

# West Cove B Annual Meeting Minutes; August 15, 2020

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## **INTRODUCTION:**

Mr. Craven introduced the Board Members and Management.

Mr. Craven reported that 18 Units were represented in person and 8 by proxy; therefore, there was a quorum.

Mr. Craven asked owners to introduce themselves.

## **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 2019 ANNUAL MEETING**

Mr. Craven requested a motion from the floor to waive the reading of the 2019 minutes. A motion was made, seconded, and passed by unanimous vote of the members.

## **BOARD OF DIRECTORS REPORT**

**Mrs. Rice** reported the following:

- Staining Walks/Decks- continues on a rotation basis. The product being used is **BEHR** waterproofing. The Board has considered composite decking and new railings, but has elected not to proceed with a full deck replacement plan at this time as the Association has just completed the roofing program, the cost is significant and the decks are generally structurally sound. Owners may petition the Board to allow deck and/or railing replacement at owner's expense if they wish and the Board will establish acceptable deck colors and railings. The ones in WCA appear to be possible replacement options. Mrs. Rice noted owners could take a walk along the A fire lane and see the new style.

- Roofing. All roofs have been replaced.
- Unit Staining

The Fall of 2020 [Units 11 to 22] owners will be notified via email once the tentative start date

Cost included in Annual Operating stain reserve Budget, not common reserves

Plan to take 4-6 years for project to keep on budget in the fall of each year

Units will be done in order based on last date stained.

The 2020 staining schedule is posted on the Belle Terre website.

- **Gutters** – The gutter replacement program continues. This only impacts deck side gutters installed by the Association. We intend to continue to do another 6 units each 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 may be able to be coordinated at the same time.

**Mr. Donoghue** reported the following:

- Sewer Update – Stations were inspected and cleaned in March by Stearns Septic Co.

He thanked everyone on the lifts and reminded them to continue to be vigilant.

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- **Rentals**

Mr. Donoghue reminded Owners that they are responsible for their tenant's and guest's actions, make sure Top 5 Rules are clearly displayed in Unit to avoid problems. Inform your Realtor too. Copy of top 5 available from Belleterre upon request be aware that there are rental and realtor policies posted on the Belleterre website.

He discussed the impact of short-term rentals (VRBO; Airbnb); and asked if the Association should consider amending the Bylaws to prohibit short term rentals (less than 7 days) in an effort to preserve our community. Mr. Donoghue asked for owners to raise they hand and 11 were in favor of not allowing short term rentals. An owner asked what the issue is and Mr, Donoghue explained some of the issues were overcrowding, parking, and not following association rules. An owner asked if they are rented by owners or realtors and Mr. Donoghue explained both.

- **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. If you have a dog, be courteous to your neighbors and do not allow your dog to bark incessantly. WCB Bylaws require all pets to be either carried or on leash when outside of the Unit. New Leash Rule signs went up in mid-June and seem to be having a reasonably good impact. If you see someone with a dog off leash, say something. The rule applies to ALL AREAS of WCB including the fire road and the fields. Any questions should be directed to Belle Terre. Dogs are apparently allowed off leash at the South Cove boat launch. Check with ECA is you are interested in area where your dog can be off leash. An owner inquired if family members visiting can have pets and Mr. Craven confirmed immediate family members may bring pets but let Belle Terre know they are visiting.
- **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 Belle Terre.

**Mr. Craven** reported the following:

- **Upgrades/variance form** - All work requires Board approval and insured contractors must be used regardless of the scope of work. Mr. Craven explained the Board is not interested in the interior design of an owner's unit, but it is crucial to report all improvements to the Master Insurance to ensure coverage if there is a loss. Exterior work will be inspected by the Board and is expected to conform to the approval granted.

All plumbing, electrical and propane must be performed by licensed contractors.

- **Chimneys** - Only active wood burning chimneys are inspected, this is mandatory. We do not inspect pellet stoves and propane. 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.

An owner noted they did not receive the notice for the chimney inspections. Terry (Belleterre) confirmed a group notice was sent to all owners. She asked the owner to contact them on Monday.

- **Propane** - Owners should have annual inspections of all aspects of their propane system.

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Owners are also responsible for keeping the exterior vents free of ice and snow.

