

NORTHBROOK CONDOMINIUM ASSOCIATION  
P.O. BOX 260  
AMESBURY, MA 01913

NORTHBROOK BOARD OF MANAGERS - MEETING APRIL 14, 2021		
Attendees	President	Cathy Morrison
	Vice President	Jim Wilkins
	Treasurer	Evelyn Olson
	Clerk	Connie MacLeod
	At Large	Chris Lamkins
	At Large	Paul Mahony
	At Large	Wilma Bybee

The meeting was called to order by President, Cathy Morrison who acted as the facilitator.

Attendance was taken. All members were present.

Treasurer's report:

Evelyn Olson reported on the balances in Northbrook's accounts.

Checking: \$ 20,771.58

Reserves: \$ 65,302.45 (\$12,000 added from sale of truck)

CD: \$101,703.72

A/R Report:

Cathy Morrison reported that there were two possible Unit Owners heading to 61 days. Paul Mahony asked that the A/R Report be sent to him. Cathy stated that the A/R report is looking really good.

First order of Business: Landscaper – Cathy Morrison

- Cathy conveyed the unhappiness with the landscaper/snow removal and complaints about him. She stated he was trying to charge an extra \$600 last winter, to open the road from a one lane to a normal two-lane road. Looking to terminate due to not clearing the sidewalks on Whitehall Road. Cathy recommended another company, Kashmir Landscaping. The owner is Michael Donohue and he is 19 years old. Cathy stated that he is insured and has been landscaping pretty much his whole life. Cathy stated this would be a one-year contract to start. He has one other worker with him for the landscaping. He's looking to hire more. He stated that he can get others for shoveling and snow removal. Paul Mahony asked what kind of equipment he has. Chris Lamkins answered that he has two trucks, a pickup truck and a dump truck and they're both equipped with plows. Wilma Bybee asked if Cathy has seen any of the work that he has done. Cathy answered yes and mentioned that if you go on Facebook, to Amesbury talks or Amesbury Squawks, whenever anyone asks for a recommendation, this kid is recommended more than most of the bigger companies. Wilma asked about his other accounts. Chris Lamkins stated that he claims he has about two dozen driveways. Cathy stated we would be his only big client. Evelyn Olson questioned that he's never had anything this big, to which Cathy stated no. Cathy then stated that when she first moved here, the plowing was done in-house and it was one pick-up truck with a plow. Wilma remembers further back when they had another company with front end loaders and everything. Cathy also brought up the piece of equipment they are looking to buy. They've run into a couple of snags. Cathy did not realize that when the truck for

