

West Cove B Board of Directors Meeting Minutes, August 29, 2020

Attendees-Directors Moira Rice, James Donoghue and Paul Mantell were present. The meeting was held at Unit 31 Island View [Moira Rice]. Terry Jones/Belle Terre participated via telephone.

The Board voted on the following officer positions:

President	Moira Rice
Vice President/Treasurer	James Donoghue
Secretary/Clerk	Paul Mantell

The Board inquired as the number of meetings they should hold per year; Terry confirmed it was only 2 in the past, but it is now 4.

The Board discussed the following items:

Generators – The recent power outage prompted an owner to contact Jim and request the Association pursue allowing Generators. Approval will require an amendment to the Bylaws. Jim gave an overview of his discussions with Tom of Skylight Electric. He noted Tom only works with Generac; however, Jim will check alternate manufacturers.

Terry suggested if generators were approved, the Board should consider installing one at each of the Sewer Lift Stations.

Action: Jim will do more research on generators requirements, etc. and report his findings to the Board.

Wood Burning/Propane Appliances

Terry confirmed they have reached out to multiple companies with no success. It is getting difficult to coordinate group inspections. The Board agreed to notify owners they will be responsible to schedule their individual inspection and cleaning. Owners must provide the Board with a copy of the inspection report confirming the flue/stove is safe for use.

It is also suggested that propane users inspect their propane units as well.

Action: Terry will draft a memo for Board review and approval.

Dog Leash Rules

It was noted that the new signage appears to be working. Terry confirmed that West Cove D and A have also installed the new signage.

Moira inquired about the broken post on the fire lane that houses the sign, dog bags and receptable for used bags. Terry noted the ECA took the post out while plowing the fire lane.

Action: Terry will follow up with the ECA regarding replacement.

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Owner Communications

Moira inquired if there was still a Welcome Committee to welcome new owners. Terry noted not to her knowledge; however, she confirmed that BT sends a Welcome Packet to all new owners.

Newsletters – Terry noted a spring and fall is useful.

The Board also thought it would be nice to have the Board send some form of communication that did not deal with just reminders and policies; welcome new owners, say farewell to owners relocating, etc.

Action: Terry – Informational Newsletter / Board – Owner Acknowledgements

Outside Light Fixture

Moira researched different styles of light fixtures and found the sample light on the website is no longer available. The Board would like to allow some flexibility with the light styles while still maintaining some consistency.

Action: The Board will draft some guidelines to allow owners more choices with exterior light fixtures.

Structures

Moira inquired on the status on the repairs being made to Unit 33. There was extensive damage to due to moisture and carpenter ants. Terry confirmed she talked with the carpenter on Friday and he hoped to have the repairs completed. It was noted that the presence of water and/or carpenter ants are not always visible early on. Sawdust is one indicator of carpenter ants.

The Board inquired as to how needed repairs are found. Paul inquired if mgmt. had maintenance/facilities software and Terry confirmed they did not. The carpenter does a yearly inspection and creates a prioritized punch list. Terry noted that a spring and fall inspection would be a good idea. The Board agreed to two inspections per year.

Action: Terry will schedule 2 inspections per year; one in the early spring and one in the Fall.

Moira also inquired if Unit 42 had decided on a lower-level deck using composite material noting the Board would need to decide on color if owners wanted to replace their existing decking with composite.

Terry explained she contacted the owners to see if they were moving forward or wanted perimeter stone installed which was their earlier request. The owners decided to hold off on the deck and requested stone be added.

The Board discussed the use of composite and structural changes that would be needed if switching from pressure treated to composite.

Action: Terry will provide the Board with some specifications being used for composite decking. She will also ask the carpenter to pick up some color samples for Board review.

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Contact Information

The importance of having correct contact information on file for every owner was discussed; currently there is one unit that Mgmt. does not have any current contact information for.

Action: Terry will check with the ECA and Town to see they have any updated information on that specific unit. Terry will also forward a current Owner Directory to the Board.

Owner Requests

Terry reminded the new Board members that they have only 30 days to respond to written owner requests.

The Board tentatively scheduled the next Board meeting for 9 AM on October 3, 2020.

There being no other business to discuss, the meeting was adjourned.

Respectfully submitted,

Terry L. Jones

Recording Secretary