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## AHCA BOARD MEETING DECEMBER 16, 2020

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Wednesday, December 16, 2020: 7:00 – 8:30 PM  
Meeting via Zoom conferencing

Board Members in attendance: Carla Charlebois, Sherri Fountain, Ig Justyna, Elaine Kennedy  
Management Representative: Not attending, Casa Bella Management

### Review and Approval of Previous Meeting Minutes

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- ❖ November 18, 2020 meeting minutes review/approval (**5 minutes**)  
The minutes were approved by the Board and will be posted.

### Financial/Legal/Administrative

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- ❖ Treasurers report of November financials (**10 minutes**)  
There are four (4) co-owners who are delinquent in paying dues. Elaine raised a question about the Reserve amount scheduled to roll over to 2021 and how this will be reflected in the financial statements. Elaine will follow up with Andy at Casa Bella and report back on it in January. Any unspent money in 2020 will automatically roll over the Reserve Account in 2021.

### Alteration/Modification Requests

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- ❖ Alteration/modification submission report: NA  
None

### New Topics

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- ❖ Pop-up drain emitter near curb on Dunwoody (**5 minutes**)  
Concerns have been raised about a drain emitter that has been installed by a co-owner on Dunwoodie Road. It is causing water to drain (and form ice during cold weather) along a section of curb on Dunwoodie. It was noted that there had not been an Alt/Mod Request submitted for the drain emitter, which was installed in the fall of 2020. The Board instructed Casa Bella to send a letter to the co-owner to advise him/her about the concern and to inquire about alternative solutions to the drainage issue.

### Open Board Issues

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- ❖ November follow-up inspection report (**10 minutes**)  
Casa Bella and Sherri completed neighborhood inspections as a follow-up to the March 2020 inspection letters that were sent to our co-owners. The Board evaluated alternatives for handling follow-up communications with co-owners. The Board is concerned about the impact of COVID-19 and agreed to give co-owners until June 1, 2021 to address violations noted in the March 2020 "Inspection/Violation Notification" letters as well as brand-new violations that were noted during the November 2020 inspections. Affected co-owners will receive mailed notices from Casa Bella that highlight outstanding violations that need to be resolved by June 1, 2021. This topic will also be covered in an upcoming issue of the Arbor Hills Newsletter.
- ❖ Median tree replacement next action (**5 minutes**)  
There was consensus that Continuum's recent proposal for tree replacement and watering is unsatisfactory. The Board would like Alex to obtain quotes from three (3) additional, local nurseries for this project.
- ❖ Mail box and stand repair next action (**5 minutes**)  
The Board has forwarded several photos of mailbox stands/mailboxes that might be suitable for Arbor Hills. The Board would like Alex to obtain three (3) quotes from companies that can handle this project.

❖ Front entrance sign next action (5 minutes)

The Board has forwarded several photos of front entrance signs to Alex that may be suitable for Arbor Hills. The Board would like Alex to obtain design proposals and price quotes from three (3) signage companies for this project.

❖ Street sign and boulders at Ashburnham/Ct (5 minutes)

During our 11/18/20 BOD meeting, the Board approved mounting the street sign at the corner of Ashburnham Court and Ashburnham Road on the streetlight pole at the northwest corner of Ashburnham Road/Court. The Board also authorized Alex to arrange for Continuum to purchase and install two (2) boulders in the grass next to the storm drain on the southwest corner of Ashburnham Road/Court. Alex needs to arrange for the completion of both of these items asap.

❖ Totem pole of signs move/remove discussion (5 minutes)

In an effort to beautify our entrance, the Board has approved purchasing a new, attractive sign to include only two (2) notices -- the Brewer Towing sign and the 15-mile per hour speed limit sign. The Board is requesting that Alex obtain quotes from two contractors for a new sign that contain the Brewer Towing and 15-mile per hour notices. A sample photo of a sign at the Villas at Northstar, located northwest of Arbor Hills, was sent to Alex to share with prospective contractors.

❖ Road salting protocol (5 minutes)

Ig agreed to take the lead in contacting Budd's when salting may be required, particularly at intersections and front entrance. When Ig is out of town, other Board members will contact and advise Dan at Budd's to salt icy spots in the neighborhood. .

### Place Holders for tabled Topics

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❖ City vs. AHCA snow clearing asphalt sidewalk and controlled sidewalk along Green Road

Ig reported that he contacted the City last year and confirmed that the City will continue to clear snow from the crosswalk area on Green Road; however there is still no clear answer from the City about whether they will clear the asphalt sidewalk that borders Arbor Hills along Green Road. Ig will take a look at the sidewalk after tonight's snowfall and report back to the Board.

❖ Storm drain cleaning quotes

Alex needs to obtain quotes for storm drain cleaning. Ig will forward relevant inventory information to Alex to provide to contractors.

❖ Road testing quote amplifications from SME, N&F, S&S, and G2

Sherri has been contacted by one of the engineering firms re: whether we plan to proceed with pavement evaluation and preparation of an engineering report. The Board agreed to advise the engineer that we do not have money in the budget right now for these services.

### Next Meeting

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7:00 p.m., Wednesday, January 27, 2021. Zoom meeting hosted by Elaine Kennedy.