

# Minutes of SLCA Board of Directors Meeting

July 23, 2013

## Contents

Contents.....	1
Teleconference with Fidelity Investments Representative (7:00-7:20) .....	2
Opening.....	3
Minutes from Previous Meeting.....	3
Financial Report .....	3
<b>Action Items.....</b>	<b>4</b>
• <b>Ray put a lien on CitiMortgage if they do not pay by the end of this month. ....</b>	<b>4</b>
Interest owed by unit 47-1 .....	4
Discussion following teleconference with Fidelity Investments representative.....	4
<b>Action Items.....</b>	<b>5</b>
• <b>Mary Jo contact Mike C. to get answers to our follow-up questions, then share the answers with Board members via email.....</b>	<b>5</b>
• <b>Board members consider the options and express a preference for either Fidelity Investments or Wally (the financial advisor we met with previously).....</b>	<b>5</b>
Kevin’s report on CD liquidation.....	5
<b>Action Items.....</b>	<b>5</b>
• <b>Kevin forward report when received. ....</b>	<b>5</b>
Old business.....	5
Footers/retaining wall issues with upper unit front porches.....	5
Other Deck and Tree Issues .....	5
<b>Action Items.....</b>	<b>5</b>
• <b>Ray contact Fox Tree Service to check those trees for risk of falling. ....</b>	<b>5</b>
• <b>Ray contact Degrasse about planting pachysandra on the lower banks, to prevent erosion.....</b>	<b>5</b>
Website changes.....	6
<b>Action Items.....</b>	<b>6</b>
• <b>Alan ask about iPage about having a secured section on the website. ....</b>	<b>6</b>
Rules update and fine assessment plan .....	6
<b>Action Items.....</b>	<b>6</b>
• <b>Scott resend. ....</b>	<b>6</b>
• <b>Board members review updated SLCA Rules document and send corrections or approvals to Scott. ....</b>	<b>6</b>
Unit 47-1 chimney issues .....	6
<b>Action Items.....</b>	<b>6</b>
• <b>Ray follow up on building permit and approval from Fire Chief. ....</b>	<b>6</b>
Unit 47-1 unpaid bill for sewage pumping .....	6
<b>Action Items.....</b>	<b>6</b>

- **Ray continue to bill for costs, with interest..... 6**
- Beach sand ..... 7
- Spring/summer projects ..... 7
- Walkway plan ..... 7**
- Action Items..... 7**
- **Mary Jo investigate cost of stones from Longacres. .... 7**
- **Ray order gravel for drip edges and ask Jim to get started on it. .... 7**
- Rules and complaints against tenant in 29-1..... 7
- Degrasse landfill and clean up next to Bldg 25..... 7
- Action Items..... 8**
- **Ray contact Degrasse about the possibility of dumping clippings on the hill behind the dumpsters, or hauling them away for \$25/week. .... 8**
- Notice to owners about recent thefts ..... 8
- Sink hole in front (lakeside) lawn..... 8
- Action Items..... 8**
- **Ray investigate having storm drains cleaned. .... 8**
- General meeting ..... 8
- New Business ..... 9
- Sandra Rios complaint re: pond fountain ..... 9
- Action Items..... 9**
- **Rob recommend to the owner that she contact the Keene Medical directly to work it out with them. .... 9**
- Jeanne Childs: deck material on lower units ..... 9
- Complaint against Childs/Schumacher re: sun awning ..... 9
- Action Items..... 9**
- **Ray inform owner that awning is in violation and must be removed..... 9**
- Repairs reported to Moseley since previous Board meeting ..... 10
- Next meeting date ..... 10
- Action Items..... 10**
- **For the annual meeting, Ray get the coffee and Mary Jo get some baked goods. 10**
- Closing..... 10

## **Teleconference with Fidelity Investments Representative (7:00-7:20)**

Mike C. introduced himself. He is based in Nashua, NH, and has 4 years of experience.

Mike summarized the two plans about which he had sent information prior to the meeting. Both focus on diversification and asset allocation, with consistent rebalancing strategies. One is a static portfolio (Asset Manager Funds); the other is a time-based portfolio (Freedom Funds).

Asset Manager Funds are designed for someone who has a set, consistent amount of risk that s/he wants to take. Freedom Funds gradually reduce risk (invest more conservatively) over time, as a pre-specified target date approaches. Freedom Funds are more appropriate if we

have a time in mind at which we would begin using the funds. Freedom Funds are available in 5-year increments (target usage dates of 2015, 2020, etc.).

