

Locust Hill Board of Directors - Meeting Minutes January 9, 2008

The Locust Hill Board of Directors met on Wednesday January 9, 2008 at 6.00 p.m. in Unit 367.

Present were: Lynn Bates, Debra Vogl, Darren Brochu, Chris Russell, Sharon Bovaird, James Wildish, Kristin Cook, Board of Directors. Contractors present: Chris Flanigan (Arrowhead), Jim Howley (Engineer), Steve Jangraw (Jangraw Excavating). Christiane Maisch represented Appletree Bay Property Management.

The meeting was called to order at 6.00 p.m.

ADMINISTRATIVE

The December Meeting Minutes were accepted. Meeting Minutes and other important information are available by accessing the Association's website www.locusthillcondoassociation.com

FINANCIALS

December 2007 Financial Statements were reviewed and accepted. The Board of Directors reviewed current expenses and signed checks for payment.

Royal Design requested to be paid outside of the Board's established process of approving payments and signing checks on a monthly basis at board meetings, unless an emergency payment is needed. The Board of Directors decided to continue with the established process.

MAINTENANCE

Roof/Attic Concerns

The roofs on the buildings containing Units have been completed. These buildings previously had metal roofs and were determined to have the most pressing needs. The Board of Directors discussed again the broken trusses or trusses that are now no longer up to code. The projected cost to fix the trusses is estimated at \$3,000 per unit. Arrowhead is in contact with Knight Consulting Engineer for a regarding how best to proceed. The Board will make a decision based on the engineering firm's recommendation.

Drainage

The drainage work is about 90% completed. Reseeding and paving will be done in the spring.

Jim Howley, Chris Flanigan, and Steve Jangraw continue to work with the State of Vermont on the two basins that the State of Vermont considered to be in violation. One basin near Units 415-419 has been repaired and cleaned out. The work on the other basin near Units 365-369 is still awaiting formal approval from the State of Vermont. Arrowhead and Jangraw Excavating removed stones that seem to have been purposely placed some time ago and have created a problem. Jim Howley is negotiating with the State of Vermont regarding whether a sediment forebay will be required. Once the drainage work is complete, the basins should be on a 3-5 year maintenance schedule. Residents are reminded that gardens can and may not be plant in any existing swales.

Snow plowing

The Board discussed concerns about plowing and road/walkway maintenance on the property. Appletree Bay Property Mgmt. Has asked two other firms for bids, and wants to be sure to provide bids only from companies that they know would do a good job for the Association. A proposal to take over snow plowing and landscaping from Arrowhead was

received and Chris Flanigan offered to submit a proposal for project management. Appletree Bay Property Mgmt. will make an on site appointment with Levinsky to discuss concerns that have been expressed by owners about this year's plowing.

UNIT OWNER ITEMS

Units 220 and 222 - The Board of Directors invited the residents of Units 220 and 222 to discuss parking concerns they each had reported to the Board. The resident of Unit 220 did not attend the meeting. It was acknowledged that parking in this area, as in many areas at Locust Hill, is a challenge and that all residents need to be considerate of each other. It was reiterated that residents should not be using visitor spaces on a regular basis and that all residents with 2 cars must use their designated parking space and their garage.

In the past, a unit owner was reimbursed for the cost of maintaining flower gardens in common areas. The resident wrote a letter requesting payment for this work. The Board requested that Appletree Bay Property Mgmt. inform the unit owner that, while very appreciative of past efforts, the Association can no longer pay for this work and understands that the owner will probably no longer maintain the gardens.

Units 283 and 216 - The unit owners reported that they have water coming inside the garage. Unfortunately, there is no fix for this problem because the garages (slab) are below grade. There are several garages throughout the complex experiencing this problem. **Arrowhead informed the Board of Directors that the drainage project was never designed to alleviate this problem since the garages are below grade.** (I don't remember hearing this...)

Unit 182 - The unit owner reported continuing problems with the garage door. Arrowhead will investigate and make a recommendation to the Board on how to proceed.

OTHER BUSINESS

Units 262 - 276

Royal Design & Construction informed (*how?*) the Board of Directors that there are visible indications of heat loss in the front of Units 262-276. This area was not addressed by the engineer and Royal Design's work was based solely on the engineer's report. To date, there have been no reported problems and Royal Design feels there is no proper fix for the front dormers and that specific area. No action to be taken at this time.

Board Communications with Contractors

In an effort to improve communications and avoid confusion, the Board of Directors requested that representatives of Arrowhead and Appletree Bay participate in a weekly conference call with a member of the Board. Darren Brochu agreed to represent the Board and will report back after the call to the remaining members of the Board.

Board Communications with Appletree Bay

The Board requested that Appletree Bay Property Mgmt. report any and all communications, requests, etc. they receive regarding Locust Hill to the Board President on a weekly basis for the Board's information. Matters receiving needing immediate Board attention between Board meetings will be emailed directly to all Board members for discussion and possible action.

EMERGENCY NUMBER FOR ALL RESIDENTS

A reminder that should you have a maintenance emergency, you must contact Appletree Bay Property Management at 863-6940; an after-hours answering service which will page out "real" emergencies (e.g. sewer back up).

NEXT MEETING

The next board meeting is scheduled for February 13, 2008 at Unit 367 at 6 p.m.

ADJOURNMENT

Having no further business, the meeting was adjourned at 8.45 p.m.