

**SOUTH MILL VILLAGE ASSOCIATION, INC**

**EXECUTIVE BOARD MINUTES**

**JANUARY 25, 2011**

Attendance: Jack Burke, Jack Foley, Amy Brodeur, Al Penland, and Eric Schaefer (APM).

The meeting was called to order at 7:00 PM.

The minutes of the November meeting were approved, with one correction. (AP/AB) Jack Foley abstained.

The minutes of the December organizational meeting were approved. (JF/AB)

No unit owners were in attendance

Calendar: Jack Burke will be out of town for the February and March meetings. Amy Brodeur may be unavailable for the February meeting. Jack Foley will be out of town for the March meeting.

Manager's report:

1. Eric Schaefer reviewed a new Access financial report which relates repairs to costs. He noted that there has been some storm damage necessitating repairs but SMVA is relatively well off compared to other managed properties.
2. Other items are discussed as they appear on the agenda.

Financials:

1. Balance sheet within normal limits. Snow billing may be exception.
2. Draft audit report. No concerns expressed by EB. Numbers essentially the same as reported at the annual meeting. No management issues noted.

Old business:

1. #73. Again, no information presented. Drop from list.
2. MDC has reviewed June billing and finds no error. Drop from list.
3. Painting punch list is complete. Drop from list.
4. Warning and fine process discussed. Eric Schaefer and Jack Foley will develop a generic warning letter and put together a manual concerning rules enforcement for EB and APM reference. In conjunction with this project, the question of how new owners are greeted and informed of rules, processes, etc., was discussed. Eric Schaefer will provide examples of welcome letters for EB consideration.
5. Finalization of reserve study. Jack Burke expressed the EB's intent that this project be completed consist with the following schedule, to which Eric Schaefer agreed:

- a. Issues on which APM requires feedback to be presented at the February meeting.
- b. EB feedback to APM at the March meeting.
- c. Final product available to the EB in advance of the April meeting.

New business:

1. AT&T unrepaired damage. A second letter will be sent with a copy to DPUC and reference to court action.
2. Painting 2011. Jack Burke set out the following schedule, the general idea being to get in the queue ASAP.
  - a. Paint decks in April.
  - b. Assess wood damage and bid repair work in April.
  - c. Schedule painting ASAP thereafter.
3. Street lights. Repair, upkeep and cleaning were discussed. Eric Schaefer will look at the service contracts with a view to creating the most efficient model.
4. FHA condo certification process. The new requirements were discussed. Eric Schaefer advised that we not undertake the costly process of certification.

New Issues:

1. Window replacement, OS 19. Following discussion, the EB voted to authorize the less expensive window replacement unless the owner prefers the owner also requests replacement consistent with the current configuration. (JF/JB)
2. No additional request from U/O #22 concerning insulation for bathroom pipes. The EB requested options for addressing this issue should the request be renewed.

At 8:45 PM, the Board voted to adjourn the public session and to convene executive session. (AP/AB)

At 9:45 PM, the Board reconvened in public session and voted to adjourn. (JF/AP) It was noted for the record that the manager will have a complete presentation on proposed contracts for winter and summer maintenance for the next meeting.