Management costs are factored into share prices, i.e., no fees are charged to investors or taken from investor balances.

Taxes are not incurred until funds are withdrawn, and are taxable as capital gains based on the prices of the funds themselves (not the underlying securities).

They will conduct a public seminar in the Hanover area in the Fall.

## Opening

Meeting called to order at 7:21.

Present:

- Mary Jo Mulligan-Kehoe (President)
- Kevin Albert (Treasurer)
- Scott Gilmore (Secretary)
- Rob Davidson
- Alan Nadel
- Ray Stanford (Property Manager, Moseley Associates)

Absent:

- None

No non-Board owners present.

## Minutes from Previous Meeting

Previously approved via email. Posted to SLCA website on July 10.

## Financial Report

Ray walked the Board through the monthly financial report. The main balances at the end of the prior month were as follows:

Item	Annual Budget	Current Period		Year-to-Date		
		Budget	Actual	Budget	Actual	Variance
Operating Surplus	1,239.00	(4,525.91)	2,073.65	3,394.46	22,914.60	21,020.14
Short Term Reserves	400.00	(4,525.91)	30,136.85	3,394.46	30,136.85	28,242.39
Long Term Reserves	(1,220.00)	1,148.33	9,806.66	890.02	9,806.66	8,916.64

Item	Amount
CD's Invested	103,121.29

<b>Long Term Reserves</b>	9,806.66
<b>Total Capital Funds</b>	112,927.95

Details can be found in Moseley's full monthly report. Following are highlights and discussion points.

Finances are still very strong.

\$6800 in insurance claim revenue needs to be reserved for pay-out to unit 47-1 when chimney is repaired.

We have \$7115 remaining for grounds improvements and roof raking. Some of this needs to be saved for roof raking when winter comes.

We have almost \$46,000 in cash that could be immediately invested without liquidating any CDs. We can also consider liquidating the CDs with very low interest rates.

CitiMortgage has not been paying its monthly dues. CitiMortgage now owns the property formerly owned by Varin.

#### ***Action Items***

- ***Ray put a lien on CitiMortgage if they do not pay by the end of this month.***

#### ***Interest owed by unit 47-1***

Statuses of previous Action Items

- Ray report on charging interest on \$414 in fines owed by unit 47-1.
  - A lien has been applied.
  - Interest is being added monthly.

#### ***Discussion following teleconference with Fidelity Investments representative***

Rob recommended investing \$50,000, and allocating it in a way that is biased toward 5- and 10-year usage timeframes. For example:

- \$10,000 into a money market fund
- \$20,000 into 5-year fund
- \$20,000 into 10-year fund
- Nothing initially in a 15-year fund

After the initial deposits, we could make monthly deposits of our Long Term Reserve contributions in equal thirds into each of the year-based funds, as long as our short-term fund has at least \$10,000.

We identified several follow-up questions for Mike C.:

- Is there a minimum to open the account?

- Is the money immediately available? If not, how long does it take from when we place a sell order until we have the cash?
- If we tell him the allocations we want, will he automatically distribute the monthly contributions?
- Can we have a money market fund for our short-term cash?

#### **Action Items**

- **Mary Jo contact Mike C. to get answers to our follow-up questions, then share the answers with Board members via email.**
- **Board members consider the options and express a preference for either Fidelity Investments or Wally (the financial advisor we met with previously).**

### **Kevin's report on CD liquidation**

Statuses of previous Action Items

- Kevin report on what will we lose by liquidating each of our current CD's, and liquidate the ones with the least amounts of loss.
  - Kevin requested the report and is waiting for the results.

#### **Action Items**

- **Kevin forward report when received.**

## **Old business**

### **Footers/retaining wall issues with upper unit front porches**

Last Fall, Diversified Entrance Systems looked at several of the footers and determined that repairs are not needed. Replacement of decking with Trex was proposed last year by Gary Best, but we deferred that work until we determined whether the footers needed repairs. This needs to be reconsidered as we consider deck repairs for the lower units.

### **Other Deck and Tree Issues**

Jim Shibles has the wood already cut for the railings for the upper decks. He has been waiting for good weather to build them.

