

Board of Trustees Meeting Minutes  
Wednesday, March 27<sup>th</sup> 7:30 pm

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1. **Call to Order and Acceptance of Minutes:** *Chair Kelly called the meeting to order at 7:35pm.*
  - a. *Trustees present: Laura Kelly (Chair) and Les Gosule (Treasurer). Management present: Kiran Ruparel.*
  - b. *Chair Kelly reported that the Trustees had previously accepted the minutes from the January 30<sup>th</sup> meeting. Copies of the minutes were provided to those present (also available on the website)*
2. **Treasurers Report:** *Treasurer Gosule provided an overview of the Seaport's financial performance for the fiscal year ending December 31, 2012 as well as the year-to-date February 28, 2013. Copies of both statements were provided to those present. Contact management for a copy of the statements.*
3. **Overview of 2012-2013 Accomplishments:** *Treasurer Gosule provided an overview of accomplishments during the past year. These items include (1) Additional contributions to the Reserve Account; (2) Upgrade to the hot water system; (3) Establishing a pruning plan with an arborist (4) Completion of the retaining wall project; (5) Abandoned bicycles were identified and donated to a local charity (6) Association-owned parking spaces were identified and market for sale/rent; (7) Increased signage to promote safety and proper use of the common areas (lawn, guest parking, garage)*
4. **Update on Management policies**
  - a. **Move-in/out:** *The Trustees provided an overview of the Move In/Out policy – owners and tenants are reminded that moves must be scheduled in advance with restrictions on day, time and points of access. During a recent Executive Meeting, the Trustees had approved an increase in the Move In/Out fee to \$250.00. The fee is required to reserve the date and use of the elevator and is non-refundable. Those found in violation of the Move In/Out Policy may be subject to a fine up to \$1,000.00.*
  - b. **HVAC filters:** *Effective immediately, HVAC filters will be provided for \$10.00 per filter. Please see Management to request a filter.*

5. **Overview of Pet Policy Survey results:** *Chair Kelly provided an overview of the Pet Policy Survey that was distributed in late 2012.*

- *Of the 125 surveys that were distributed, there were 53 surveys returned. Of those surveys returned, 25 owners (or 47%) expressed that they had “no concerns” about the discussed change to the Pet Policy. The remaining 28 owners (or 53%) expressed concerns consistent with those discussed during previous meetings.*
- *Given the majority of the response with opposition, and lacking an overwhelming sentiment of endorsement, the Trustees unanimously agreed that the proposed change to the pet policy has been adequately explored and will not be pursued further. The Board of Trustees considers this matter closed.*

6. **Annual Meeting Discussion**

- a. **Nomination Forms:** *Chair Kelly confirmed that the Annual Meeting notification with nomination form has been distributed. Those interested in running for a position on the Board of Trustees are encouraged to submit a nomination form.*
  - b. **Ballot Distribution:** *Ballots will be distributed in early April. Included with the election of Trustees, the Board is proposing two amendments to the condominium documents: (1) Unit Owner Required Insurance; and (2) Staggered Terms for Trustees.*
7. **Other Items** – *There was a general discussion regarding issues that arose as a result of the Winter storm in February.*
8. **Adjournment:** 8:40pm

The Annual Meeting will be held on Wednesday April 24, 2013 at 7:30 pm.

**BOARD OF TRUSTEES**

Laura Kelly, Chair  
Les Gosule, Treasurer  
Joanne Farnham  
Joseph Yeretsian