early. Jim Shibles was hired for the lower buildings and DeGrasse for the upper buildings. Of course, this cost more than budgeted, especially the 100' crane used to safely remove the snow. Money was borrowed from the assessment fund, and is currently being repaid. Please note the increased roof raking allocation in the 2011-2012 proposed budget.

g. Assessment of heat loss on roofs: Jim Shibles photographed the roofs of the lower buildings. The photographs have provided valuable insight into the source of some of the roof leak problems. Possible reasons for roof heat loss include lack of insulation, absence of dryer vents, faulty skylights(need replacement), and improper channeling of water around chimneys. Hopefully, we can find resolution to these problems.

h. Skylight replacement: are the responsibility of the owner. If you have continual leaks around skylights, that are not resolved by a history of repairs, then the Board asks that you replace the skylights. Owners should have received contact information for a company that sells and installs skylights.

i. Painting/carpentry schedule: reviewed

j. Long term maintenance plans:

-Removal of trees that are shading roofs or are at risk of falling.

-New walkway lighting

-Improvements to lawns of upper units

k. Liens: the Board has been, and will continue to be aggressive about placing liens on properties with delinquent payments over 90 days. It is the Board's fiduciary responsibility to collect all monies owed SLCA.

l. SLCA rules: owners and tenants are required to sign a copy of the rules, which indicates that they have read them.

m. Propane tanks: install a cover for the vent, this is a safety issue.

6. Treasures Report: presented by Kevin Albert

a. 2010 budget: Extra assessment money was moved forward and used for painting/carpentry 2011

b. 2010-2011: due to difficult winter, needed to borrow from short term reserves, have been paying the funds back.

c. 2011 budget: tight end of year budget due to extent of winter costs.

d. 2012 budget: reviewed

-Roof raking: important in budget, as well as other proactive projects, to help maintain roofs and prevent leaks.

- Grounds/lawns: need improvement, have done test sites with good results, increase in budget in order to continue with improvement program.

-Dues increase: 3% January 1, 2012, increase will be equally split between operating costs and long term reserves.

-Grounds maintenance: increased in budget, new grounds contract has not been received, estimate only.

-Other snow removal: a proactive project to prevent roof leaks, increased in budget.

Note: \$14,000 was needed for snow removal winter 2010-2011 due to use of cranes and crews.

Note: Insurance claims were filed for 2010-2011 leaks and mold spot checks were done in several units.

e. Budget summary: Operating profit/loss \$1,300 (Profit), no margin for error, very tight budget 2012

f. CD Summary

-Bank of America - 1 CD - \$6,237.92

-Service Credit Union- 7 CD's - 3@\$6,000, 4@\$10,000
-Lake Sunapee Bank - 1 CD - \$6,000
note: CD maturity dates are staggered

A question and answer session followed: summary

Q. Grounds maintenance and Insurance: Do they still go out for bids annually?

A. Insurance: Put out for bid on an annual basis

Grounds maintenance contract: Put out for bid annually but the lowest bid is not always the best choice. Example Bergeron who could not do the work for the contracted bid, winter maintenance is very hard to bid due to the walkways. Also the lowest bid could also be the lowest quality.

Q. Delinquent owners: What is the current outstanding balance?

A. The approximate outstanding balance is \$2,000, only one owner is over 30 days.

Q. Tree removal status

A. The Board will walk the property to evaluate the tree status: to include

-Tree safety and erosion issues

-Roof protection

-mold issues/concerns

Q. Who is in charge of the website?

A. Dennis Fuchs still maintains the SLCA website, Penny Edwards posts the Board approved minutes.

Q. What is the ratio of owners vs tenants?

A. That information can be obtained at any time by calling Moseley. It is an ever changing status, at this time the ratio is approximately 1/3 tenants.

Q. How does the Board keep track of tenants being aware of the rules?

A. Owners and tenants are required to sign that the tenants have read the rules upon their moving in.

Q. There have been recent issues with tenants with dogs. If this owner continues to rent to tenants with out following the rules (or if it is a agency), the owner or agency should not be allowed to rent the unit in the future. The Board has the power to terminate a lease, according to the By Laws, if the tenant is a continuous problem.

A. The owners were held responsible for the tenants. The owners were fined monthly until the tenants were no longer occupying the unit.

7. Other Business

a. Proposed improvements:

- Lawn improvements - DeGrasse quote \$1,000, includes lime, grass seed, and fertilizer.

Area's of concern: 11 Mastro Lane, brook side by building #35, and erosion on hill by building #37.

Discussion: others area's maybe considered, ground cover rather than grass may be used in area's with a lot of shade or that are difficult to maintain.

Thanks to owners that work hard to maintain the area's around their units.

- Safety lighting - lighting has been increased in several area's on the property to improve safety.

Request: Owners install motion lights by their door ways, if they feel safety is a issue. This would improve lighting on the walkways as owners approach their units.

- Grates - have been placed on the decks of some lower building units #1 and #2 (lake side), to improve drainage. Has been effective, plan to continue with lower building units #1 and #2 (lake side), as these buildings are painted.

- Safety issues upper buildings - having front steps and decking evaluated for safety. Will proceed with repairs once all input has been received.

- Road grating - last years contractor is no longer being used due to lack of satisfaction with work. A new contractor has bid the work, but is not available to begin until fall.

Note: Please keep in mind that all costs go up annually and may effect the ability to complete all proposed improvements.

A question and answer session followed: summary

Q. Could the Board put together a new owners packet including website information, Board members contact information, direct payment information?

A. Moseley provides a welcome packet to all new owners. Moseley will make sure owners continue to get this information. The Board will review if more information needs to be added to the welcome packet.

