

Little Mill Woods Condominium Association
Board of Directors Meeting Minutes
August 31, 2020

Call to order: Meeting was called to order at 5:30 pm.

Present: Jody Lyn LaChance, Barbara Leclercq, Yves Descoteaux, Tom Noll and Chris Roy

Secretary Report: Minutes of the Meeting of 7/22/2020 were reviewed by the Board.

MOTION: made by Yves Descoteaux to accept the meeting minutes as written, seconded by Barbara Leclercq; Tom Noll and Jody Lyn LaChance, Chris Roy in favor.

Treasurer Report: Tom stated that all condo fees are paid and up to date. Maintenance budget remains healthy. With the exception of the increase in trash removal and taxes, all other line items remain stable. Jody distributed a monthly expenditure spreadsheet for review. Members were asked to review the expense report along with other materials and be prepared to develop the 2021 budget at their next meeting.

MOTION: made by Yves Descoteaux to accept the August Treasurer's report as presented, seconded by Barbara Leclercq; Jody Lyn LaChance, Tom Noll, and Chris Roy in favor.

Existing Business:

- **Update on gate installation by Fences Unlimited:** Installation has been completed. Everyone seems pleased with the gate and scope of work. Jody has had conversations with Police and Fire Chiefs. Based on discussion, there is no town requirements on having signage on the gate. The Fire Chief discussed keys with Jody.

MOTION: made by Chris Roy to issue final payment to Fences Unlimited, seconded by Yves Descoteaux, Barbara Leclercq; Jody Lyn LaChance, Tom Noll in favor.

- **Damaged Stringers:** Barbara reviewed the quote presented by Augi Traynor Construction for repair to damaged stringers at 26 Christopher and 4 Valerie. It was noted that damage could present a safety issue if not taken care of in the near future. Quote includes materials, labor and debris removal. Augi did indicate that quote is based on visible damage and is subject to change once stringers are removed as until that time, he cannot see conditions underneath them.

MOTION: made by Chris Roy to proceed with repair work to stringers at 26 Christopher Drive and 4 Valerie Court, seconded by Yves Descoteaux, Barbara Leclercq; Jody Lyn LaChance, Tom Noll in favor.

- **Blocks and Pavers:** After discussion, it was agreed to bring Marty Auger over to walk around and provide recommendations
- **Scotts Painting:** Will be here mid-September to complete power washing/staining of identified decks.
- **Certificate of Deposit Account with Evergreen:** Jody has been added to the account, Tom will need to be added in the near future.
- **Relocation of Drainage Pipe:** Auger will be out on September 2nd, weather permitting, to relocate pipework at Building 9.
- **Railing Installation 18 Christopher Drive:** Maura Pennisi is awaiting additional quotes and will pass them along to the board for review once she has secured them.
- **Pest Control Issues:** Initial discussion regarding pest control ensued. Members will finalize a narrative detailing responsibilities in the upcoming year. They were asked to review materials distributed and be prepared to finalize by the end of this year.

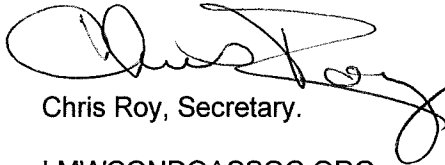
- **Annual Meeting Docs:** Members thanked Barbara for her efforts in creating documents for the Annual Meeting. Process was discussed and will be finalized at the September meeting. It will be held at 10 am on October 24th at the Sandown Town Hall unless we are informed of a need to find an alternative location due to Covid-19

New Business:

- **Cicada Killer Bees:** Areas have been treated for the numerous in-ground nests. Work was done on August 10th. There is a 90-day warranty on treatment. Since there is still activity, we will request a second (no-cost) treatment be applied.
- **Preparation of the 2021 Budget (Draft):** Jody distributed materials for committee to review and be prepared to finalize at the September meeting.
- **G/L Insurance Policy:** After review and discussion it was determined current deductibles and limits will remain. Jody noticed that the Association address is listed incorrectly and will relay that correction to the carrier.
- **Electrical Issue with Septic Alarm:** Breaker was looked at and deemed to be operating correctly. It was determined that it most likely tripped due to a power surge/ lightning strike. Since it has been working since resetting it, we will wait to see if it happens again.
- **Valerie Court/Way Street Signs:** Jody initiated a discussion with the Sandown Highway Department regarding street signs. The road on the other side of the fence will have a new sign placed to reflect the name Valerie Way vs Valerie Court, which is our side of the gate. The Valerie Court sign on our property will also be repaired, as it is leaning over.
- **Next Meeting:** is scheduled for Wednesday, September 16th at 5:30 pm.
- **Annual Meeting:** has been confirmed for Saturday, October 24th, 10 am at the Sandown Town Hall. Board members will prepare notifications to unit owners at the next meeting.

Adjourn: **MOTION:** to adjourn made by Yves Descoteaux and seconded by Barbara Leclercq; Jody LaChance, Tom Noll, and Chris Roy in favor. Meeting adjourned at 6:50 pm.

Respectfully submitted,



Chris Roy, Secretary.

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