

**WOODVIEW CONDOMINIUM ASSOCIATION**  
**September 26, 2017**

Called to order: 6:25pm

Sequel Management: Peter Dolloff & Jan Hammond

Board Members: Nancy Walsh, Chris Ong, Liz Donnelly-Masci, Joan Green, Peter Schwartz

Previous Meeting Minutes: Annual Meeting June 20, 2017.

Peter Schwartz motioned to approve. Liz seconded. All in favor.

**ACTIVITIES OF THE MANAGING AGENT:**

**Landscaping:** Alliance completed aerating, compost installation and overseeding on buildings 10 and 7. Have not received final bill however will be far lower than the drainage installation numbers received. Alliance has had much success with this fairly new compost blowing technique. Pruning was completed no complaints reported.

**Maintenance:**

85 Beer tap has been removed and siding replaced.

41/43 broken siding replaced in back of 43.

Manchester Water issue: Apparently Manchester water has not been reading the water meter for building 7 since the building came on line in 2015. In addition to the over \$3000 estimated bill received, Manchester water also issued shutoff notices to the residents of that building. We have reached out to Manchester Water to resolve. Robin has been in touch multiple times, Water will not be shutoff.

**New buildings.** No discussion recently with Bob. I did tag trees near building 10 that Scott would like removed. Bob had indicated he would have them removed when he started clearing land again. I also emailed him and requested that separate shutoffs be installed for the individual units in meter room so water can be terminated in the event of non payment of fees. It's our understanding that he is looking for investor to purchase part or all of project.

**Financials:** July /August Statements – Full 16 page financials for each month emailed to all board members on Sept 21, 2017 by Karen Hanson/Sequel's office.

\$67,503 - Reserves

\$20,143 – Checking

**Reviewed Statements ending as of 8/31/17:**

- Balance Sheet
- Income Statement
- General Ledgers
- Account Reconciliation
- Savings Account Statements
- Aged Receivables
- Cash Receipts Journal
- Reserves Statement
- Delinquency report – none to report.

**Correspondence:**

- 1 resident; Unit 33 new owner, requesting front patio slab be corrected. It's tilted. Driveway issue, Steve to look at.

**NEW BUSINESS:**

- Seal coating for driveways/sidewalks (not the street) – Get Quotes prior to Spring with future project plans to have done Spring 2019

Respectfully submitted,

Jan Hammond/Peter Dolloff  
Sequel Development & Management, Inc