



**GREAT NORTH**  
PROPERTY MANAGEMENT, INC

**UPPER COTTON HOUSE LOFTS CONDOMINIUM**  
**BOARD OF TRUSTEES MEETING AGENDA**  
**TUESDAY, MAY 24, 2011**  
**6:30 PM**

*(At 240 Jackson Street – Unit #624-Jen's)*

1. BOARD MEETING CALL TO ORDER.
2. APPROVE MINUTES OF: *March, 2011 BOT Meeting (1-2)*
3. REVIEW FINANCIAL REPORTS OF: *April 2011 (sent via email)*
4. OLD BUSINESS ITEMS:
  - A. *Fan Quotes(one pending) (3-4)*
  - B. *Task List (5)*
5. NEW BUSINESS ITEMS:
  - A. *Work Orders (6-8)*
  - B. *Dumpster Floodlight Quote (9)*
6. OPEN DISCUSSION.
7. SET NEXT MEETING DATE: *Tuesday July 26, 2011 at 6:30PM*
8. ADJOURNMENT

**Boston**

234 Causeway Street  
Boston, MA 02114  
617.742.2068

**Nashua Region**

76 Northeastern Blvd. #28  
Nashua, NH 03062  
603.891.1800

**Corporate Office**

3 Holland Way, Suite201  
Exeter, NH 03833  
603.436.4100

**North Country**

The Depot  
Lincoln, NH 03251  
603.745.2000

**North Shore**

100 Corporate Place, Ste. 302  
Peabody, MA 01960  
978.278.4000

**Mt Washington**

603 Rt. 3 South  
Twin Mtn., NH 03595  
603.853.3420

**UPPER COTTON HOUSE LOFTS AT APPLETON MILLS  
CONDOMINIUM ASSOCIATION  
BOARD OF TRUSTEES MEETING MINUTES  
TUESDAY, March 22, 2011**

Present:     Edgar Davis           -     Trustee  
              Jennifer Kelleher   -     Treasurer  
              Michael Dion       -     Clerk  
              Jeff Prindle       -     Great North Property Management

Absent:      Matthew Petrosky   -     President  
              Benjamin Bulger   -     Trustee

1. Meeting called to order at 6:39 PM.
2. OPEN SESSION:
3. MINUTES:

Meeting minutes of the November 2010, Board meeting were approved- All in favor.

4. FINANCIALS:

The February financials/delinquencies were reviewed. YTD expenses were in line with the budget.

5. TASK LIST:

The current task list and phone log was reviewed. In regards to #1- Jeff will check to see if any reserves exist for lower cotton house. #2- Board will talk to Jess about designing sign. Board asked that Jim L be used as a resource to help with sign approval. #3- Board will move forward with the fan installation. Jeff to review current proposals received and obtain another proposal.

6. OLD BUSINESS:

A. Update on the overpass- Work has been completed in regards to the ductwork move. The metal structure is to remain.

B. Dumpster Update- Board stated that pick-up and cleanliness has improved. Light-Board would like a light installed above the dumpster/Jeff to speak w/Jim L. Jim L to obtain legal letter to allow the towing of vehicles along dumpster side street. Board will continue to monitor situation. Board approved Champion to clean once per week around dumpster for an extra \$10.00. To be split between UCL and CH2. Jeff will obtain approval from CH2. Board also asked that a cost be obtained for picking up trash in the breezeway once per week.

C. Roof Access Policy- Board reviewed the policy and approved as written. Jeff to review the policy with the CH2 Board. Once approved the policy will be sent out to all owners

7. NEW BUSINESS:

- A. Maintenance Issues- The Board asked the following items be corrected: Call Box Message- Reprogram with old message. First Floor- Ask Jim L to remove garbage between windows and wire grates/ No A/C's in windows. Entry Doors- Place swing down door stops on all doors. Sixth Floor- Repair 2 lights that are out/ Paint water stains near elevator/ Install new light fixtures down hallway where fixtures are missing. Carpet Cleaning- Board would like carpet cleaning completed in May and October, Jeff to confirm, also make sure that spots are treated. Stairwell- Fourth Floor/Stairwell by garage- Obtain cost to replace broken window(plastic installed currently).
- B. 2011 projects- Board discussed various proposed projects for the year: Painting- Board discussed previous proposal and current need, it was determined that the focus this year would be to continue building a healthy reserve, painting would be reviewed in 2012. Ceiling Fans- Board asked the pricing be obtained, project to be completed this year. Window Washing- Board did not feel that this was needed.
- C. Work Orders: Work Orders completed were reviewed.
- D. Walk Around- Board and Jeff walked the 5<sup>th</sup> Floor and Stairwells. Board is aware that owners are using the 5<sup>th</sup> floor common hallway and will address at a later date.

