

MINUTES OF THE ANNUAL MEETING
OF
SHAKER LANDING CONDOMINIUM ASSOCIATION
AUGUST 18, 2012
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 the Association's board members as a whole will be referenced as the Board.)

1. The annual meeting was called to order at 9:05 AM, by Mary Jo Mulligan-Kehoe, the Board President.
2. Attendance: There were 15 owners present and 6 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
Rob Davidson
Scott Gilmore

Introduction of Property Manager - Ray Stanford

4. Minutes: The minutes of the August 13, 2011 annual meeting were included in the packet sent to owners prior to the SLCA annual meeting.

Motion: A motion was made by Jim Hornig, and seconded by Bob Sletten, to approve last year's minutes as written; no requests for changes or corrections were made, motion passed.

5. President's 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 29 and 7 will be completed by October.
- Repaired/replacement of deck posts and sono tubes on 3 upper units.
- Removal of trees that are infringing upon buildings.
- Repair of swim dock.
- New crickets on roofs upper units.
- Roofed apron on building 37.
- Aggressive roof raking program.
- Evaluated heat loss from building 37 roof, added insulation.

b. Preventative (major points)

- Identified sources of leaks in 2 Mastro Lane units.
- Looked for common threads in #3 lower unit roof leaks (appears to be individual causes).
- Evaluated drainage and walkway problems.

c. Administrative (major points)

- Enforcement of rules and regulations; requiring signatures of owner and renter on copy of rules and regulations
- Negotiating a 3-year grounds maintenance contract in hopes of saving money
- Boat owners insurance and proof of liability
- Home owners insurance

d. Savings

- Started an emergency fund

e. Financials (major points)

- Long term savings: close to \$100,000
- CD's: two \$6,000 certificates of deposit, purchased
- Matured CD's were reinvested at a higher rate of interest.
- Evaluation of future needs and how they can be financed.

The President also addressed the following issues:

f. Painting schedule: will continue to do two buildings a year, 6 year cycle

g. Replacing roofs: some buildings will need new roofs within 5 years; long term reserve to be used for roof replacement. Roof leaks and other issues are addressed as they occur.

h. Long term planning: explained the Board is working with Moseley, aided by Gary Best, to develop a long term plan (6 year plan), for property maintenance and improvements. The plan would follow the painting schedule and would include, but not be limited to tree removal/trimming, walkway repairs/updates, and grates on decks (where needed), on buildings that are being painted. The plan would also include lighting issues, skylight annual inspection/caulking, road upgrades/grating, beach improvement, and drainage issues. The Board hopes to have the plan complete by December, 2012, and sent to owners for review.

i. Emergency fund: \$10,000 emergency fund needed for those unforeseen needs not met by the budget.

j. Special Thanks:

Penny Edwards - for her contribution to and time spent on the Board.
Gary Best -for volunteering to help with the 6 year plan.
James Tamagini - for his legal input on Board issues.

6. Treasures Report: presented by Kevin Albert

a. Emergency fund: discussed need to have a \$10,000 emergency fund that will be kept in the short term reserve. Funds may be borrowed on as needed basis to meet operating cash flow needs, but will be maintained at the \$10,000 level to meet such events as heavy snow falls or emergency repairs that may arise.

b. Dues increase: there will be a 3% dues increase in 2013. Moseley did a comparison, SLCA dues to other local condominium dues, the result, SLCA dues are in the lowest range.

c. 6 year plan: hopefully will improve property values.

d. Cost increases: trying to find ways to control cost increases, example: 3 year contract for grounds maintenance.

e. 2012 budget: on budget

A question and answer session followed: summary

Q. Beach budget cut by \$400 why?

A. The Board is currently working with DeGrasse to improve beach maintenance by spelling out their beach responsibilities in their contract. The Board is also working with Degrasse on the weed problem. They are not licensed to treat weeds, this must be subcontracted, the Board hopes to have this covered in Degrasse's contract. Sand additions to the beach are limited by the State, so sand cannot be added except every 3-5 years.

Q. Tree maintenance, what is the time line?

A. Tree maintenance, at this time, is governed by how much money is available. The 6 year plan would help incorporate tree maintenance with the painting schedule.

Q. Are there any unsafe trees that have not been addressed?

A. Not at this time.

Q. Will the bridge behind building 25 be rebuilt?

A. The bridge is not on SLCA property. The Board, with Gary Best's help, is looking into a community effort (Shaker Museum and owners of Shaker Village) to rebuild the bridge. It is a safety issue as well as an environmental issue, should it fall into the stream or lake.