Mary Jo is concerned about trees on the lower bank potentially falling onto roofs of lower buildings, especially now that the ground is saturated with water. She suggested that we have Fox Tree Service come to assess whether they should be removed, or have retainers installed to prevent them from falling. Rob pointed out that those trees prevent erosion and provide much-needed shade for the lower units.

#### **Action Items**

- **Ray contact Fox Tree Service to check those trees for risk of falling.**
- **Ray contact Degrasse about planting pachysandra on the lower banks, to prevent erosion.**

## ***Website changes***

Statuses of previous Action Items

- Alan ask about iPage about having a secured section on the website.
  - Alan's assistant, Ashley, is going to help, but Alan has been away on business.

### ***Action Items***

- ***Alan ask about iPage about having a secured section on the website.***

## ***Rules update and fine assessment plan***

Statuses of previous Action Items

- Ray obtain copy of rules from tenants in 29-1.
  - Ray contacted her, but she could not produce a copy of the rules.
- Mary Jo provide to Scott the documents for procedures and rules for assessing fines.
  - Done.
- Scott add procedures and rules for assessing fines to official SLCA Rules document, circulate for Board approval, and post on SLCA website.
  - Added what Mary Jo sent to SLCA Rules document.
  - Sent result via email to Board members on June 17. See e-mail with Subject "Due process document".
  - Awaiting Board member approvals to post on SLCA website.

### ***Action Items***

- ***Scott resend.***
- ***Board members review updated SLCA Rules document and send corrections or approvals to Scott.***

## ***Unit 47-1 chimney issues***

Ray reported on the status of the chimney repairs:

- The insurance appraisal was recently completed.
- Work has not yet begun.
- We need a copy of the owner's building permit from the Town of Enfield. We may also need the Enfield Fire Chief to certify that the chimney is safe for repair.

### ***Action Items***

- ***Ray follow up on building permit and approval from Fire Chief.***

## ***Unit 47-1 unpaid bill for sewage pumping***

The owner recently sent email about this, alleging that he is not liable. The tenant (at that time) refused to let Moseley into the unit to inspect it.

### ***Action Items***

- ***Ray continue to bill for costs, with interest.***

## ***Beach sand***

Statuses of previous Action Items

- Ray discuss costs for design of a beach perch with Pathways Consulting.
  - Ray obtained a proposal from Chase Site Services, who have built perched beaches for others. Total cost would be \$19,400. We will be very unlikely to obtain approval to add sand until we perch the beach. The state expected us to perch it when the previous batch of sand was added a few years ago, but there was a miscommunication and we were unaware of that expectation.
  - We could obtain other quotes, but Ray believes that the above price is within 20% of whatever it would eventually cost.
  - We decided to defer the perch work because of the high cost, and because other needs are more urgent.

## ***Spring/summer projects***

### **Walkway plan**

Statuses of previous Action Items

- Ray get price quotes for the walkway designs that we liked.
  - Jim Shible's best estimate is \$300 per 10 feet of walkway 18" wide.

Mary Jo noted that the scrap stones proposed by Jim would vary a lot in color and would not be attractive. She suggested getting stones from Longacres.

Jim would use the existing gravel, and add more where necessary.

Lebanon Sand & Gravel charges \$15/truckload to deliver gravel. Ray believes that it costs approximately an additional \$35 per cubic yard for the gravel itself.

### ***Action Items***

- ***Mary Jo investigate cost of stones from Longacres.***
- ***Ray order gravel for drip edges and ask Jim to get started on it.***

## ***Rules and complaints against tenant in 29-1***

Statuses of previous Action Items

- Alan draft an email response to the tenant, and circulate it to the Board for feedback before sending it to the tenant.
  - Done.
  - Message was sent to the tenant.
  - No response from tenant.

## ***Degrass landfill and clean up next to Bldg 25***

Cleanup of the dumpster area has been completed. One owner noted that Degrass is now dumping grass clippings behind the dumpsters.

Degrasse pointed out that removal of yard waste is not in our contract, but is willing to do it once per year, during Fall Cleanup. If we want the clippings removed every week, they will charge us \$50 per week. Kevin suggested counter-offering \$25/week. Other options are to dump the clippings on the tree-filled hill behind the dumpsters, or install a mulch bin for lawn debris.

The area next to unit 25-1 has been cleaned up.