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Northbrook was originally bought, Doreen Silva had to sign, as Treasurer for Northbrook. In order to buy a piece of equipment, a member of the Board has to sign. They will not finance it to Northbrook. If the Board wants to buy this piece of equipment, that is the only way to do it, otherwise we don't have it. Cathy's theory was, whoever's name gets put on it, that there is a letter written, notarized or whatever we have to do legally, that states that even though that person's name is on it, that it is property of Northbrook and if that person moves out, they do not take that equipment with them. Wilma stated that there's got to be a way around that. Cathy stated that we've tried, in terms of trying to get 0% financing. She also stated that if Wilma wanted to do some research, she could. Cathy then stated that we could try to get a loan from our bank, but it's not going to be 0%, so it's not going to be as cheap. Chris Lamkins stated that interest rates are low and Cathy stated that we could do it that way. Wilma stated she would rather do it that way. Cathy then asked if everyone is in agreement with getting rid of our landscaper and giving Kashmir Landscaping a try or does the Board want to meet with him, because she can set that up too. Paul Mahony stated that he would rather meet with him, as he was a little nervous about a 19-year-old. He doesn't have a robust experience and Paul would rather meet with him. Wilma asked if Michael Donohue was related to Chris. Chris Lamkins stated that Michael Donohue is a friend of his son's. Chris also stated he feels cautious about this situation with himself being a conflict of interest on this. Evelyn Olson asked, what happens in the winter when we do get an abundance of snow and actually need it removed, like off property. Cathy stated that this has only happened once. Cathy stated that he has a dump truck. Wilma asked if he would have the capabilities to lease a front-end loader in a situation like that. Cathy stated that if a meeting could be scheduled by Chris, she will try to make it. Chris Lamkins confirmed. Cathy then stated that they would table the landscaper for now, and there will be a meeting with him. As far as the piece of equipment that they are looking to buy, Cathy asked if the Board agreed on checking with the bank for a loan. A vote was called for. Paul Mahony asked for a recap. Cathy stated the equipment was trying to be bought with 0% financing. Paul asked who was actually going to do this. Cathy stated our maintenance man, Dave Olson. Dave has done all the research and has all the paperwork. Paul asked if this was going to go in his name. Cathy stated no. If we buy it through our bank, we can take out a loan as Northbrook. Originally, we hadn't decided whose name it was going to go in, because everyone was kind of iffy with that. Connie asked if this was a piece of equipment for snow removal, to which Cathy affirmed and stated Dave could use this on his own. It's a bigger version of a Kubota. It's to help in front of the garages and possibly do some of the sidewalks, because if we get a lot of snow the snowblowers get overworked. Paul Mahony stated that we would need this equipment if we hire Michael Donohue, as he has less equipment than the landscaper we have now. Cathy stated if we have this piece of equipment, and Dave can do the sidewalks, then this is one less thing we have to contract with Michael Donohue. Cathy's question is if we want to go ahead and buy the equipment. Paul stated that maybe they should wait on voting until after they speak with Michael Donohue, to see what they might need to augment him or not need. Chris Lamkins then stated that in the past meetings, they spoke about the fine tuning of the neighborhood that John Locke was able to provide, that they were not able to access with any outside provider. Chris then stated that if we at least had our own machine, it could potentially lower the snow removal bill. We pay way too much for our land care. Paul Mahony then stated if they meet with this potential new person and have the idea that they are going to get the new equipment, they could discuss lowering the price for the snow removal. Wilma agreed with this, except that Dave Olson works full time. Evelyn Olson stated that you can't always

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count on Dave; that he has another job. Cathy stated that they can table this discussion for right now and talk to the landscaper.

Second order of Business: Roofs

- Cathy Morrison stated that we have to do the roofs. They need to do one in the Spring and probably one in the Fall. Jim Wilkins has three companies that are giving bids. The first one is from Air Roofing. Cathy mentioned that they come highly recommended. Another company was Hi-Tech Windows. Both Air Roofing and Hi-Tech are supposed to give Jim their proposals by the end of the week. The third one, Merrimac Valley dropped off the proposal at Jim's house. Amounts for both buildings from Merrimac Valley were roughly \$29,000 (\$16,000 for one roof and \$12,000 for the other). The three bids would be looked at during the next Board meeting, as all three proposals were not received yet. It was noted by Evelyn Olson that the amounts were a lot cheaper than Matt Nyman, as we were also paying Matt Nyman's worker's comp, and these three companies have their own worker's comp insurance. Air Roofing and Hi-Tech can also come out to do other repairs, water leaks and give estimates. Cathy stated that we can have Matt Nyman do other jobs, just not roofing, as long as we do not code it as roofing with the accountant. That way we do not have to pay his worker's comp. We had to pay for the worker's comp this year, but next year we will get a credit. This was discussed with our insurance agent, Chris Guarino.

Third order of Business: Maintenance

- Jean Smith continues to send emails after she has been told her deck will not be paid for by the association, as it is due to owner negligence. Jean states that her contractor said that it's wear and tear. The Association is not fixing her deck. It's round spots, where pots were. She's been told in writing. Wilma stated that she should receive a letter saying that we will hire someone to correct it, but she will be billed.
- Form submission was received from Sharon Amidon, who has rot on her deck. There is also a squirrel issue. Jim Wilkins was there while getting an estimate from Hi-Tech. He noted that her steps on the deck you can just pull out and the railing is concaved up, all due to weather. Cathy stated that this is her second egress and has to be fixed. It cannot be postponed and is probably an original deck. Vote was called for to fix Sharon Amidon's deck and contacting Matt Nyman. All members of the Board were in favor.
- The squirrel issue for Sharon Amidon was then discussed. Dave Olson feels if we fix the roof, we'll fix the squirrel issue. Wilma stated that she went and bought peppermint oil, but we have to get them out of there. Cathy's suggestion was to have the Pest Control company come and check it out. Jim stated that Sharon's issue is happening right in the dining room at the top of the ceiling where the siding is. She's got a hole in the siding. It has nothing to do with the roof. Vote was called for to call Pest Control to take care of squirrel issue. All members of the Board were in favor. It was discussed that once the squirrels were removed, hole would be fixed.

