

MEETING RE: ROOFING AND OTHER MAINTENANCE ISSUES

AUGUST 4,2003

3:00 -4:30 pm

Present were Bill Waters, President; Jane Morrissey, Director/Clerk; Paul Seguin, Maintenance Manager. Rob Trowbridge, Director and Beth SanMartino, Acting Treasurer were unable to attend

ROOFING

STATUS: The following units need roof work to correct leaks. #28, #16, #21, #26, #5, #29. These are units where water **manifests itself in sunrooms**. However, the cause has been determined to be **in areas other than the flat portion of the sunroom roofs**, so those areas will be addressed. Paul feels that it is **not necessary to replace the flat portions of the roofs at this time**.

#32 is almost complete, with only some minor finish work left.

Paul will contact the owner of #24, where that work has already been done to inform her that right now, no further work seems necessary. He will contact #5 to assess areas of winter leakage.

Unit #34 may or may not need work in front. There was reportedly a leak, but in discussion between Paul and the owner, that is questionable. **Paul will meet with the owner** and assess the situation.

Unit # 20 has been added to the list due to a leak and a valley problem in back.

COMMUNICATION: Paul will interface with John Norton (roofer) and Bruce Armer (Consultant) **All authorizations for roof work will be in writing from Paul to John.** Paul will supply the Board with **updated schematics with accompanying section prices**

BUDGET: We are over budget on the roofing project. With careful planning, oversight and repair of **only those areas needing attention at this time**, we should still have enough reserve money to cover the remaining work.

MOTION: by Jane Morrissey; second by Bill Waters: To **authorize the transfer of \$20,000 from the Capital Reserve Account(s) to the Regular Checking Account.** PASSED: All in favor

MOTION: by Bill Waters, Second by Jane Morrissey: To **authorize Paul Sequin to be the liason and spokesman to the roofer.** PASSED: All in favor

MOTION: Made by Bill Waters, second by Jane Morrissey: To limit remaining roof repair for this year to only that which is necessary to correct already occurring leaks.**PASSED:** All in favor

PAINTING

STATUS: Painting continues on the back of Buildings 1,3,5, and 7. Following the painting, wood replacement will be done. The painter has encountered much more severe damage , requiring more extensive and time consuming work than originally anticipated. Therefore, he is proceeding more slowly than originally planned.Due to this factor, he will complete the backs of the buildings now being worked on and will come back in the Fall to do the fronts of Buildings 2,4 and 6

COMMUNICATION: Paul is the liason to the painter and will interface with him.

BUDGET: The painter feels that he has underestimated the cost based on what he has found. He also neglected to realize that there are 7 buildings and estimated the job for 6. He has been asked to let us know how much under he actually is. Paul has checked around the area and this is atypical. We wanted to know if he is a contractor who routinely bids low and then ups a price. He is not, and we are satisfied with his reputation, honesty and integrity.

OTHER

PRIMED WOOD SECTIONS DONE BY ROOFER: Paul will put a coat of paint on those wood sections replaced and primed by the ~~painter~~ ^{roofer} which are not being painted this year by the painter. This is for purposes of preservation of the wood. This includes any replaced wood on the fronts and ends of Buildings 1,3,5,7,8, and 9 and the backs of Buildings 2,4,6,8, and 9.**AUTHORIZATION APPROVED BY CONSENSUS**

END OF YEAR: Bill will submit bills to Ed Juengst in Beth's absence (vacation) He will set up a meeting with Ed and the Board to go over the Year End Figures from 2002-03.

LEGAL: MOTION: by Jane Morrissey, second by Bill Waters: To contact legal counsel re: non-payment of three month's fees and late charges by the owner of Units 9 and 12; to turn the matter over to legal counsel for the purpose of collecting delinquent charges.
PASSED: All in favor **Jane** is the liason to the attorney at this time.

Respectfully submitted,
Jane Morrissey, Clerk