8. SET DATE FOR THE NEXT BOARD OF DIRECTORS MEETING:

The next Board meeting will be held on May 24, 2011, location TBD.

9. ADJOURNMENT:

Meeting adjourned at 8:03 PM.

②

**COPPER ELECTRIC  
7 UNICORN WAY  
NASHUA, NH 03063  
603-521-4742**

*2011*

~~June 30, 2008~~

~~Barry Heller~~  
Great North Property Management  
100 Daniel Webster Highway  
Nashua, NH 03060

RE: Cotton Loft  
240 Jackson Street  
Lowell, Ma. 01852

*al*

Re: Circulating fans

The price to install five circulating fans on the 6<sup>th</sup> floor to be controlled with an inline thermostat is \$ 6380.00

Permit fees are not included in these prices.

Please feel free to contact me with any additional questions.

Sincerely,

Patrick Talbott

③

# Custom Electric

& COMMUNICATIONS, LLC

DESIGN / INSTALL / SERVICE

September 5, 2007 *20 11*

*Revised*

Great North Property Management  
Attn: ~~Berry Heller~~  
100 Daniel Webster Highway  
Nashua, NH 03060

Dear Berry:

REF: UPPER COTTON HOUSE LOFT FANS

We are pleased to provide our proposal for the complete electrical installation for the above referenced project.

Our proposal is based upon the following:

- 1) Install <sup>5</sup> paddle fans between the sky lights on the upper level of the building as we talked about.
- 2) The Fans will be wired back to a ~~single speed control switch mounted adjacent to the house panel~~ *inline thermostat*

The Total Price as Outlined Above is ~~----- \$3,200.00~~ *\$5,350*

Our proposal includes all necessary insurance, supervision, tools, labor, & materials to complete the project.

Thank you for the opportunity to be of service. If you should have any questions or require additional information, please do not hesitate to contact us.

Sincerely,

*Alan P. Soucy*

Alan P. Soucy, Chief Estimator  
Custom Electric & Communications, LLC.

Quote # 240-07

*(4)*

**UPPER COTTON HOUSE LOFTS CONDOMINIUM ASSOCIATION  
TASK LIST**

From Board meeting of **March 2011**

1. Board to investigate the requirement of forcing Lower Cotton House to set aside funds for a building capital reserve Open.
2. Board to investigate obtaining a sign or the main entrance indicating "Cotton House Lofts". Open.
3. Great North to meet with the Board at Cotton House Lofts II to get their cooperation in the installation of ceiling fans in the atrium. *Cotton House II board will be agreeable to this, however they do not have the funds at the present time. If the overpass does not deplete their finances, the spring could be a good time to address. UCH Board is opting to move forward with the installation on their own.* Open.
4. Quotes for installing Ceiling Fans on 6<sup>th</sup> Floor.
5. Viability of installing a light over the dumpster area.

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## Jeff Prindle

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**From:** Jeff Prindle [jeff.prindle@greatnorth.net]  
**Sent:** Wednesday, March 23, 2011 1:51 PM  
**To:** 'Linda Mitchell'  
**Subject:** Work Order

Cotton House Lofts

Jason

- Place swing down door stops on all main lobby entrance doors.
- Paint- the water stained ceiling on the 6<sup>th</sup> floor as you get off the elevator.
- Install new white light fixtures on 6<sup>th</sup> floor down hallway where bulbs are exposed.
- Parking Garage Stairwell- obtain a cost to replace plastic window with new window on 4<sup>th</sup> floor
- Lights Out- Repair the two ceiling lights that are out on the 6<sup>th</sup> floor.