### ***Action Items***

- ***Ray contact Degrasse about the possibility of dumping clippings on the hill behind the dumpsters, or hauling them away for \$25/week.***

### ***Notice to owners about recent thefts***

Statuses of previous Action Items

- Ray send email and a paper flyer alerting owners and tenants about recent thefts, and asking everyone to be vigilant.
  - E-mail sent on July 22.
  - Paper flyer delivered to doors on July 23.

### ***Sink hole in front (lakeside) lawn***

Statuses of previous Action Items

- Ray ask Degrasse to fill the hole after exploring and rectifying the cause.
  - Degrasse told Ray that they had filled it.
  - While Ray was inspecting Degrasse's repair, he found another problem that he believes is caused by a clogged storm drain pipe.

### ***Action Items***

- ***Ray investigate having storm drains cleaned.***

### ***General meeting***

- Proposed 2014 Budget
  - The draft budget is \$2000 in the red. We need to make cuts to balance it.
  - Mary Jo recommended increasing the budget for tree maintenance. Kevin noted that we are already over our 2013 budget in this area. After some discussion, we decided to leave the amount at \$2500.
  - Kevin suggested lowering the budget for grounds and landscaping from \$4000 to \$3000.
  - The draft budget contains \$2000 for beach work. Given the high cost to create a perch, we decided to lower the budget amount to \$1000 to cover only incremental maintenance.
  - Walkway maintenance should remain at \$2000. This should be enough to refurbish walkways for 2 buildings, as we paint them.
  - The above changes will balance the budget.



- Mary Jo's letter to owners
  - Mary Jo read through her initial draft.
  - Mary Jo recommended reminding owners what Ray's responsibilities are. Some residents are taking advantage of Ray's helpful nature, and are using his time for things that are not appropriate (such as interior maintenance). This could result in an undesirable increase in our fees to Moseley.
- Agenda
  - Mary Jo sent it for review several days ago.
- Board Candidates
  - Rob's and Kevin's terms have ended. Neither intends to run for re-election.

## **New Business**

### ***Sandra Rios complaint re: pond fountain***

Ray and Rob noted that the generator is quite loud. Mary Jo visited the unit and could not hear the generator from inside.

The owner is considering filing a complaint with the Town of Enfield.

#### ***Action Items***

- ***Rob recommend to the owner that she contact the Keene Medical directly to work it out with them.***

### ***Jeanne Childs: deck material on lower units***

Jeanne expressed concern about the conditions of the lower unit decks. She and several other owners worked with LaValley's to obtain quotes to replace those decks with new ones made of Trex. Jeanne shared details with the Board prior to the meeting, via e-mail. The total cost from LaValley's for lower deck demolition and Trex replacement would be \$8300 per deck.

Jim Shibles concluded that the boards on those decks are too close together, trapping a lot of moisture under the decks. That—plus continuous sun exposure—have led to deck deterioration. Paint is chipping badly. Anything other than incremental maintenance will be very expensive, as confirmed by LaValley's quote.

We need to investigate further to determine whether the joists under those decks are reusable. If they are, then there may be a lower-cost repair option, as Jim had suggested in an earlier e-mail message.

### ***Complaint against Childs/Schumacher re: sun awning***

An awning was installed without approval from the Board. This was in violation of the association rule which prohibits making exterior changes without Board approval.

#### ***Action Items***

- ***Ray inform owner that awning is in violation and must be removed.***

## ***Repairs reported to Moseley since previous Board meeting***

Sandra Rios reported rotting window sills. Ray instructed Jim Shibles to repair them.

Mold in closet of 47-1.

Childs/Schumacher deck has rot, as noted above.

Unit 11-2 skylight/window leaks were fixed by Jim Shibles. New skylights had been installed in September 2012, and were still under warranty. Jim will send the bill to Ray, who will then bill the installer of the new skylights (Varnese).

Ray spoke with Keene Medical about road maintenance. Kevin O'Reilly has been plowing the portion of the road near Route 4A. Degrasse has been plowing from where Kevin leaves off. Ray told Keene Medical that we will bill them for 20% of the road maintenance costs (snow removal and surface repair) for Landing Road.

## **Next meeting date**

The general owners meeting will occur on Saturday, August 17, at 9 AM, in the La Salette cafeteria. A brief Board meeting will immediately follow.

### ***Action Items***

- ***For the annual meeting, Ray get the coffee and Mary Jo get some baked goods.***

## **Closing**

Motion to adjourn by Rob. Seconded by Kevin. All agreed.

Meeting adjourned at 9:20 PM.