

**MINUTES**  
**Board Meeting**  
**October 20,2003 10:15 am**  
**Unit #10**

The meeting was called to order at 10:20 am .

Present were Liam Kelly, President; Jane Morrissey, Director/Clerk, Bill Waters, Director; George Austermann, Treasurer, and 2 unit owners.

A public hearing on Policy Resolutions #01/03 and #02/03 was held. Letters from 2 unit owners commenting on the resolutions were read and comments noted.

MOTION: by Bill Waters, Second by Liam Kelly: That a sign be installed reading, "Speed Limit 15 Miles per hour" and "No Solicitation Allowed". DEFEATED:  
Unanimous

MOTION by Bill Waters, Second by Liam Kelly: That the minutes of the September 29<sup>th</sup> and October 9<sup>th</sup> Board meetings be approved. PASSED: All in favor

MOTION: by Jane Morrissey, Second by Liam Kelly: That the Maintenance Report submitted by Tom Forman be accepted as submitted.

Relative to maintenance, Liam will contact Bruce Armer: re:an insulation report, insulation group pricing, the roof leaks at #10 and #11, definition of future roofing needs and plans, and specific roof area prices. A meeting with Bruce, John Norton, Paul Seguin, and the Board will be set up. Additionally, final figures are needed for the completion of the reserve study being done by Tom Forman and Ed Hampson.

MOTION: That before roofing cables/ wires may be installed, a written request and specific plans must be submitted to the Board . Installation must be performed by a qualified, licensed electrician. Written Board authorization is required prior to the start of installation; that a letter be sent to the owner of Unit #8 stating that until this procedure is followed, all wires cables, and bricks must be removed from the roof. PASSED: All in favor

MOTION: by Jane Morrissey, Second by Bill Waters: That \$4455.82 be transferred from the Capital Reserve Savings Account to the Regular Checking Account to cover roofing expenses. PASSED: All in favor

George Austermann will seek clarification for a number of financial questions.

MOTION: Made by Bill Waters, second by Liam Kelly: That any director be authorized to execute legal documents in the absence of the President. PASSED: All in favor

MOTION: Made by Bill Waters, Second by Jane Morrissey: To engage legal counsel for the purpose of reviewing the Nichols case, specifically to advise us as to what we need to have to adequately proceed with small claims action. PASSED: All in favor

MOTION: To ask Mr. Cooke, the painter, to submit a bid for next year's( 2004) painting of the backs of Buildings 2,4, and 6 and the fronts of Buildings 1,3,5,and 7 and the ends of said buildings and to submit a bid for the 2005 painting season for buildings 8 and 9 in their entirety.PASSED: All in favor

The Landscape Report submitted by the Ad Hoc Committee was reviewed and discussed.

MOTION:by Bill Waters, second by Jane Morrissey: To adopt Administrative Resolution #01/03, Plantings(Resolution attached): PASSED: All in favor

MOTION:by Jane Morrissey, second by Liam Kelly: To purchase and install a sign reading "Please Drive Slowly"PASSED: by Consensus

MOTION: by Bill Waters, second by Liam Kelly: To rescind Rule #2 re: Requirements for the winterization of units approved by the Board of Directors on November 20,2000 and to replace it with Policy Resolution #03/03 (Resolution attached) and with a recommendation re: Leaving keys for inclusion in the *Handbook for Residents* to replace the current section titled, Care of your unit in your absence.PASSED: by Consensus

The meeting was adjourned at 1:45 pm.

Respectfully submitted,

Jane Morrissey, Clerk

**ADMINISTRATIVE RESOLUTION # 01/03  
PLANTINGS**

**IN ACCORANCE WITH Article V, Section 7 (h) of the By-Laws, which requires that alterations to common area be authorized by the Board of Directors and**

**BECAUSE factors other than aesthetics must be considered in the placement of plantings, including but not limited to, underground utility and mechanical lines, growth rate in relation to proximity of fixed structures, landscaping cost factors ,etc. and**

**BECAUSE it is recognized that appropriate plantings enhance the value of the property and that some unit owners enjoy beautifying the condominium and**

**BECAUSE it is necessary to control planting in Common Area**

**THE FOLLOWING ADMINISTRATIVE PROCEDURE IS HEREBY ADOPTED: Any owner wishing to install or remove plantings, exclusive of flowers, must submit a written request and plan to the Board. Planting and/or removal of plantings must have prior written consent of the Board.**

**Adopted by the Board of Directors : October 20,2003  
Effective : January 1,2004**

**POLICY RESOLUTION #03/03**  
**CARE OF UNIT WHEN OWNER IS ABSENT**

**WHEREAS the Board of Directors has no right to impose certain portions of the regulations outlined in Rule 2, approved on November 20,2000 and**

**WHEREAS Article V, Section 7, (e) of the By-Laws prohibits any practice which interferes with the peaceful possession of the condominium by others and**

**WHEREAS historically, insufficient heat being maintained inside units during cold weather has resulted in damage to Common Area and has interfered with the peaceful possession of the surrounding condominium units**

**THEREFORE BE IT RESOLVED THAT: Rule 2, approved on November 20,2000 be rescinded and in it's place the following be adopted: From October 1-April 30, the temperature inside units be maintained at a minimum of 55 degrees and**

**RECOGNIZING THAT entrance into a unit may be necessary in event of an emergency and Article V, Section 8 of the By-Laws grants the immediate right of access to the Board in such case,**

**THE RECOMMENDATION IS MADE THAT owners leave a key with another party and notify the Board as to who can assist in granting access to the unit and how that person can be reached.**

**Adopted by the Board of Directors: October 20,2003**  
**Effective: January 1,2004**