

West Cove Board of Directors Meeting Minutes, October 3, 2020

Attendees-Directors Moira Rice, James Donoghue and Paul Mantell were present. The meeting was held at Unit 31 Island View (Moira Rice).

The meeting began with a follow-up/review of the unresolved issues from the prior board meeting.

Generators: Jim reported on his continued research into various manufacturers. WCB currently has a few residents that are living here year-round. Others have shown an interest in installing one. Discussion centered primarily on one particular resident that possibly might have an emergency need for installation.

Action: Knowing that generator installations would require an amendment to the By-Laws, Jim was going to check with Belle Terre as to our options. Can we amend the current By-Laws or do we need owners' vote. Jim will continue to follow-up on further manufacturer's sound levels.

Propane Use: Moira was finally able to contact the Amerigas representative in our area. He was very helpful in giving us the unit numbers along with their tank capacity. Terry's Staff took pictures of all of the tanks in WCB. This allows us to narrow down what unit is connected to what tank and what company is the provider.

Action: A possible survey to owners was discussed. Paul noticed in the WCB directory that his information was outdated. Discussion followed as to the need to update. Paul volunteered to put out a survey to all residents to update information.

Review of all notices/forms relating to WCB residents listed on Belle Terre website:

Action:

1. Add ***Unit Owner/Family/Guest Pet Registration Form*** to the site
2. Owner Contact Form – could this be a source of our propane user/supplier??
3. Top 5 Rules – under PETS: added ***“shall be on leash when on the Common Areas of West Cove B”***
under Sewer System: added ***“Please remember the 3 P’s: only Pee, Poop and toilet Paper into the toilets.”***
Please check/verify all website/e-mail addresses and phone numbers
4. Under Insurance – add ***“Unit Owners’ Guide to Insurance”***
5. Under ***“West Cove B “FYI”*** please correct Mandatory Chimney Inspections”
Re: ***“The Association pays for the inspection only”*** and update e-mail address

Unit #40 grill fire: Discussion of the deck/grill fire at unit# 40. Grill was near the wall close to the door. Damage was to the wall and ceiling. The presence of the neighbor's fire extinguisher was what saved the area. After the extinguisher ran out – the fire department arrived to finish putting the fire out.

Action: Paul will research the right type of fire extinguisher to have for grills. Every unit should have at least 2 extinguishers. When this is determined – a notice to all units will be sent containing information as to the best type of extinguisher, the cost and suggestions as to where to purchase it.

Landscaping: Discussion regarding the problems the Eastman group is causing regarding their limitations to up-lifting and trimming trees. Another meeting is scheduled for Wednesday, October 7th. Dick will attend – Jim is available if needed.

Exterior Unit Lights: The current “approved” light is no longer available.

Action: The Board agreed on a variety of light fixtures for future installations. Moira will give the 3 different styles with pictures and sizes to Belle Terre to be posted on the website. The color is to be brown or bronze with a maximum width of 7 inches, height 14 inches and maximum light wattage of 75 watts – all are weather resistant.

WCB Board Briefs: Discussion again on some form of communication to all WCB owners.

Action: Will talk with Belle Terre about bringing back “Board Briefs”. With the seasonal changes it is a good time for safety reminders for heating and update on residents. A farewell to Karen/Tom Fitzsimmons #27 as they move into a retirement community in New Jersey. They have been owners here for well over 20 years. We have a few new neighbors. A welcome to Diane & Chris Roberts (Fitzsimmons' daughter & son-in-law who bought their Unit). The Roberts have been coming to WCB for many years with their children while visiting the Fitzsimmons. We're happy to keep #27 in the “family”. There is another new couple who has moved into Terrace View (don't have info as yet) and a sad farewell to Mary Cohn on her passing. Mary also has been a long-time resident in WCB. Our condolences to her family.

Respectfully submitted,

Moira Rice

Temporary Recording Secretary