

**Courtyard Condominium
Board of Trustees Meeting
November 22, 2005**

MINUTES

Present:

Board Members present: Phyllis Napolitana, Donald Desfosse, Allison Crosson, Donald DeGrazia, and Stephanie Engborg

The Dartmouth Group: Nancy Mandino

Open Meeting

Unit Owners present: Susan Damiani A17

The meeting was called to order at 6:30pm

Susan Damiani asked about the repair status of the gutter on the building over her deck. The Board informed her that the repair request was in the bidding process.

The open meeting adjourned at 7:00 pm and the executive Session was opened at 7:05 pm.

Minutes

Don Desfosse made a motion to accept the 10/25/05 minutes. Allison seconded the motion and all voted in favor of their acceptance.

Don Desfosse presented the Financial Report as follows:

Financial Statement

The financial statement for the month of October 2005, prepared by the Dartmouth Group was presented by Don Desfosse. Don asked Nancy to insure that the remaining balance of \$69.02 in the Citizens Capital Reserve Money Market had since been transferred and account closed. Nancy had confirmed that it had been in the month of November 2005. Don Desfosse made a motion to accept the financial statement. Allison seconded the motion and all voted in favor.

Engagement Letter

Nancy presented the Board with an engagement letter from the CPA firm for the purposes of

budgeted expense accounts. The Board approved the 2006 budget which was mailed to all unit owners along with the invitation to the annual meeting of unit owners on November 30, 2005.

Accounts Receivables

Nancy Mandino provided the Board with the 45 Day Notices that were sent out on 10/24/05 and Legal correspondences for accounts in collections.

Physical Property Issues

- ?? Maintenance checklists completed by Chip Hooper from 10/16/05-11/12/05 were reviewed.
- ?? Interior Painting Project as well as the Exterior Painting of the Deck Railing Project was completed
- ?? Interior Carpet for Clubhouse and Hallways was completed. A discussion regarding the repair to the floor which had a “dip” in it between Units A16 and A17 took place. The determination was that since the problem was due to the chipping up of the gypcrete floor and that Westford Custom Carpet did the best they could to remedy it by applying a liquid leveling substance, the Board agreed to release final payment on the job.
- ?? Cleaning of Common Areas; Vacuum and cleaning supplies purchased and Chip Hooper began cleaning the common areas effective 11/1/05. Although it has been less than one month since Chip took over, the Board expressed their satisfaction.
- ?? The Snow Removal Contract was returned endorsed by Emanouil Brothers.
- ?? Surveillance systems: Nancy provided the Board with answers to their questions from their last meeting. Express ATM stated that the picture should be clear and not grainy and they agreed to increase the number of cameras from five to six. The Board expressed concern over the placement of the hardware. They prefer that it be located within the closet in the meeting room rather than the basement due to chance of leaks from the bathrooms overhead. The Board authorized the purchase of the equipment provided that the cost to run any necessary additional cable to the closet doesn't exceed \$250.
- ?? Per the Board's request at last month's meeting, Nancy negotiated the 2006-07 Landscape proposal from Waverly Landscape to keep the price the same for a two year period. Their revised proposal is expected soon.
- ?? Leak in Building D:
Nancy presented the Board with a proposal from Concrete Solutions Plus which

same condition, the Board requested Philbrick to provide a proposal for both buildings. Since the electric transformer is located further away in Building C, Philbrick needs to measure and provide a proposal.

?? Roofs

Phil Muise, licensed construction supervisor with The Dartmouth Group has completed his review of the 1998 former roof study performed by Harvard Management and physical inspection of the buildings with a recommended roof contractor. He provided his repair recommendations to units A21 and B9 and within an email dated 11/16/05, his general recommendations regarding steps to take in order to avoid future ice dams and frozen pipes. Nancy provided the Board with copies of emails from unit owners with leak issues.

Proposal for New Sign for Meeting Room

Nancy presented the Board with a proposal from Express Sign & Graphics to change the Walter Gibson Meeting Room Sign on the meeting room glass from gold lettering to silver to better match its surroundings in the newly carpeted and painted clubhouse. The Board approved the proposal.

Property Insurance

Renewal process is still underway with McDuffee and Anchor Insurance Agencies. Nancy provided the Board with a letter dated 11/15/05 from Nancy to Anchor Insurance as an answer to one carrier as to the steps that the Board has taken in order to reduce claims.

Numbering Unit Doors

At a prior meeting, the Board had decided to number the interior unit doors after they had been painted to help identify their address quickly, especially in the event of an emergency. Phyllis requested that the Board readdress the issue. Since the units are numbered on the exterior of the buildings, the collective Trustees agreed not to install additional numbering on the individual inside unit doors.

Annual Meeting

A discussion took place regarding the presentation of the agenda items at the annual meeting on November 30, 2005.

Correspondences

The Board was provided with a copy of a letter from Nancy to the * in * refunding their security

The meeting adjourned at 9:00 pm

Respectfully submitted,

Nancy Mandino, CMCA®
Portfolio Manager
The Dartmouth Group, Inc.

Attested:

Phyllis Napolitana, Chairperson

Allison Crosson, Secretary

Donald J. Desfosse, Treasurer

Donald DeGrazia, Trustee

Stephanie Engborg, Trustee