

**Woodbury I Condominium Association**

**May 24, 2017**

**Call to order @ 5:30**

**Meeting Location:** Unit #7

**Board Members:**

Ken Jarry, President

Tom Hall

Bonnie Paquette – not present but did meet prior with Ken to review financials. Ken provided a list of questions for the board meeting.

**Sequel Development & Management, Inc.**

**Managing Agents:** Peter Dolloff & Jan Hammond

**NEW BUSINESS:**

1. **Review Previous BOD meeting minutes** – Feb 23, 2017  
Ken motioned to approve the minutes. Tom seconded.
  
2. **Review Financial Statements**
  - ✓ Balance Sheet
  - ✓ Income Statement
  - ✓ Account Reconciliation
  - ✓ Checking account statements
  - ✓ Money market statement
  - ✓ Aged Payables
  - ✓ Cash Disbursement Journal
  - ✓ Receivables/Delinquencies
  - Summary of financials: March Statements reviewed  
Operating Cash = \$10,087.69 in checking, Reserves = \$2,078.18. Total Cash= \$12,165.87.  
Payables are only at \$899.05. Overall, the financials are in good shape in reviewing year to date budget and year to date actual.  
Ken motioned to accept financials. Tom seconded.
  - (Peter will email more details to board):
    - Contractor Mark Belmonte – explain details in what work was done
    - Two loan payments were made in month of March – explain why
    - Accounting fees increased – explain why
    - Check #3170 – snow removal extra?
    - Merrimack Village District - \$100 payment made – Back flow test?(Moving forward, Peter encouraged the board to review financials prior to board meeting date and email list of questions so answers are readily available during meeting).
  
3. **Landscape Update** – Completed spring clean up and mulch.

4. **Tree Removal Update** – Peter contacted a contractor to walk property. Numark was scheduled but was a no show. No call back. Peter will reach out to a couple of other contractors.

Peter will contact a couple of forestry companies to walk the property. More discussion regarding the property site map outlining the 18 acres. Ken will speak to the town regarding the possibility of subdividing the land for possible sale.

### **OLD BUSINESS:**

- **Cement Stair Repairs** – Units 3 & 7 need front step repair.  
Contacted Saber Concrete Repair, LLC - left message with contractor to schedule a quote.

Tom's company is Associated Concrete. He offered to provide a quote for repairs and present to board.

- **Chimney Repair** – 4 Franconia – Single family house. New Owner, Ken DeBenedetto.  
Scheduled inspection with Admiralty Chimney Repair Company /quote is set for May 30th between 3-4pm. Not necessary to get into house. Will inspect from outside.

Quote will be sent to board for review.

### **Open Session:**

- Annual Meeting is next up. Ken's seat is up for nomination. Ken has agreed to be an incumbent.  
November 14 is the annual meeting @ 7pm
- Attic inspection needed for heat loss – Unit #7
- The grounds were walked at the end of the meeting. Another look at the step repairs and possible gutter repair.
- Unit #19 – Spigot repair/or replacement needed. Exterior Outlet not working. Siding repair needed.

### **Meeting adjourned at 6:40pm**

Respectfully submitted by Jan Hammond

Sequel Development & Management, Inc.