

West Cove B Annual Meeting Minutes; Saturday August 5, 2023

INTRODUCTION:

Steve Skillman (Steve), President, introduced Board Member Paul Mantell. Steve introduced Terry Jones and Lori Pare from Belle Terre Property Management. He reported that (16) units were represented in person and (9) by proxy; therefore, there was a quorum (25)

Owners present introduced themselves.

Steve noted there was one new owner -26 Island View, Jenan Al-Hafidh

PROOF OF NOTICE:

Steve 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 2022 ANNUAL MEETING:

Steve requested a motion from the floor to waive the reading of the 2022 minutes. A motion was made, seconded, and passed by unanimous vote of the members.

BOARD OF DIRECTORS REPORT

Steve Skillman reported the following:

- Staining Walks/Decks – Due to staffing issues – We did not stain in 2021, and 2022 we did the 2021 units. No tentative date yet for 2023 has been scheduled. We have a contractor that is going to inspect and possibly provide a quote for September if possible. Steve asked owners to keep the decks clean.
- Gutters – The gutter replacement program for deck side gutters has been completed. Reminder that owners may install gutters along the front at their expense and future maintenance. As a reminder, we reserved for that over several years, thus no special assessments were assessed. The rain gutter reserve account has been closed out. Owners must submit a Request Form if they want to do any further gutters.
 - An owner commented that having a gutter over the front door helps.
- Landscaping/Trees
 - Dick Zuppardi – Retired one year ago and Jim Donaghue has been covering. Thank you. Contact Belle Terre with any issues. ECA rules are strict, therefore you need approval.
 - This past fall we did a major catchup/safety cutting. Over 120 trees were tagged for cutting/pruning off roofs, walkways, some view improvements, dead branches, etc. Safety and owner input were considered. As a reminder, owners cannot prune any vegetation from around your unit. If there is something you would like to have pruned, please send your request to Belle Terre. Dick Zuppardi said the tree expense should be going down.

We will have a committee work session in mid-August. Dead branches behind 46; large limb by 28. If bushes and trees are close to unit, please flag it to Belle Terre. Repairs will be prioritized.

- Structure Maintenance-Slow process but we continue to address the exterior maintenance issues; repairs are made on a priority basis. Available contractors are still an issue. Report any damage to Belle Terre.
 - One owner asked what the turnaround time is. Terry confirmed she hoped the carpenters could return in 1-2 weeks.

West Cove B Annual Meeting Minutes; Saturday August 5, 2023

- Sewer Update- Both lifts were inspected and cleaned early spring. An owner reported the alarm was going off recently, the issue was excessive grease. The emergency visit and cleaning cost the Association \$2200.
 - An owner said this is a chronic situation; she mentioned a sign with explicit instructions she recently saw posted at the Baited Hook; this is a simple request.
 - An owner asked if we could send out a notice letting everyone know the rules.
 - An owner suggested that owners buy containers to put in freezers to freeze grease and dispose.
 - A former director noted that B has been at this for so long and he is not sure what they can do to stop it.
 - An owner suggested we check with Stearns and ask if we know it is cooking grease or grease from pump. [After meeting – confirmed owner household grease!]

REMINDERS

- Rentals-Owners must complete and submit a “Tenant Form” to the association via Belle Terre for all rentals. You can find the form on the B website homepage.
- 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. All dogs must be on a leash. Pet registration form also on the website.
 - There was a brief discussion regarding non-B owner pets; it was agreed that only family members could bring a pet.
- Upgrades/variance form - All work requires Board approval and insured contractors must be used regardless of the scope of work. All electrical, plumbing and propane must be performed by insured and licensed technicians. Lots of upgrades this year – new kitchens, floors, entry ways, etc.
- Chimneys – Owners actively using their woodstoves and fireplaces must schedule an inspection for their flue and appliances and provide the Association. with a copy of the inspection report confirming the flue and appliances are safe to use. The report must be submitted to the Association. on or before Oct 15 otherwise, no burning is allowed until the inspection is conducted. Owners are responsible for the cost.
 - It was noted that Belle Terre should have a list for wood burning units to verify the flue and appliances are inspected per policy. Steve confirmed the Board will conduct an inspection and forward the list to BT.
 - There was a brief discussion regarding the chimney inspections and why the Association no longer arranged them. Terry confirmed it was getting too difficult to find companies willing to do “group” inspections and owners needed to change the schedule.
- 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.
 - It was noted that propane appliances should also be inspected.
- Insurance – now \$10,000 deductible on all insurable losses.
- Owner information – Important to update Belle Terre of all changes to telephone, email, and mailing

West Cove B Annual Meeting Minutes; Saturday August 5, 2023

address.

