

**SOUTH MILL VILLAGE
EXECUTIVE BOARD MINUTES
JANUARY 28, 2008**

ATTENDANCE: Jack Burke, Jack Foley, Al Penland, Rich Nicholson, Amy Brodeur, Susan McGuirl, Greg Dobbs and Bill Nardi from Imagineers.

The meeting was called to order at 7:00 PM by Jack Burke

Motion was made by Jack Burke and seconded by Rich Nicholson to accept the 12/13/07 minutes which announced the elected slate of officers for 2008.

Jack Burke, President

Jack Foley, Vice President

Amy Brodeur, Treasurer

Rich Nicholson, Secretary

The motion passed unanimously.

MANAGERS REPORT: Bill Nardi discussed the open work orders as follows:

Unit 95 - Owner Kay Adams. The home inspector found termites as well as mold and mildew.

Unit 132 – Owners Tynan and Eileen Brown. The leaking pipes are the owners responsibility.

Unit 169 – Owners Richard and Christine DiFazio. There is peeling paint on the garage doors.

Unit 49 – Owner Margaret Meotti. Landscaping issues which will be checked in the spring.

Unit 24 – Owners John and Norma McCabe. They have a tree which they want to be removed as it is an eyesore.

Unit 87- Owner Barbara Landers. This one is on Agnew's list.

Units 76 (Fortin), 88 (Ferris) have issues with the large windows (leaking?)

Unit 88 (Ferris) is having a problem with their slider.

Unit 103 (Pace) needs a roof repair estimated to cost \$850.

Unit 22 (Ferguson) needs a \$195.94 roof repair.

Bill Nardi and Imagineers were once again requested to update the outstanding service orders every two weeks.

ATTORNEY'S FEE: The Board received a letter dated January 14, 2008 from Jonathan Starble setting forth a new fee agreement consistent with the hourly fee increase to \$225

previously discussed by the Board Motion was made to approve the fee agreement. J. Foley/A. Penland

INSURANCE COVERAGE: The Board requested a copy of the policy for South Mill Village and are questioning whether or not we should be increasing the Umbrella coverage from \$1 Million, to either \$2, \$3, \$5 Million. Bill Nardi will check with other property managers regarding the practice in the area for the amount of coverage and obtain the needed facts and information and report back to the Executive Board at the next meeting.

FINANCIAL REPORT: Amy reports the following:

2008 BUDGET – Some of the initial 2008 budget amounts have not been correctly input by Imagineers. For example Legal fees should be spread out evenly over the year. Amy will work with Imagineers to get these corrected.

NOTES ON YTD VARIANCE TO BUDGET:

- Accounting fees need to be paid
- The sewer bill has been paid although it is not showing as paid on the actual results
- Grounds...Amy needs to check the details
- Maintenance and repairs total \$36,000 to date

STRUCTURAL REPAIR Vs CAPITAL EXPENSE ALLOCATIONS

There was discussion around which of the repairs around the complex should be classified as those coming within the normal/routine repair/replace type which should be paid for out of the regular annual operating budget Vs those which are considered extraordinary repairs, not routine, and be covered from the Capital Expense Budget as one time larger, but non recurring expenses. Another way to say that might be a repair is operating and replacement is reserve, but there may be exceptions to that principle It was agreed that a more defining memo will be presented to the Executive Board for consideration and approval. Bill Nardi will provide Amy with the fiscal 2008 expenses which should be reclassified to Capital Expenses

2007 AUDIT:

Amy advises that there is an excess of \$6,287 in the operating fund. Motion was made to transfer the excess of revenue in the operating fund to the replacement fund. A motion was made and seconded A Brodeur/JBurke, unanimous approval.

BUILDINGS: Greg Dobbs awaits final quotes from two firms which had been asked to provide final quotes on the Associations contemplated reserve study.

1. ARS (Dover, New Hampshire) \$3200
2. Condo Consulting \$2400-\$2600.

Greg awaits the best and final offer from both.

There was a discussion regarding the street lamps and unit lighting fixtures. The questions at issue surround the street lamps is whether we replace the poles as well as the light heads on all the light units. If the poles are replaced they need to be firmly installed with cement footings to prevent both rot and movement in the ground. The other issue is the failure of the outside lamps on many of the units. There needs to be a consistent look and approach taken by the Executive Board. Should the Unit owners be allowed to replace at their own discretion, and if so should they be directed to a source which would provide competitive costs and approved outside lamps. No firm resolution was decide on the outside unit lamps.

Jack Burke suggested we obtain the maximum cost to replace all the streetlights on South Mill Drive and Overshot Drive with a breakdown on prices for the poles, heads and footings from Connecticut Lighting. Jack Foley will provide Greg Dobbs with contact information for Connecticut Lighting .

LANDSCAPING: Al Penland is working on a final analysis of the RFP for the landscaping renewal project. We anticipate being able to report to the unit owners in the spring time frame.

NEW BUSINESS: There was no new business to report.

ADJOURNMENT: The meeting was adjourned at 9PM. (J. Burke/J. Foley)