



Chestnut Hill Gardens

2021 Q1 Trustee Meeting
Sunday, April 25, 2021 | 9:30 AM

1. Attendance

- a. Trustees: James Griffin, Ryan Harmon, Chaitra Sheshagiri
- b. NOTE: Meeting held via Zoom

2. Finances

- a. The Trustees reviewed the Association's financial statements.
- b. Q1 revenue was \$53,404, Q1 expense was \$52,404, Q1 bottom line was a NET GAIN of \$1,000.
- c. Total reserves at the end of Q1 were \$64,765, including Special Reserves totaling \$12,740. For comparison, total reserves at the end of 2020 were \$64,171.
- d. Ryan commented on the following:
 - i. Repair, Maintenance & Work-orders were lower than budget by ~\$1,900
 - ii. Snow removal was \$6,850, compared to a budget of \$9,750, however two invoices have yet to be paid.
 - iii. Water & Sewer continues to trend up, which came in at \$10,384 or ~\$1,400 higher than budget. The Trustees wonder if leaky toilets could be driving this overage.
 - iv. Electricity was much higher this quarter at \$3,446 or ~\$1,000 over budget. Some of this increase may be due to the continuous running of the air circulator/purifier in the 163 common spaces to combat the spread of COVID-19.
 - v. Elevator was also higher at \$5,105 or ~\$2,300 over budget. Ryan has some outstanding questions to Kirk regarding costly inspections to both elevators performed in Q1.
 - vi. Lastly, there were some unexpected charges relating to Sprinkler Repairs/Inspections totalling \$1,210.

3. Projects

- a. 165 Mailroom Drainage
 - i. Kirk's team is finishing repairs in front of 165 to fix the downspout and drain
- b. 165 Walkway
 - i. The walkway will need to be ground down to allow for better drainage
 - ii. Replace surface between units 7-12 with epoxy which will prevent slippage during rain and snow
 - iii. Ryan discussed the possibility of replacing the entirety of the concrete walkway from units 1 through 12 with paving stones. Paving stones will be much more aesthetically pleasing and easier to replace in the long term. However, this may be cost prohibitive.

- c. 165 Plantings
 - i. Replace 4 dead/empty rhododendrons with new plants, possibly azaleas
 - ii. Possibly dying because of lack of watering >> no sprinklers?
 - iii. Possibly too much salt from snow removal?
- d. 165 Fences
 - i. Replace exterior fences at 165, possibly units 5-6
 - ii. Kirk is looking for quotes
- e. 163 Hallways
 - i. Replace carpets.
 - 1. This has been on the “to-do” list for a couple of years.
 - 2. Carpets are original to the building and are approaching 20-years old.
 - 3. Lots of stains and starting to smell in places.
 - ii. Repaint lobby and hallways
 - 1. Necessary to repaint hallways prior to replacing carpets
 - 2. May consider putting in tile or some sort of wall protector on wall with elevator which sees lots of wear due to high traffic and package drop-off
- f. Toilets
 - i. Must set up inspection schedule with Kirk to go through each and every unit at 163 & 165 to replace valves/flappers in tanks.
- g. Decorative Fencing
 - i. Install knee/waist-high black fencing along sidewalk in front of 163
 - 1. Preserve grass and plantings
 - 2. Prevents dogs from doing business on front of property
- h. Other
 - i. Kirk and his team will do a thorough inspection of 163 & 165 roofs this summer and patch as necessary. He will deliver a report to Trustees as to its condition.
 - ii. Mail room tags are being delivered.