

# Arbor Hills Condominium Association Board Meeting Minutes

**Date:** Monday, January 22, 2018

**Location:** Clague Middle School Media Room

Board Members:		Present	Absent
President:	Dennis Stom		x
Vice President:	David Wang	X	
Treasurer:	Rajiv Saxena	X	
Secretary:	Thomas Edwards	X	
Member at Large	Steve Haddrill	X	
Management Rep:	Neil Kollipara	X	

## Agenda

A. Call to Order & Roll Call. about 7:00 PM

B. Approval of Minutes: Only 2 board members have read the minutes at this point (DS & TFE).

1. Other member must read and approve by Friday Jan. 26 so they can be posted.

**Open meeting:** 4 residents were present: Brian Charnetski, Ig Justyna, Carla Charlebois & Jacque Germa. Questions from Residents:

1. Financial Statement for 2017: year to date of actual expenditures vs. budgeted items
2. Cost of herbicide cattail control and ponds treated: November 2017: \$712.00, ponds B,C,&H only (not pond D).
3. Discussed cracking sealing over budget by \$4000 and Elsinore pond cleaning over budget by \$3000. Overbudget items covered by the Comcast money.
4. Landscaping contract: with Canopy, (controlled by MMI, our former management Company.) This contract has expired. AHCA must find a new landscaper for 2018.
5. Tree Trimming status: Guardian is under contract: one more cut session in February.
6. Digital Projector: purchased by Usha Jindal for \$385.00. It's with Mr. Wang at present.
7. Streetlight No. 37 is burned out; what kind a replacement will be used? Last replacement was an LED retrofit fixture: cost of \$337.00. Of the 40 lights in Arbor Hills, 4 are conventional LED's, one is a solar LED, the rest are High Pressure Sodium.
8. Snow removal: currently done by Holiday (owner is Brian Hunt). Contract renewed for 2018-2020 at a cost of \$11,600.00? There have been a number of complaints this year:
  - a. A lack of timeliness in plowing, resulted in the snow being packed down before is could be plowed. Plowing was superficial
  - b. Plow trucks often drove too fast.
  - c. Snow was pushed into the wrong places, often in driveways.
  - d. Sidewalks along Green Road and Ashburnham not being cleared.

9. Casabella Website: is not encrypted, HTTP instead of HTTPS. Personal data is not stored on the website, and is immediately transferred to Quickbooks. (Wasn't this pulled from Quickbooks and the website is just a medium?)
10. Deer culling: one resident has seen a bait pile and a trail camera.
  - a. Discussed major was against and out voted 10-1.
  - b. Discussed that only about 20 neighbors voiced their concern about the cull.
11. Mr. Haddrill will resend documents using his Gmail account: light and subdivision property maps, Board Policies.
12. Discussion about the last reserve study, and what it will cost to repave the roads when it becomes necessary. Some feel we won't have enough saved. Next reserve study due in 2020.

C. Treasurer's Report: the Treasurer will follow up:

- a. On items 1-7 above.
- b. A copy of the newest snow removal contract with Holiday
- c. A copy of the 2018 draft budget for the Board and Management representative.
- d. Gwizdala CPA document. \$1200 for an audit and tax return

D. Management Report

As a follow-up, I wanted to send you my list of action items:

- Moving forward, I will supply a more detailed financial report
- Produce year-end financials for 2017 (budget vs. actual)
  - I will get this to you later on this week, and I will send a copy to Ig, per his request
- Look for a renewed contract with Holiday
  - I do not see it in any of the boxes we got from MMI. Rajiv, if you have it, send me a copy please.
- Send the five (5) e-mail addresses that bounced to the Board
- Get bids for tree trimming, landscape maintenance, snow removal, and crack fill
  - I will be contacting the Board for specifics. Will solicit bids from a minimum of three (3) contractors.
- Check to see if MMI received their last payment.

E. Old Business

1. Newsletter

- a. Newsletter: only 50 out of 200 residents have registered on the Casabella website, low number could be due to the security issue.
- b. Newsletter was sent out by Casabella, using an Outlook mailing list of 186 households. 5 bounced back
- c. 14 newsletters were hand delivered as no email address was on file, (Mr. Haddrill)

2. Street lights

- a. The lights are arranged by the construction phases of the subdivision.
  - b. Phase 1, 15 lights & 1 box, phase 2, 16 lights & 2 boxes, phase 3, 9 lights on a meter. We pay a flat rate of about \$88.00 per month per box, plus what ever is generated from the meter.
  - c. A streetlight replacement policy is needed, continue with the HP sodium lights, replace each HP sodium lights with an LED replacement kit as they burn out, or replace each phase in total. Since LED light uses a fraction of the power and have a 25-year service life, the association would have to renegotiate a monthly fee with DTE.
3. Need to determine location for water level markers. Only 2 neighbors has provided feedback on a location where they feel one it needed.

F. New Business

- a. Proposed survey (Survey Monkey), propose 10 questions or so. Board to propose items to each other for the survey.
- b. Goal: to get some direction as what projects are most important to the residents.

G. Next Meeting: set for Monday, February 26, 2018: site to be determined.

H. Adjournment: around 9:10