An owner inquired if the Association should have a propane inspection program similar to the chimneys for safety as well. The Board agreed to check into it.

- **Insurance** - \$5,000 deductible. Mr. Craven reminded owners to obtain homeowner's insurance noting the cost is minimal. He explained that the homeowner policy would help offset the Association deductible.

### **Mr. Zuppardi reported the following:**

- Landscaping

Mr. Zuppardi gave a detailed report on the landscaping efforts and plantings to date. He noted that plantings were done on Water View after Eversource removed trees; the plantings seem to be doing well. B will continue to do selective planting throughout B. He reminded owners the Association must work with a Forester and obtain approvals from both the ECA and Town of Grantham.

An Owner inquired about shoreline trimming and Mr. Zuppardi explained that is the most difficult area to obtain approval for cutting due to the State. He noted it is a slow process but they are working on it.

An owner inquired about cleaning up what he refers to as "the point". Mr. Zuppardi confirmed that was an area they were looking at.

Mr. Zuppardi noted owners cannot do any trimming, he has a pruning committee and noted they would be doing some pruning after the meeting. He highlighted areas they would be focusing on improving in the near future.

An owner inquired what the colored ribbons on trees meant; Mr. Zuppardi explained that pink was removal and blue pruning.

He thanked David Greenfield for his help in keeping the flower barrels watered.

### **TREASURER'S REPORT**

Mr. Craven presented the following report:

He explained how the reserves work; WCB is below 50% funded, but the average reserve recommended by the Community Association Institute is 35-40%; therefore, we are in good shape. The roof project caused us to dip into the reserves a bit while dedicating 100% of reserves each year during the project to the project. With the roof project completed, we expect to be able to increase reserves and plan to increase the annual dedicated amount beginning with next year's budget.

He noted there was a proposed increase of \$10 per unit per month and explained that the increase was due to increases in operating, insurance and trash removal. He explained the significant increase in trash was due to lack of increases throughout earlier years and pointed out the company provides a good service and the alternative would be trash barrels on the road side or dumpsters and no one wants to see that.

Mr. Craven requested a motion to accept the proposed budget, a motion made and seconded and the budget was approved by a unanimous vote.

He reported the following:

Cash on hand as of August 15, 2020 \$ 47,525

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Common area Reserve \$ 80,765

Operating Reserve \$ 12,660

Staining Reserve \$ 5,066

There is currently 1 Delinquent owner. [not serious]

Mr. Craven explained that due a company merger and COVID-19, the Audited Financials were not ready. Copies would be sent to owners upon receipt.

He requested a motion for the following:

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;

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, 2020**, shall be applied against the subsequent tax year member assessments or Common Area Reserve Fund as provided by IRS Revenue Ruling 70-604.

The motion was made and seconded, the members unanimously voted to approve the resolution.

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 gave Dick Zuppardi a gift and thanked him for all is work as Landscape Chair.

He also recognized Belle Terre and thanked them for making his job easier and gave them a gift.

Mr. Donoghue noted that an owner asked that the possibility of generators be brought up under new business. Mr. Donoghue contacted a local electrician that sells Generac and provided some information to the group. He asked for a show of hands from owners that were in favor of pursuing generators; 15 owners were in favor. The Board agreed to move forward with researching the possibility. It was noted that generators would require an amendment change similar to the mini air systems.

### **ELECTION OF A DIRECTOR**

Mr. Donoghue explained that Jason’s term expires this year and he has decided to step down. We received responses from several owners willing to serve as openings occur. This year we have received the nomination of Paul Mantel (B-10) to take over Jason’s seat. He opened the floor for additional nominations. There were no other nominations; therefore, the floor was closed.

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A motion was made and seconded to elect Paul Mantel. He was unanimously elected to serve a three-year term on the Board.

Mr. Donoghue presented Jason (after “roasting “him) with a gift certificate for a picture frame. David Greenfield graciously offered to take a family portrait of the Cravens. He was also presented with a bottle of wine and a dog leash; Mr. Donoghue noted the leash is what he would be known for.

Mr. Donoghue thanked Mr. Craven for all his contributions to West Cove B noting he has contributed a lot and was a pleasure to work with.

### **ADJOURMENT**

There being no other business to conduct, a motion was made, seconded, and passed by unanimous vote of the members to adjourn.