

The Homeowners of Riverside II (37-48) Condominium Association

July 3, 2005-9:00 AM

In attendance: Carrie Comellas RS 41, Dan Henry RS 44, Vince Kelly RS 42, Charles Lewis RS 40, Herb Lewis RS 48, Tom Nucatola RS 39, Christine and Chuck Pepe RS 43, Tony Persichilli RS 42

By phone: Debbie Cicerone- RS 45, Joe Ingram - SNHA, John Doane Architect

The attendees met inside Christine and Chuck Pepe's home – RS 43 at 9 AM on Sunday July 3, 2005.

1. Introductions:

- i. Each of the attendees introduced themselves.

2. The minutes of the July 4, 2004 meeting were reviewed and approved.

3. Deb Cicerone RS 45 agreed to take the minutes for today's meeting.

4. Today's agenda was reviewed.

5. Deborah Cicerone RS 45 was elected as the 3rd Regime Director for RS II (37-48) for a 3 year term to end July 2008.

6. We did discuss the following:

- a) The completion of the rear entry renovation project.
- b) Future project which would include the gable ends of the building.
- c) Trimming/removal of trees in front and side of building
- d) Options of changing fuel source for the heaters in the common areas – electric – gas – solar.
- e) Total cost of ownership spreadsheet that Deb C. has been working on with the SNHA office.

6a) The completion of the rear entry renovation project.

We reviewed the work that is just being completed on both back entry ways. There were 1 or 2 small items that were discussed including the addition of pressure treated wood in a small section of the stairway below grade and the hanging wires in the window. The inspector was scheduled to do the final inspection on Wednesday July 6.

We discussed the manual opening and closing of the new windows. We said this could be seasonal. We discussed the pricing of and maybe ordering an extra set of poles. We will re-discuss automatic motorized controls for these windows when we discuss the hallway heating work. The estimate was approximately

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\$1200 per set of windows in the stairwell. A follow-up item (see Appendix B) will be added for making sure we are covered for the opening/closing of these windows).

There was a special thank you to Joe Ingram for his assistance, attention, guidance and patience with our building projects. Our building is looking pretty good and we appreciate all his efforts and all of Kim Grogan's efforts.

6b) Future project which would include the gable ends of the building

We reviewed the future work that needs to be done. John Doane summarized the work that needed to be done and his **punch list is displayed in Appendix A**. We discussed the east and west gable ends with the east end being in worst shape. We discussed the work needed for the front entry ways. Charlie Lewis brought up the ski- lockers. We discussed the ski-lockers at length. John agreed to do a sketch of what the ski-lockers would look like by the end of July 2005. This sketch will then be distributed to the homeowners for review and comments. This is listed as a **follow-up item in Appendix B**. We again discussed the signage for our building. We again agreed to get design/pricing on a new main sign on the front lawn and replacement signs at each entrance. Tony Persichilli agreed to follow-up on the sign see **follow-up item in Appendix B**.

6c) Trimming/removal of trees in front and side of building

DJs tree removal service will be scheduled to do some trimming, stump removal and general cleanup of the area around our building. We will need to remove the bushes outside the west end of the building around RS 37 in preparation for the gable work. We will ask DJs for a recommendation on follow up work. This will be **listed as follow-up item in Appendix B**.

6d) Options of changing fuel source for the heaters in the common areas – electric – gas – solar.

We discussed briefly the Stephen Booth Riverside Fuel Switch Memorandum. The directors had hard copy of this memo. The document will be circulated to the other homeowners.

Tony Persichilli volunteered to assist with the alternative fueling research that we need to do. Deb Cicerone also would like to participate. This project will involve a phased approach addressing first the heating of the hallways in the building. Electric and propane sourcing were in scope and we would like to add solar energy to the study. **(See Appendix B for this follow-up item).**

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6e)Total cost of ownership spreadsheet that Deb C. has been working on with the SNHA office.

Deb did a first pass using RS 45 as an example. Some of the followup items listed in Appendix B will impact this sheet. Deb will continue to work with Kim Grogan.