475

Thanks.

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**Jeff Prindle**  
Property Manager

e: [jeff.prindle@greatnorth.net](mailto:jeff.prindle@greatnorth.net)  
o: 800.639.7309  
f: 603.891.0086  
w: [www.greatnorth.net](http://www.greatnorth.net)



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**Jeff Prindle**

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**From:** Barry Heller [barry.heller@greatnorth.net]  
**Sent:** Monday, April 18, 2011 8:39 AM  
**To:** 'joshua canning'  
**Cc:** Jeff Prindle  
**Subject:** Cotton House Lofts

**Importance:** High

Josh:

A leak in the roof at Cotton House Lofts was reported yesterday. The leak was into apartment 609.

The resident/owner is Alexander Merimen  
Phone number is: 781-316-4406

He has buckets set up inside...

Please let me know your plans to take care of this.  
Thanks,

COPY  
Done  
Reseat Flashing

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**Barry Heller**  
Property Manager



**GREAT NORTH**  
PROPERTY MANAGEMENT, INC

e: [barry.heller@greatnorth.net](mailto:barry.heller@greatnorth.net)  
*Please note new email address*  
o: 603.891.1800  
f: 603.891.0086  
w: [www.greatnorth.net](http://www.greatnorth.net)



4/19 - Message to Josh

①

**Jeff Prindle**

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**From:** Jeff Prindle [jeff.prindle@greatnorth.net]  
**Sent:** Thursday, March 24, 2011 2:12 PM  
**To:** 'Jim Lichoulas III'  
**Subject:** RE: Upper Cotton House

Jim: Thanks for your responses. Did you receive any quotes for lighting either over the dumpster or in the breezeway? If so, can you pass them on to me. *No,*

In regards to towing, please forward me a letter giving the condo association /GN authority to tow along the legal letter from your lawyer allowing this. *3 requests,*

The Board is talking about the windows not the breezeway. Take a walk along the Jackson Street sidewalk and look between the steel grates and window screens. Jeff *✓ Will check*

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**Jeff Prindle**  
Property Manager

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**From:** Jim Lichoulas III [mailto:jlichoulas3@ecosnorth.com]  
**Sent:** Thursday, March 24, 2011 1:55 PM  
**To:** Jeff Prindle  
**Subject:** RE: Upper Cotton House

Hi Jeff

- Board and other owners would like a light installed above the dumpster area for safety and security-is this something you will be doing? No
- Do you now have the authority to tow cars parked on the dumpster side street. Yes. What is the procedure for getting cars towed. Call Great North. Great North can call me, or I can give permission to Great North
- Board asked the garbage be cleaned out of the first floor windows along Jackson Street, particularly between the windows and the metal grates. What trash? It was fully cleaned and pressure washed. If there is new trash, it is from condo owners. No one else has access.

Thanks.

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**Jeff Prindle**  
Property Manager

e: [jeff.prindle@greatnorth.net](mailto:jeff.prindle@greatnorth.net)  
o: 800.639.7309  
f: 603.891.0086  
w: [www.greatnorth.net](http://www.greatnorth.net)



**GREAT NORTH**  
PROPERTY MANAGEMENT, INC

Dumpster Light

Jeff Prindle

From: Barry Heller [barry.heller@greatnorth.net]  
Sent: Monday, May 09, 2011 4:13 PM  
To: Jami Barnsley; Jim Lichoulas III; Matthew Petrosky  
Cc: Jeff Prindle  
Subject: door and lights

Maslin  
Association

COPY

Hi:

Couple quotes for you to consider:

- 1) Card access to front door. This involves an upgrade to the existing door king system to accept card access.  
Estimated cost is \$3210
- 2) Lights over the dumpster:  
From Mirley Electric: \$1120  
From Copper Electric \$550

Please let me know if and how you want to proceed.  
Thanks,

Barry Heller  
Property Manager

e: [barry.heller@greatnorth.net](mailto:barry.heller@greatnorth.net)  
*Please note new email address*  
o: 603.891.1800  
f: 603.891.0086  
w: [www.greatnorth.net](http://www.greatnorth.net)



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