

Owner's Condominium Plan 7520358  
Board of Directors Meeting Minutes  
March 16, 2016 at 6:30 pm  
Location: Coldwell Banker Jasper-Hinton Realty

In attendance: Melissa Hicks, Rita Hindle, Pat Kynock, Danielle Kopp, Reg Cook  
Absent: Jamie Mcardle, Burke LeBoeuf, Samantha Ritchi  
Call Meeting to Order: 6:45pm

Approval of Agenda:

- Motion; approve agenda as presented - M/S/C

Approval of minutes:

- Motion; Approve Minutes from February 17, 2016 as read. M/S/C

New Business:

- E mail correspondence – Brian Creighton wrote a letter asking for permission from the board that it is okay to have a home based office that will not be bringing in the general public or additional vehicles. Rita will let him know maintaining his office in his unit is not a concern of the board.
- Don Myhre called & went over the Woodland Court reserve fund by conference call. Suggestions by Don, put some extra reserve fund in GICS by Government backed investments to make some interest-suggested 4 @ 20,000 rather than 1 at 100,000 that way if an emergency comes up you could take out 20,000 at a time from reserve. Any of the 19 items outlined in the reserve fund study can be used from reserve fund money, anything else needs to be taken from operating money. Don says with operating money for the year if we have a surplus, we should not have a big surplus at the end of the year so that should be moved to the reserve fund.

Treasurer's Report:

Admin Report:

Old Business:

- Rita & Pat have both spoken to Ginny Otto & asked her to give the board a letter regarding her basement & her concerns.
- Search for a Maintenance Person is still on going. Danielle will re post the ad & has a lead on someone.
- Pat talked to Gene at dispatch for by laws & found out that the town will clean up yards & charge the owners. Rita has a meeting with Adam, a town by law officer on April 4, 2016 to ask about the dog issues.

- Pat is waiting for Buttazoni & Neil from DM gutter pro for aluminum soffit replacement vs sanding & painting the current ones.
- Ed Chewka is fixing the down spouts at #31 & #17
- Neil from DM Gutter Pro is going to be taking a look at the downspouts.

Maintenance Report:

Meeting adjourned: 8:30pm

Next meeting: 6:30PM, April 27, 2016 @ Coldwell Banker Jasper – Hinton Realty