

# West Cove B Annual Meeting Minutes, July 21, 2018

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## **INTRODUCTION:**

Mr. Craven introduced the Board Members and Management.

Mr. Craven reported that 16 units were represented in person and 10 by proxy; therefore there was a quorum.

Mr. Craven asked owners to introduce themselves.

New Owners:

35 Andrew and Yoshie Gordon

37 Michael Schafer

45 Wayne and Michelle Walker

Mr. Craven asked for a moment of silence for Mr. George Rice and thanked Mrs. Rice for coming.

## **PROOF OF NOTICE**

Mr. Craven requested a motion from the floor to waive the reading of the proof of notice. A motion was made, seconded and passed by unanimous vote of the members.

## **MINUTES OF 2017 ANNUAL MEETING**

Mr. Craven requested a motion from the floor to waive the reading of the 2017 minutes. A motion was made, seconded and passed by unanimous vote of the members.

## **BOARD OF DIRECTORS REPORT**

**Mr. Stanley** reported the following:

- **Staining Walks/Decks**-Mr. Stanley noted the Association is using BEHR waterproofing this year and we have found it to be easier to work with. He confirmed owners could check the website to see which units are on the list for this year. He also noted the program is dependent on weather. An owner inquired if they have given up on the Trex decking and Mr. Donoghue said they are still researching it. An owner asked about changing the railings and Mr. Craven confirmed railings must be brought up to code when a deck is replaced.
- **Roofing**-Mr. Stanley reported 63 out of 82 slopes have been replaced to date. Roof slopes are prioritized by condition. They have a budget of 65,000 each year. The 2019 roofing schedule once approved will be posted on the Belle Terre website with advance notice to the impacted owners being sent via email, 9 slopes will be done; they will start in the spring. Mr. Stanley confirmed they are on schedule and on budget.

Skylights – Owners must work directly with Weathercheck if interested in replacement at the time of the re-roofing.

**Mr. Craven** reported the following:

- **Unit Staining**- Will commence in the fall of 2018 [Units 1 to 10 and Unit 26] will be done; owners will be notified via email once the tentative start date is set. Cost included in the Annual Operating stain reserve Budget, not common reserves. The plan is to take 4-6 years for the project to keep on budget; it will be done in the fall of each year. Units will be done in order based on the last date stained. The 2018 staining schedule is posted on the Belle Terre website.

An owner asked who is responsible for the electrical boxes; Mr. Craven said it is the Association responsibility.

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Mr. Donoghue reported the following:

- **Sewer**-on July 18 one of the two pumps in our sewer lift burned out due to tampons becoming wrapped around the pump causing it to burn out, the system continued to operate because of the second pump. At a cost of several thousand dollars, a new pump will be installed as quickly as possible. It will cost \$10,000 to upgrade the system with grinder pumps.

**EVERYONE** on the system, units 27-36, must be more diligent in what is flushed. **ONLY** toilet paper, please! Always, remind your guests and renters. Do not believe products that say they are “Flushable” as some tampons do, wipes, etc.; our system will not handle them.

- **Rentals**-Owners are responsible for tenants and guest’s actions, make sure the Top 5 Rules are clearly displayed in your Unit to avoid problems. Inform your Realtor too. There is a copy of the Top 5 rules in the welcome packet.
- **Pets** – WCB has a Pet Policy that only Unit Owners and their immediate families may have pets in Units or on common areas of WCB. Renters and Guests are prohibited from having pets without the written consent of the Board. If you allow others to use your Unit whether for a fee or not, no pets are allowed. Any questions should be directed to Belle Terre. If you are an owner let Belle Terre know if you see a unit that has renters with pets.
- **Doors and Exterior Lights** – The Board has approved a few varieties of doors and exterior lights that Owners are permitted to have replaced/installed on the Units that can be found on the Belle Terre website. Replacement, even with approved varieties, still requires completion and submission of the Variance Form to the Board via Belle Terre.

Mr. Craven reported the following:

- **Fiscal Year** – had operated in a calendar year, but with the winter months straddling years, budgeting was difficult, plus our insurance renewed other than upon year end. These factors combined with the new NH laws on condos and budgets, led the Board to decide to change to a fiscal year system running September 1<sup>st</sup> to August 31<sup>st</sup>. We believe this will be valuable to the Association.
- **Gutters** – due to several complaints about leaking gutters, we have instituted a gutter replacement program changing to seamless gutters. This only impacts deck side gutters installed by the Association. In 2018 we were able to replace the deck side gutters on 6 units. We intend to continue to do another 6 units next spring and so on until all are replaced. If you have installed gutters on the road/parking side of your Unit, those gutters are your responsibility. If you are interested in having any road/parking side gutters replaced at your expense, let Belle Terre know and that work may be able to be coordinated at the same time.
- **Upgrades/variance form** - All work requires Board approval and insured contractors must be used regardless of the scope of work. Exterior work will be inspected by the Board and is expected to conform to the approval granted.
- **Chimneys** - Only active wood burning chimneys are inspected, this is mandatory. We do not inspect pellet stoves and propane. 2018 inspections are expected to be done next week. We have moved the inspections from late fall to mid-summer to allow Owners more time to address any concerns found through inspections before the burning season.
- **Propane** - Owners should have annual inspections of all aspects of their propane system. Owners are also responsible for keeping the exterior vents free of ice and snow.
- **Mini Split Systems** – Last year the Board approved an amendment to the Condo Documents allowing for the installation of mini-split heating/cooling systems. We thank David and Carol Greenfield for their patience and hard work assisting the Board on coming to reasonable and appropriate rules and procedures associated with the installation of mini-split systems. Please direct inquiries to Belle Terre.
- **Insurance** – Reminder that there is a \$5,000 deductible.

