

**Crestview Condominium Association**

**Board Meeting Date:** Oct 17, 2017 @ 10AM

**Meeting Location:** Peter Chaloner's: Bldg A – Unit 3

**Board Members:** Peter Chaloner, Treasurer (2016-2019) - PRESENT  
Kathy Eckles, President (2014-2017) – NOT PRESENT  
Dan Lockmandy, Secretary (2015-2018) - PRESENT

Called to order @ 10:10am

**New Business:**

1. Review last meeting minutes: **July 11, 2017 – Peter motioned to approve. Dan second.**
2. **Review Financials: Statement ending September 30, 2017 – Peter motioned to accept**  
**Review of Final Budget**
  - Balance Sheet
  - Income Statement
  - General Ledgers
  - Account Reconciliation
  - Savings Account Statements
  - Aged Receivables
  - Cash Receipts Journal
  - Reserves Statement
  - Aged Receivables

**Summary:**

Overall, financials are in good standing. \$31,506.90 in checking account. \$90,100.17 in reserves. Special assessments have been paid In full with the exception of unit #18. Unit 25 is three month's behind, letter sent to unit owner.

**NEW BUSINESS:**

ANNUAL MEETING – TUESDAY, DEC 5TH @ 7PM – CROWN PLAZA  
KATHY ECKLES – INCUMBENT  
ALL NOTICES SENT

**Old Business:**

3. **Awning** – 307A – scheduled for installation – completed & railings also completed.
4. **Re-point steps** – granite steps by side door, building A need repair. Laryg will repaint.
5. **New Street Sign** – Classic Sign – Board to select option and colors. Order was placed, waiting for installation date. Jan to let Peter know when the date is confirmed for installation.
6. **Hanover Insurance** – Law & ordinance coverage = \$375K/per building

7. **Nashua Glass** – Large glass installation date to be determined
8. **Hallway lights** – Just lights will send quote for replacement. Gagnon Elec to install.
9. **PD to check into LED light bulbs for chandeliers** – also LED's needed for building A & B (see handout for common area lighting issues – focus on items 5 & 6 – will wait on the others for a later date)
10. **Elevator** – waiting for quote from Otis for running gear

## **Open Session:**

1. Add railing for steps facing towards building B in corner that leads to parking lot. Peter motioned. Dan approved.
2. Building A – repair gutter – it's leaking onto awning
3. Elevator inspection certificate will be now held in Sequel's office rather than in elevator. New notice to be posted in elevators to contact Sequel for cert information.
4. Parking lot Paving – 5 to 6 areas need patching in spring (2023 reserve study to repave)
5. HUD/FHA – expires in Dec. All in favor not to renew
6. Snow contract signed with Tamarack – all in favor
7. Electric contact with Bill Gagnon signed – all in favor
8. Building A – first floor faux painting repair work needed. P.D. to call Sherwin.
9. Garage door for building A – issue with door remaining open for 6" from base. P.D. to call fimble – will request quote for new doors

Meeting adjourned at 11:15am

Respectfully submitted,

Sequel Development & Management, Inc.