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**Board of Directors Meeting  
Sept. 21, 2023  
4:30 pm  
Minutes**

I. Call to Order, Roll Call

- A. The meeting was called to order at 4:39
- B. Meeting attendees included:
  - Sean Cavins, 1517-102, board president
  - Kristy McClain, 1511-206, Vice President
  - Kristie Sweeney, 1501-202, Secretary
  - Julie Boyle, 1521-101, Treasurer
  - Steve Wah, SRG
  - Armani Zangari, SRG
- C. Quorum was met.

II. Owner Forum

- A. The meeting was posted on the HOA website but, other than board members, no other owners were in attendance.

III. Approval of 6-29-23 Board minutes

A motion to approve the 6/29/23 meeting minutes was made by Sean Cavins, seconded by Kristy McClain and approved unanimously.

VI. Ratify Board Actions Via Email

- 7/13/23 Drywell Gutter Installation Approval
- 7/13/23 Atrium Gutter 1519 & 1511 Approval
- 7/19/23 BOD Draft Minutes Approval
- 7/24/23 1519-102 Flooring Approval

A motion to ratify the above actions via email was made by Kristy McClain, seconded by Sean Cavins and approved unanimously.

VII. Old Business

A. Completed Projects 2023

- Drainage - 1513/1515 drywells and gutters installed.
- Gutter fixes - 1511/1519 atrium gutter replacement completed.
- Hot tub horizontal board paint - completed.
- 1517 roof snow fences - Leo's Roofing advised against this, the board approved the recommendation to not install a snow fence at this time.
- Siding repairs/painting - completed.
- Grill Removal - multiple owner communications have been made and a grill audit has been conducted. Steve Wahl will ensure that the grill ban has been included in the Rules & Regulations or a modification will be made to the Rules & Regulations for board approval. This is being done to ensure that this ban can be enforced and to show the insurance company that this has been addressed if need be.
- Edward Jones - setup of investment account has been completed.

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B. Open Projects 2023

- Concrete Patching – Steve is following up with the contractor on this estimate.
- 1519 Electrical Conduit Installation – Steve is following up with electrician. The board has approved this proposal.
- Entrance Drainage – in process, awaiting the Town to do their excavating
- 1513/1515 Add 220 electrical service for heat tape for downspouts on new drywells.
- 1511 atrium – install metal splash guard to gutters.

VII. New Business

A. Asphalt committee volunteers

- Chris Guarino
- Skip Burrows
- Erik Eckberg is a PPM board member. He has volunteered to chair the committee
- Ken Davis has also expressed interest in serving on the committee. Steve Wahl is confirming Ken's interest.

VIII. Next Meeting Date

Steve Wahl will send out suggested dates for the next board meeting.

IX. Adjourn

- A motion to adjourn was made by Kristie Sweeney, the motion was seconded by Sean Cavins and approved unanimously.
- The meeting adjourned at 5:38