

## SPECIAL MANAGEMENT SESSION

May 23,2003  
Minutes

Present were Bill Waters,President;Rob Trowbridge,Director/Treasurer, and Jane Morrissey,Director/Clerk.

Meeting time was from 10:30-11:30am to discuss a few items.

1. A statement of *Specifications for Porch Railings* was developed , giving the unit owner 3 alternatives for construction. The adopted specifications will be sent to unit owners once the wording is finalized.
2. Following a request by 4 unit owners for financial assistance in the planting of owner-purchased shrubs to enhance common area, a notice was posted on May 21<sup>st</sup>, asking unit owners who want to plant shrubs they purchase themselves to submit their requests by June 1<sup>st</sup>. At that time, the Board will evaluate the situation in order to determine how much money might be available per requesting party for this purpose. We will work with our landscaper on this.
3. A decision was made to work up a welcome letter for new owners and residents.
4. The Town Code Officer was contacted to see what the procedure is in Peterborough for finishing off a room over a garage. A building permit is required and there are inspections for insulation and electrical, followed by a final inspection. The Code Officer should be contacted when any addition or alteration is planned because all construction in town must meet code.
5. Maintenance will be contacted to be sure the rotten wood on any front lattice work supports on Buildings 2,4, and 6 is replaced prior to painting.

Respectfully submitted,  
Jane Morrissey, Clerk