Q. Can the road grating be done in such a way as to not cause puddling?

A. Hopefully the new contractor will improve all problem area's.

Q. Decks and railings are not holding paint/stain?

A. Jim Shibles explained, pressure treated wood does not hold paint or stain well. Stain works better than paint.

A. John Viertl recommended an oil based primer to seal all surfaces.

b. Safety plan for steps and decks on upper level units

Concerns:

- Front entry steps - have retaining walls that are not properly supported, over time frost has effected the retaining walls.
- Back higher level decks - posts are off center of footings, posts are twisting.
- Both need proper stabilization.
- will not be easy problems to resolve and will be costly.

Evaluation: has consisted of three different contractors, awaiting an engineers evaluation before deciding how to proceed.

Suggestion: Get the insurance company involved in the evaluation.

c. Dock policy: included in the packet sent to owners prior to the SLCA annual meeting.

Suggestions:

- Clarify fee's for second water craft at dock
- References should be made to kayak's and canoe's
- Visitor's at docks should be clarified if allowed.
- Insurance: All boat owners should have to submit proof of insurance to Property Manager prior to using a dock space.
- Tags for boats, dangerous, possibly allow tags on ropes that tie down boats or have water proof stickers

d. Other concerns

- Home owners Insurance - owners should be required to submit proof of insurance to Property Manager and tenants should have renters insurance.
- Parking spaces - are for owners, visitors should use visitor parking, or owners should move their cars to visitor parking to make room. Fire lanes should not be used for parking at any time.
- Parking map - owners requested a parking map be provided to denote owners, tenants, and guest parking.

e. FHA approval: Excepts from CAI FAQ FHA Condominium Guidelines were included in the packet sent to owners prior to the SLCA annual meeting.

- Information included;

What is FHA Mortgage Insurance?

Why should my association care about the FHA requirements?

How does the FHA approval process work?

How do I stay informed on changing FHA or federal mortgage issues?

- Discussion:

FHA regulations were changed June, 2011, the regulations are 90 pages long.

Legal fee's for approval of FHA can not be spent by the Board unless it is for the benefit of the majority of the population.

By Laws of SLCA would have to be rewritten at a substantial cost to the association.

A question and answer session followed: summary

Q. What is the advantage of being FHA approved?

A. It would increase the list of potential owners.

A. 40% of National loans are FHA approved, but in the Upper Valley and Lakes Region no condo's are on the FHA list.

A. It needs to be considered that 40% of buyers fall into this category, even if there may not be 40% in the Upper Valley. There is no up front cost to apply, and there is only speculation as to the total cost of the process.

A. Lakeview Condominiums are FHA approved, which qualifies owners for conforming loans.

Q. Can an owner apply on their own?

A. Yes, along with Bank originators and realtor's. Moseley is responsible for disclosing any information that is required by FHA, but is not responsible for the interpretation of the information. There can be a \$1,000,000 fine for misinterpretation.

Motion: Bev Sletten made a motion, seconded by Sandy Orr, that the Board not pursue approval of FHA, 17 owners were in favor, motion passed.

f. Roof leaks

- Lower buildings

Concerns:

#3 units: may need more insulation to prevent ice dams

Heat loss issues - evaluated by Jim Shibles winter photos

Common problems:

Skylight leaks

Ventilation of dryer's (vents)

Insulation (#3 units)

-Upper buildings

Common problems:

Crickets around chimneys are not big enough for recent snow fall.

Skylight leaks

The Board is working to address these concerns and common problems. The Board recommends replacement of skylights in units with a history of leaks.

A question and answer session followed: summary

Q. Ice and water shield, should it be wider?

A. Ice and water shield that is present is 6-9 feet wide (standard).

A. The standard for roofers is evolving into covering the entry roof with ice and water shield due to ice dams.

Q. Will the Board continue to inspect roofs and skylights annually?

A. The Board will continue to inspect roofs and skylights annually (proactive project).

Q. Can an owner use another company to replace skylights?

A. There were several quotes for skylights. Most quotes included replacing the entire roof. Green Mtn was the only company that would insure the skylights for 10 years without replacing the roof. The warranty was very important to the Board. The installer is providing a warranty for the installation, and Velux is providing the product warranty. If the installer should no longer be in business then Velux will warranty the installation.

A. Owners are free to use another company. Skylight replacement is the owners responsibility. If damages occur due to faulty installation, the owner would be responsible for contacting the installer for repairs.

A. The Board should have the option to approve skylight replacement before the work is done (by another company).

Q. Is there a shift in covering repairs by the Association, to the owners?

A. The Board is not shifting the burden of repairs, just trying to eliminate problems where we can (i.e. skylight leaks).

Q. Ice Dams are an issue in lower buildings (#1 Units and #3 units), would be a good project to evaluate the causes.

A. The Board is exploring the placement of dryer vents to help with puddling and ice dams and other possible causes.

g. Liens: The Board has been and will continue to be aggressive about placing liens on properties with delinquent payments.

h. Propane vent covers: it is the owners responsibility to cover propane vents, snow cover can lead to serious problems

i. Election of a new Board member:

Mary Jo explained that Michelle Jones term has ended, leaving one position open on the Board to be filled.

Mary Jo thanked Michelle for her contribution to the Board.

Nomination for the Board position were opened:

Tom Bryne was nominated by Rob Davidson.

Tom Bryne declined the nomination.

Scott Gilmore was nominated by Kevin Albert

Scott accepted the nomination, and told those present about himself.

Nominations were closed.

A vote was taken, Scott Gilmore was voted in as the newest SLCA Board member by unanimous vote.

j. The Summer Social was discussed, all owners were invited to attend.

8. Adjournment: Meeting adjourned : 11:40 AM

An executive meeting of the SLCA Board members followed the annual meeting.