7. Property Manager - Ray Stanford

a. Quarterly Reports: Thanks to owners for returns these reports regularly. It makes responding to and doing repairs more timely. They also will help the Board create a pattern of repairs over time, and address issues if needed.

b. Boats: Please put tags on your boats for identification. Unidentified boats may be removed.

8. Other Business

a. Old business:

+ Deck posts and sono tubes - upper buildings - had several evaluations; results, 3 units had issues, posts and sono tubes were replaced as needed for safety

+ Boat rules/docks/fees: owners were sent updated rules/policies, please be aware of updates and follow current rules.

+Lighting: Proposed grant/loan from electric company. SLCA 's current lighting system needs to be replaced. Moseley is currently working with the electric company (formerly National Grid), for grant/loan approval. The main component of the proposal is that the lighting be changed to LED, and must have an Energy Star rating. Energy Star ratings are hard to find and not always attractive. Moseley is trying to find the best options for SLCA. These fixtures should boost light output and reduce cost.

-Grant/ loan proposal: The Grant would cover 70% of the cost of replacing current lighting (estimated cost \$25,000), then there would be a 3 year, low interest loan. The cost of the loan may be covered by the electrical cost savings; if not, the owners would be asked to cover this loan cost, and the additional cost to owners would appear in each owner's monthly statement.

A question and answer session followed:

Q. Would the lights shut off automatically?

A. Yes, photo cells cause the lights to go off. These photo cells need to be kept clear in order to work properly.

Q. Would we need to replace poles and junction boxes?

A. We will try to use the existing junction boxes. Some lighting may not be covered by the grant; example: if we want to put more lighting in the parking lots or in other areas for curb appeal.

Q. What is the time table?

A. It is a rolling process. We are trying to get it to come together as soon as possible.

+Roof leaks and repairs: Over the years, the Board has tried to establish whether there is a common problem in any of the buildings and/or units leading to the leaks. There have been many evaluations of the lower buildings, all coming to the same conclusion: take the roof off and start over. This was done on building 45; the result, the roof still leaked and the problem was not solved. The original architecture of the building is the problem; the rafters run in the wrong direction, and the skylights are in the middle, and both block proper ventilation. Also, over the years, many kinds of construction techniques and materials have been used (the recommendations of the times); some

have added to the ventilation problems and also condensation problems. This condensation, on occasion, builds up and drips into units. Because there is no common thread to this ventilation problem, there is no common solution. The Board has decided it is best to address each roof repair/leaking issue on an individual basis.

+Skylights: Eventually, the older skylights will need to be replaced. The Board will continue to inspect and caulk the skylights as needed, but if one becomes a constant leak source, it will have to be replaced at the owner's expense.

Skylight replacement information:

Jim Hornig: Velux, a Danish company, major supplier of skylights, available at Blodgett's

-2 types of installers: 3 star: have installation experience, but not trained, 5 star: went to school for Velux skylight installation.

- Master Roofer's, Manchester, NH, are 5 star installers, 70 years in business, family business.

-cost:

fixed skylight: \$1,800/unit

manual venting: \$2,100/unit

electrical venting: \$3,400/unit (electrician cost extra)

Scott Gilmore: Vasco, available at La Valley's

-Gary Varnese, installer

-found skylight that fits the existing opening, same shape and color as skylights in kitchen of upper units

-cost: \$2,400 for 2 skylights, fixed, with labor

+Painting:

-Lower Buildings: grates on decks - having the grates has helped with the back splash on the buildings; the grates will continue to be placed, where needed, as the buildings are painted.

-Upper buildings: front steps/porches won't hold paint, looking into other options for replacement materials, but will not go forward until footer/ retaining wall issues have been addressed.

The footer/ retaining walls seem to be moving. The Board is having the worst of the retaining walls evaluated within the next week.

-Stairs to lower units: Grit was placed in paint for better traction, this did not work, the paint comes off too quickly. The stairs may need to be replaced with an artificial material (Trex), or have grates installed. Options will be further evaluated.

b. New Business:

+Priority list: discussion

- Electricity/lighting: suggestions

- solar panels

- solar lights where possible

- Canada Geese on property: suggestions
 - stop mowing by water's edge, has proven to be effective.
 - black bag hung on posts, has worked on neighboring properties
 - use property dogs to help chase geese away, used by a lot of towns
- Bev and Bob Sletten volunteered to form a committee to research the problem.