7. We did review the Regime financial reports and discuss the Long Range Maintenance Plan and the Reserve Assessments necessary for its funding as it may be revised.
 - i. We discussed the handouts. One of the handouts included that projected cost of future projects including our roofing work. As a follow-up item we will have Joe Ingram relook at the cost projections for future projects to make sure we are budgeting correctly. **(See Appendix B for this follow-up item).**
 - ii. Dan Henry RS 44 suggested adding \$500 to our yearly regime assessment to ensure we have enough to cover future projects and we don't get hit very hard. Everyone agreed. **(See Appendix B for this follow-up item).**
 - iii. We have \$15,196 on our regime equity sheet. We want to apply this cash to long range projects like our hallway work we want to prioritize for next year. We also reiterated we want to ensure we have adequate financial reserves to handle our capital improvements. Planning is key.
8. To list any items of concern and interest for the attention of the Regime Directors, Smugglers' Notch Homeowners' Association, Inc., or Smugglers' Notch Management Company:
 - i. We discussed the air conditioning units and the noise from rain:
 - a. We noted that the linoleum solution that Charlie Lewis RS 40 implemented might not be good for the units
 - b. We should investigate other alternatives for example building a little roof over each unit and rechecking with the manufacturer. This will be added as a **follow-up item in Appendix B.**
9. Other business as required:
 - i. We discussed the fact that we need a watch list. Items like the crack in the foundation on RS 37, etc. should be on the watch list. Deb Cicerone volunteered to start and keep this watch list on behalf of our regime. This should be updated periodically, referred to if doing work within any units (e.g. if someone is doing a kitchen floor or changing carpeting we should look in at the connectors and make sure nothing structural is occurring because we noticed some wall cracking and doors not plumb) and discussed at this yearly meeting.

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- ii. Joe Ingram mentioned that Paul Cerutti may make a recommendation about the hallway doors – perhaps they are not up to code? **(See Appendix B for this follow-up item).**
- iii. Tony Persichilli suggested when the new agreement with Smuggs becomes available we have an opportunity as a regime to vet it out.

10. The meeting was adjourned at 11:25 A.M.

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APPENDIX A:

from John Q. Doane, Architect

110 Center Rd.

Essex Junction, Vt. 05452

Phone 802-879-3091 / fax 872-7790

Riverside 37 – 48

Scope of work Fall '05

Front stair exterior

- Similar to rear stair, windows, siding, trim, etc.
- Replace front metal snow edge

Roof:

- Replace metal snow/ice edge across the full south length.
- Inspect shingles and patch as required.

Entry:

- storage cabinets. As the entry is an extension of the stair exitway, adding storage lockers will require a sprinkler head from the heated stair. Needs checking but should be feasible
- replace window to stairway. 'cuz of space as well as code.
- Paint door brighter.
- Stain recessed entry overhang area brighter.
- New lighting.
- New signage.

Stairways:

- Replace interior doors. Code.
- Replace interior windows. Code
- Add 2nd handrails on outer walls. Code.

Hot water heaters. (refer to Booth report)

- Consider dividing 5' wide closet into separate electrical closet, and hotwater closet.
- Requires turning left electrical panel around to face into the hall.

Hall Heat:

- See Booth report

Attic:

- Insulate CMU walls.
- Airseal
- Add insulation

Gable end:

- Replace remaining original windows.
- Add rigid insulation & replace siding.

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- Repair framing and sheathing as required.
- Insulate foundation to 12” below grade. (what insulation cover?)

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APPENDIX B:

FOLLOW-UP ITEMS:

1. Minutes from the 2005 meeting completed and distributed
2. Poles for the back stairwell vent windows
 - a. where to store them
 - b. deciding who will open/close the windows seasonally
 - c. buying an extra set
3. Ski Locker Sketches from John Doane by end of July 2005.
 - a. distributed and reviewed by all homeowners
 - b. scheduling this work
4. Request to have an additional \$500 per year added to the RS II Regime Assessment
5. Relook at the cost of the projects listed on our RS 37-48 Project Summary Sheet to make sure these are correct. Make any necessary readjustments.
6. Review of the DJs Tree Removal Service Recommendation for RS II
7. Research to be started for the fuel switching program – hard copy of initial report sent to all homeowners
8. Investigate solutions to softening the noise of the rain hitting the air conditioning units including:
 - a. building a little roof over each unit
 - b. rechecking with the manufacturer to see if they can offer a solution.
9. Joe Ingram mentioned that Paul Cerutti may make a recommendation about the hallway doors – perhaps they are not up to code? Do we know for sure?
10. We again discussed the signage for our building. We again agreed to get design/pricing on a new main sign on the front lawn and replacement signs at each entrance. Tony Persichilli agreed to follow-up on the sign.
11. Watch list to be started and maintained for the RS II Regime