Fourth order of Business: Miscellaneous Items

- Fence issue (Pamela Lane) - Unit Owner does not think that she needs to fix it. The Board did not approve of the changes to the fencing that was put up. Wilma stated that she has to stay in the conformity of what was designed. It's specified in the Master Deed. She has to put it back into conformity. Cathy will send the Unit Owner another letter. If it does not get

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fixed, the attorney will need to be contacted. Discussion ensued that this is a new unit owner, she bought the unit with the fence being out of code. She has been in the unit for about a year. The unit beside her wants to replace her fence, the same way. This cannot be done. Wilma stated that it would be better to talk to her, as she has already had one letter, which she will do.

- The Jillsons are moving. They have sold their condo. They have offered to continue doing the meeting minutes, the website and sending out notifications to the community. Scott has offered to come and pick up the recorder after meetings and return it to the Board once minutes have been typed up. They are still staying in Amesbury. Vote was taken to keep the Jillsons doing clerical work for Northbrook. Jim Wilkins was not sure what the condo docs say about having someone who does not live here do the clerical work. It was mentioned that they are considered employees of the condo and do not have to live on the property. All members of the Board were in favor.
- Question was asked if we have any more bills due to Al Stuart. Evelyn stated that we are all paid up. Jim Wilkins asked if we can start putting that money (\$5,000) into reserves, now that Al Stuart is all done being paid. Cathy stated that the money coming in from the condo fees puts us in pretty good shape. There are a couple of units that are almost to the 61<sup>st</sup> day, but A/R is really good. Discussion was held about outstanding A/R and not offering deals.
- Discussion was then held about having next meeting, to include both proposals for roofing and meeting with Michael Donohue.
- Chris Lamkins discussed with Connie MacLeod planting outside the front of her unit. Connie stated that she thought this was agreed upon last November. Chris stated that Connie was going to tell him what variety of tree she wanted to plant, so that he could make sure it was going to grow, because we're having David Olson install it for us. If he is going to plant something that will die, Chris doesn't think it's a good idea. Chris asked if she could put the variety she wants in an email, just to make sure it is something that will survive in her area. Connie stated that she grew up with her mother working in an Arboretum and she knows how to do this, but she's happy to send a list of what she was thinking of. Wilma stated that they should have a landscaping plan in place to have these things taken care of. Chris stated this was not voted on. Wilma asked if Connie was picking up the cost of the tree. Chris said yes, but that we would plant it. Connie thought that Chris said Northbrook would pay for it. Chris stated that Connie said the tree was going to be given to her. Connie disagreed. Wilma then stated that if Connie does not pick up the cost, that she needs to submit to the Board an architectural review with the type of tree she wants planted, so that the Board can approve it. Connie stated that this has nothing to do with Architectural plans. Wilma restated that the Board would have to approve of the tree she wanted, otherwise she waits for the landscaping plan that the Board does every several years, where we replace the things that need to be replaced, once there are the funds to do it. Connie stated that this could be discussed at another time.
- Tennis Court Committee was then discussed. The tennis courts were locked. Cathy wants to unlock them because people want to use them. Connie stated she was happy to form the Tennis Court Committee. Wilma stated that you have to make sure that the Tennis Court is maintained. It was asked if Connie sent a letter to the community about forming the Tennis Court Committee. She stated she had not yet. It was mentioned that she should do a notice and send to Scott Jillson to email the community.

The meeting adjourned at 7:04pm.