

## **Minutes of Carriage House Condominium Association Meeting of Board of Directors**

The annual condominium association meeting of the owners and residents was held at 43D Cornwall Street, Portsmouth, New Hampshire at 7:30 PM on the 18<sup>h</sup> day of November, 2014.

In attendance were Unit Owners Kristine Cuzzi, Melissa Kalled and Ryan Kalled (via phone), Pat Malanaphy (via Phone), Wendy Fillmore, and new unit owners Patty and Tom Waterman. Ted Alex from True North was also attendance.

### **The following agenda items were presented for discussion:**

#### **Welcome**

- A. Establish Quorum
- B. February 26, 2014 Minutes Approval

#### **Financials**

- C. Review of 2014 Budget and Proposed 2015 Budget
- D. Monthly Condo Association Fees (potential increase?)

#### **Old Business**

- E. Bylaw – Changes
- F. Insurance
- G. Updated estimates on major repair and expenses
- H. Rot repair
- I. Driveway paving
- J. Pressure washing
- K. Oil burner service contract
- L. Landscape/Snow Removal contract

#### **New Business**

- M. Storage unit F crack in foundation
- N. Trim painting on the exterior of the building
- O. Re-file as a nonprofit organization by December 31, 2015
- P. Common internet for the Carriage House, high speed business line?
- Q. Neighbor issues
  - a. Flying shingles
  - b. Vinyl siding damage
  - c. Tree limbs over the parking lot
- R. True North Property Management Contract

#### **Board of Directors Elections**

- S. Election of Board Members
- T. Election of President, Vice-President, Treasurer, Secretary

### **Agenda Item A: Establish Quorum**

Five of the Six Unit Owners were present. Four Unit owners must be present to establish a quorum, so a quorum was established. In attendance were Unit Owners Kristine Cuzzi, Melissa and Ryan Kalled (via phone), Pat Malanaphy (via phone), Wendy Fillmore, and Patty and Tom Waterman. Sorassa Stradling had signed a Proxy agreement which was submitted at the meeting to Ted Alex.

**Agenda Item B: Minutes from February 2014 Approved**

Unit owners reviewed the minutes from the February 2014 meeting. Melissa Kalled motioned to approve, present owners unanimously approved them.

**Agenda Item C: Review of 2014 Budget and Proposed 2015 Budget**

The proposed budget for 2015 was voted on and approved. It is a concern of the owners that the estimates for the items under "Reserve Funding" were out of date. Unit owners will work with True North to get updated estimates on major expenses and estimated dates of when the replacement will be required. With these figures we will develop a 3-5 year plan to appropriately budget for these expenses. Ted Alex and Ryan Kalled had already received an estimate to replace the driveway at \$9,000 and an estimate to replace the roof was at \$14,250.

It was voted yes that we would accept the True North 3% increase in management fees.

The Carriage House association needs to re-file as a non-profit organization by December 31<sup>st</sup>, 2015 with the State of New Hampshire. This fee needs to be added to the proposed 2015 budget.

The Bylaws, Minutes of Meetings, Budgets, and Unit Owner information will be added to the True North Website in a password protected area for Unit Owners to Access.

It was voted yes to roll any extra funds in the checking account at the end of 2014 into the 2015 budget. Once the final 2014 financials are prepared we will vote as a board on what to do with these funds. Options discussed were opening another CD or to keep it in the checking account under a separate line item for reserve funding for easier access.

**Agenda Item D: Monthly Condo Association Fees (potential increase?)**

It was voted that the condo association fees will remain the same at this time. Once the final 2014 financials are in and we have an updated estimate on the reserve funding expenses the condo fees will be reevaluated.

**Agenda Item E: Review of Bylaws and Potential Changes**

Ted Alex suggested that we have get a copy of another associations By Laws that were recently updated by Bob Ducharme and review them for ideas on updating our By Laws. This will avoid the potential \$2,500-\$3,000 expense of having a professional. It was voted yes that we would review our By-Laws ourselves and work together as a board to make any potential changes. To change any By-Laws a vote of four of the six unit owners in agreement is required.

We also need to review the By Laws for information on the outside decks, and if they should be categorized as an association expense on the reserve funding.

**Agenda Item F: Review of Current Insurance Plan and Deductible**

It was voted to keep our current insurance plan and deductible as is.

**Agenda Item G: Updated Estimates on Major Repairs and Expenses**

This was discussed in Agenda Item C.

**Agenda Item H: Rot Repair**

The rot on the outside of the building was repaired in 2014 and paid for by the Assessment Scenario.

**Agenda Item I: Driveway Paving**

It was voting yes that we need to get an estimate on resealing the parking lot and any cracks in 2015. Ted Alex received a financial estimate on replacing the driveway, but we need to find out an estimate of how many years down the road that is.