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## Mr. Zuppardi reported the following:

- **Landscape efforts continue** – Mr. Zuppardi reminded owners to alert Belle Terre to conditions needing attention/trimming – still very hard to get approval for trimming along the fire road, it is easier closer to units. Our new forester Anita Blakeman has tagged many trees for trimming and removal; they have submitted the plan to the ECC and Town of Grantham. Stump removal will start next week. There were many trees taken down by Eversource, they have now cleaned up the trees and we are fortunate they took them as they do not have to; the delay was due to the posting of the roads. Once they remove the stumps we will begin doing some new planting of items that will not grow as high. We are continuing with significant removal of trees (dead, congested, etc.) and thinning along the shore line and along the fire road to maintain a healthy environment. All concerns or requests associated with landscaping should be directed to Belle Terre, please do not address our Forrester or the workers. Owners are not permitted to do cutting. Please advise Belle Terre if there are problem branches and the board will assess what can be done. Re-planting along Water View will be assessed after the stumps are removed and as the budget will allow. Mr. Greenfield asked what the time frame is for getting the approvals and Mr. Zuppardi said probably in the fall. They have marked everything with ribbons; an owner asked what the criteria is for removing trees, Mr. Zuppardi explained how the point system works, and the dead trees can be removed and replanting is a good idea. An owner inquired what is happening at the beach and so far work has been denied. Mr. Craven thanked Mr. Zuppardi and gave him a gift for all his hard work

## TREASURER'S REPORT

### Mr. Craven presented the following report:

Mr. Craven explained how the reserves work; WCB is approximately at 50% funded while the average reserve recommended by the Community Association Institute is 35-40%; therefore, we are in good shape.

Roofing is being funded by annual reserve dedication so little diminution to reserve balance. Deck and unit staining is all from operating budget and operating stain reserve funds. The pump replacements have been funded by the reserves.

There will be no increase to 2019 budget due to the change of fiscal year

Cash on hand as of July 21, 2018 \$ **15,800**

Common area Reserve \$ **121,000**

Operating Reserve \$ **12,700**

Staining Reserve \$ **23,000**

There is currently 1 Delinquent owner.

In accordance with IRS Revenue Ruling 70-604, we request the following motion:

RESOLUTION OF West Cove "B"

RE: EXCESS INCOME APPLIED TO THE FOLLOWING YEAR'S ASSESSMENTS REVENUE RULING 70-604

WHEREAS, the West Cove "B" Association is a NH corporation duly organized and existing under the laws of the State of NH and

WHEREAS, the members desire that the corporation shall act in full accordance with the rulings and regulations of the Internal Revenue Service;

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NOW, THEREFORE, the members hereby adopt the following resolution by and on behalf of the WCB Association  
RESOLVED, that any excess of membership income over membership expenses for the year ended AUGUST 31, 2018, shall be applied against the subsequent tax year member assessments or Common Area Reserve Fund as provided by IRS Revenue Ruling 70-604.

This resolution is adopted and made a part of the minutes of the meeting of the West Cove “B” Condominium Association.

### **NEW/OLD BUSINESS**

- Mr. Craven reminded owners there will be a West Cove special place bridge party at 5-7 on the bridge.
- Mr. Craven noted there will be a West Cove B July gathering next Saturday, July 28, 2018 from 5-7.
- Mr. Craven recognized Belle Terre and the “gathering hosts” and presented gifts to each.
- Mr. Greenfield thanked the board for all their work on the split air systems. An owner asked the cost and Mr. Greenfield said it can change per unit.
- Mr. Zuppardi recognized the board for doing a great job.
- Mrs. Greenfield noted some concerns regarding walking on the roads, she has asked the ECA to put in a speed bump near the bridge; the ECA put the barrels back. She asked that if anyone has any concerns please contact Ken Ryder; Mr. Donoghue said that he will talk to Ken Ryder.

### **ELECTION OF A DIRECTOR**

Mr. Craven explained that Mr. Donoghue's term expires this year and opened the floor for nominations. Mr. Donoghue was nominated, the nomination was seconded. There being no other nominations, the floor was closed. Mr. Donoghue was unanimously elected to serve another 3 year term as director.

### **ADJOURNMENT**

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

Respectfully Submitted,

Lori Pare, Recording Secretary