- Property Maintenance:
 - DeGrasse: causing damage with weed whackers, and not picking up sticks, just mulching with mowers. Moseley to discuss with DeGrasse.
 - Property clean up day to be started again.
 - Owners are reminded, any major tree/ limb removal or changes to exterior must be Board approved.

- Recycling: has been researched, would be costly to have picked up on site.

- Dumpster: still getting used by non-residents, cost to enclose dumpsters \$5,000.

- Kayaks/canoes: must be stored on racks, not outside buildings.

- Beach: suggestions
 - DeGrasse: add to contract weekly beach clean up/ raking.
 - Sand: can only be added every 3-5 years, need to protect what is there.
 - Beach clean up committee: Penny and Bob Edwards, Betsey and Jim Shibles, Bev and Bob Sletten, clean up to be done August 19th, Moseley to have DeGrasse remove old chairs and beach debris that is collected.

- Garages: discussion
 - Have garages or car ports built for owner use. The spaces could be owned by each unit or leased for income. The approval may require that all owners approve, since all the land is co-owned. A show of hands showed 10 owners in favor of proceeding with exploring the possibility, and 5 owners not voting.

- +SLCA Rule: discussion of possible changes

- Air conditioners: current rules may not allow for window units, depending on interpretation; SLCA By Laws do allow the Board to make waivers for some types of.

- Responses to window units being allowed:
 - The Board has approved in the past the placement of an indoor unit that requires a small hole be placed in the wall for ventilation.
 - Air conditioning units can affect other owners, noise, dripping unit.
 - Air conditioners can cause damage.
 - If an air conditioner causes damage, it is the owner's responsibility to repair any damage.
 - The rules and regulations are designed to stop existing problems, and emphasize the condo doc's, with the idea to create a better atmosphere and quality of life.

-Scott Gilmore noted the ambiguities in the rules and suggested that the Board revisit this topic at a later time.

-Wood:

- Stacked no less than 1 foot from all buildings and structures
- Cannot inhibit walkways or parking lots, nor cause a hazard of any kind.
- No more than 1 day use of fire wood can be stored inside a unit.

-Fireplaces, wood stoves, pellet stoves and grills: Previously, grills were not permitted on SLCA decks due to an insurance risk management plan. It is not written in the SLCA insurance policy that grills on decks are not allowed, so new rules for use are being considered. The new rules will include, but are not limited to, storage and use, clearance when in use, use on covered decks, and use of charcoal grills.

-Animals on SLCA property: proposals

- Allow owners to have more than 1 dog
- Allow tenants to have pets
- Allow guests to bring pets on property

-Discussion:

-Tenants should be allowed to have pets as long as they are responsible for the pet's actions.

-Guests with pets should be allowed as long as the pet owner follows SLCA rules and is responsible for the pets.

-If there is a rule change, it would be up to the Board to enforce the new rules. This doesn't improve the quality of life.

-Quality of life is affected if guests can come with a pet and it limits the ability for some to visit.

-Tenants with pets, and guests bringing pets, are in the rules and regulations, but not in the By Laws; they can be changed without an owners' majority vote or special meeting. The rule limiting owners to 1 dog is in the By Laws and requires a special vote and special meeting.

-The Board will consider the owners' inputs on potential changes to and wording of the rules and regulations.

c. Election of 2 new Board Members:

Nomination for the Board Positions were opened:

Mary Jo Mulligan-Kehoe was nominated by Bev Sletten, seconded by Tom Bryne.

Mary Jo accepted the nomination.

A vote was taken, Mary Jo Mulligan-Kehoe was voted in as an SLCA Board member by unanimous vote.

Natasha Brown was nominated by Penny Edwards.

Natasha Brown declined the nomination.

Bob Edwards was nominated by Rob Davidson.

Bob Edwards declined the nomination.

Sandra Rios was nominated by Penny Edwards.

Sandra Rios declined the nomination.

Alan Nadel was nominated by Scott Gilmore.

Alan Nadel accepted the nomination, with the understanding that he would have to attend monthly meetings via computer (Skype).

A vote was taken. Alan Nadel was voted in as an SLCA Board member by unanimous vote.

d. SLCA web site: discussion

- needs to be kept up to date, more information included
- needs to be updated, more like a Facebook site
- information should include what units are for sale, what units have been sold, what units are for rent.
- Scott Gilmore to research updating the web site.

A motion was made by Jim Tamagini to adjourn, seconded by Tom Bryne, all in favor, motion passed.

9. Adjournment: meeting adjourned: 12:05 PM

SLCA monthly Board meeting followed, as well as an executive SLCA Board meeting.