

## **Meeting Minutes - Meeting of Upham Farms Condominium Association**

**Location: Charlton Public Library**

**Date: October 22<sup>nd</sup>, 2018**

**Time: 6:00 pm**

### **I. Trustees in Attendance**

- a. Trustees:
  - i. Peter Leonard
  - ii. Bob Doolin
  - iii. Brian Conway
  - iv. Ted Houghton
- b. SPS
  - i. Blaine Abaray
  - ii. Eric Churchill

### **II. Welcome and Introductions**

- a. Board members
- b. SPS

### **III. Property Management Status Update - Peter**

- a. History of Board dealing with GN
  - i. Billing for unapproved work.
  - ii. Excessive fees for items.
    - 1. Ex. \$90 for taking a phone call related to slippery roads and dispatching sanding truck.
- b. Termination w/90 days notice
  - i. Last day w/GN Jan 17

### **IV. Building Envelope Inspection Results – Blaine & Eric**

- a. Presentation of systemic envelope failures on odd side units.
- b. Need for full siding replacement and trim.
- c. Approximately 30% plywood sheathing replacement.
- d. Garage roofing
- e. Even side roofing

### **V. Current Finances – Bob & Ted**

- a. Review Financial Statements.
  - i. Currently operating at a loss.
  - ii. Jeremy Foss, tenant in 20B and a commercial auditor by profession, offered to audit association finances and provide ongoing guidance to the trust.
- b. Review monthly fee allocation.

**VI. Board attempts at new sources of revenue – Bob & Peter**

- a. Solar
  - i. No interested parties at current time.
- b. New units
  - i. McClure Engineering developed plans to pitch.
  - ii. No interested parties at this time.

**VII. Proposed Fee Increase and Assessment - Board**

- a. Starting January 1<sup>st</sup> 2019.
  - i. \$50 to cover operating loss
  - ii. Assessment of \$750 to replenish reserves and bring reserve account in compliance with bylaws
- b. In 2020
  - i. Additional increase as required to service loan needed for building envelope project.

**VIII. Elections**

- a. Three - seats open
  - i. Peter reelected
  - ii. Bob reelected
  - iii. Elizabeth Grimes elected