

Lincoln School Apartments

Board of Managers

September 12, 2016

Members Present: Gretchen Condon, Aylene Calnan, Greg Doble, Dave Ellison.

Also Present: Nancy Gaudet from Corcoran Management, Jamie Beaulieu, several residents.

A quorum being present, Mr. Ellison called the meeting to order at 6:35. The Minutes of June 20, 2016 were approved as mailed.

Mr. Beaulieu presented the management report. Rental income is on target. The increase of 1% will take effect in October. Snow damage funds have been received for the dumpster. The maintenance salary line is lower because Mr. Fitzpatrick was out on workers comp. However, there was an additional cost for fill in. The electricity line is starting to show some benefit from the new lights. The exterior poles have been replaced. The arborist will need additional time because of the upcoming REAC inspection. All vegetation needs to be clear of the building at that time. \$12,000 has been carried for anything needed for the inspection. There is some erosion in back of the property at the driveway, this will be remedied. In short, operating is pretty much on budget.

The elevator consultant put together an RFP – estimating a cost of \$80-85,000. Mr. Beaulieu sent the information to the Town Engineer so the work can go to bid. A tentative schedule has the award of a contract in April. Some emergency repair work has been done on the elevator – the estimated cost is for the remaining major work and the related resident relocation. A survey sent to residents in June produced 5-10 people who need the elevator. Mr. Ellison stated that follow-up will produce more details. Ms. Gaudet stated that Corcoran has much experience

with this. Some residents will go to family, some may be able to stay in place with assistance. Mr. Ellison asked about next steps. Can we move up the schedule and be able to have a summer completion date?

The fire alarm panel was replaced, but still needs some minor work, The HFD has been involved.

The leaks to the hot water heaters have been repaired. As of now the heaters are ok, but replacement should be part of next year's capital budget. Corcoran will assess.

The HUD Real Estate Assessment Center inspection was discussed. Because we received a score of 98 last time, we had a two year break. Mr. Doble said that often sites will work with people from the Center to help prepare for the visit. The initial inspection focuses on priorities. Probably within the next few years the driveway will need to be redone.

Mr. Doble asked about replacement reserves. HUD has to approve expenditures and they should be listed on the CNA. The CPC and AHT funds were discussed. Ms. Calnan will investigate how to receive the funds from the AHT.

A new pet addendum has been added to the lease. Mr. Beaulieu modified an addendum from another Corcoran site.

A resident asked if carpenter ant prevention could be done in the spring instead of summer for better results. Some residents felt that some of the interior hall benches could upend and prove dangerous. The consensus seemed to be to just remove them. There were complaints that some residents were smoking in or near the building. A memo will be sent out. Mr. Ellison received a letter about obtaining a unit at Lincoln School. Mr. Beaulieu stated that it is policy to close the waiting list if the wait becomes longer than 5 years. When the list is opened an announcement is posted in local papers. A response will be sent to the questioner.

Respectfully submitted,
Gretchen Condon Secretary