#### **Agenda Item J: Pressure Washing**

The outside of the building was power washed this summer by Extreme Clean Power Wash and they did excellent work. It was voted that the Power washing be done every other year, so we will seek out Extreme Clean Power Wash for an estimate in 2016.

#### **Agenda Item K: Oil Burner Service Contract**

Tom Waterman pointed out this should be renamed "Gas Burner" Service Contract. Lesley will reach out the East Coast, the company we signed a contract with, to schedule the maintenance. As voted on in the January 2014 meeting all the boilers will be annually serviced. The annual contract is for \$99 per year, per unit and each owner is responsible for paying their unit and any repairs that need to be done. This preventative maintenance will help cut down on the emergency calls and make sure the furnaces are in good working order. Lesley will also notify East Coast to label the outside exhaust vents, so we know which unit is which.

#### **Agenda Item L: Landscape/Snow Removal Contract**

Seascope was hired per the board's vote in Spring 2014 and their contract will be renewed for the 2015. We need to inquire where our property line is on the back side of the building (facing Langdon Street). Tom and Patty Waterman complained of trash and weeds that grow up to their windows behind the shed. We will ask Seascope for an estimate for on spring clean up in this area if it is on our property line.

Oceanside was hired to do the snow removal from November 2014 through March 2015. Melissa will work with Joe from Oceanside to determine the course of action for moving cars from the parking lot during heavy storms. At the end of the contract the board will evaluate the resigning of this contract before the 2015-2016 season.

It was brought up that having two separate companies taking care of the landscaping and snow removal may lead to some lag time between seasons.

It was voted yes to remove the spruce tree in the back of the driveway and donating it. Tom Waterman is going to place an advertisement on Craig's list to see if someone will take it for free for a Christmas tree.

#### **Agenda Item M: Storage Unit F Leak and Crack**

There is a crack in the foundation in the wall of storage unit F. Ted Alex is going to get an estimate on repairing the foundation internally with a hypoxy injection before the spring, since it is too late to dig in the ground.

#### **Agenda Item N: Trim Painting on the Exterior of the Building**

The rot was repaired on the exterior of the building and replaced with Azack in sections this past summer. The areas that were not replaced are starting to peel and to prevent future rot will need to be repainted. Ted Alex will get an estimate to be painted in the spring of 2015.

#### **Agenda Item O: Re-file as a non-profit organization by December 31, 2015**

Melissa will find this paperwork and coordinate with Lesley on having it filed with the state and adding the line item to the budget for 2015.

**Agenda Item P: Common Internet / High Speed Business Line**

It was decided that we would research having a shared high speed internet connection, similar to a business account. Unit owners will individually research and share information and quotes.

**Agenda Item Q: Neighbor Issues**

There really isn't much we can do about the flying shingles damaging our property.

In regards to the vinyl siding damage and tree limbs over the parking lot, Lesley will gently reach out to the owner of the building and ask if we can cut the branches down ourselves.

**Agenda Item R: True North Property Management Contract**

The True North Property Management contract was reviewed and it was voted yes to resign. Melissa Kalled, association president, signed the contract which expires on January 31<sup>st</sup>, 2016 and Tom Waterman signed as a witness.

**Agenda Item S: Election of Directors**

Per Association By-Laws Officers are elected annually, the following officers were elected to the office set forth after their name: Melissa and Ryan Kalled, President; Pat Malanaphy, Vice President; Wendy Fillmore, Treasurer; Tom and Patty Waterman, Secretary.

The following unit owners/directors will serve for the specified term and until their respective successors are chosen and qualified:

Pat Malanaphy	Expires 12/2014
Melissa & Ryan Kalled	Expires 12/2014
Wendy Fillmore	Expires 12/2014
Tom & Patty Waterman	Expires 12/2014

The following persons were elected to the office as set before their respective names to assume the duties and responsibilities fixed by the By-Laws.

Melissa & Ryan Kalled	President
Pat Malanaphy	Vice President
Wendy Fillmore	Treasurer
Tom & Patty Waterman	Secretary

**Other: These items were not on the agenda but where discussed at the end of the meeting**

- 1) Get an estimate to add a motion sensor to the common hallway.
- 2) The generator is currently being serviced and we need to start it once a month to keep it running.
- 3) Wendy's remote for the front door isn't working properly, we will need to get a repairmen to fix it.
- 4) Review the file on the Carriage House Association for the building plans. If they are not their contact the Cheney Group (our old management firm) or contact the city of Portsmouth. This is important to have on hand so we have a working map on where pipes are located for each unit and if a unit owner wants to remodel, we would need to know which walls are structural.

**The meeting was adjourned**