- Contact Belle Terre if you would like an Owner Directory or need a document sent to you. Contact Belle Terre if you do not want your contact information published in the owner directory.

TREASURER'S REPORT

Mr. Mantell presented the following report:

Cash on hand as of August 4, 2023 \$60,000

Common area Reserve \$ 148,200

Operating Reserve \$ 20,700

Staining Reserve \$ 17,100

There are currently 3 Delinquent owners.

In accordance with IRS Revenue Ruling 70-604, the following motion was requested:

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, 2023, 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, seconded, and unanimously passed by the members.

BUDGET

Paul Mantell led a discussion regarding the proposed budget for 2023-2024.

- It was noted that roads, and snow removal were high last year. Terry explained that walkway shoveling was more than double the fee charged in the previous year. Plowing and sanding were combined; whereas they were separate line items the previous year. The board did a roof analysis and have also looked over the road reserve.
 - The owners agreed that they must have walkways done and the board has agreed that shoveling and plowing are a must.

West Cove B Annual Meeting Minutes; Saturday August 5, 2023

- An owner explained that he is still reeling from his property taxes and wants people to vote the budget down and maintain the same fees as last year; he noted that there are some areas that we can get rid of. He also noted that he appreciates the board and their work. Steve explained that according to by laws they must vote on the proposed budget “as is.”
- Steve commented that some of the other associations are higher.
- Steve informed all that the board will watch expenses carefully and will send an update out to owners early in 2024.

After a brief discussion, a motion was made, seconded to vote on the 2023-2024 budget. The budget was approved by a majority of the members.

ELECTION OF A DIRECTOR

Mr. Skillman explained that Paul Mantell’s term expires this year. The floor was opened to nominations, Paul Mantell was nominated, and the nomination was seconded. There being no other nominations, the floor was closed.

Paul Mantell was elected by acclamation to serve a 3-year term as Director.

OLD BUSINESS

Generators – Mr. Skillman noted the Board will respond asap if they get a request. There was overwhelming support to allow generators last year; but not enough owners present to amend the bylaws. Currently there are no active requests.

NEW BUSINESS

EV Chargers– Steve noted that the Board is open to EV chargers. A policy is needed and they will mirror other Associations, like mini-splits. This will require a bylaw change per Jason. Steve said they can put this on a list of things to do this year. An owner asked about the station and what they can do to prevent other owners from using, Steve confirmed that Eastman has an EV group with lots of discussion ongoing. He noted that Tesla has approached Eastman to put in chargers in Eastman with a 10 year opt out.

Decks- It was noted that owners need to keep decks clean and free of debris to prevent moisture build up. Not all owners are taking care of their decks, and the Association bears the burden.

Paul discussed ownership responsibility for decks and confirmed the State Condo laws mandate that the owner is responsible.

- An owner inquired who pays for lower-level deck – Board confirmed the unit owner is responsible for lower level.
- An owner inquired about using Trex and asked how many other owners might be interested. The Board asked that owners contact them if interested and that the Board would research group pricing. Changes would require owners complete and submit an Architectural Variance Form.
- An owner inquired as to the staining plan re. deck. Steve noted they paid to have their deck/walk done out of schedule and are very happy with it. He told interested owners they were welcome to stop by and inspect.

Following the group discussion, the board asked if they should do a Bylaw change to keep the Association responsible. The owners present agreed that they should keep it the same. More discussion to follow.

West Cove B Annual Meeting Minutes; Saturday August 5, 2023

An Owner inquired about having a rain barrel. The Board confirmed they would be open to reviewing a request for one; owner must submit the B Variance Request Form.

Solar- An Owner asked if there is any interest in solar panels. Terry explained that another group researched the possibility and the company confirmed there would be no value adding solar panels to the condos in Eastman.

ADJOURNMENT

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

Respectfully Submitted,

Lori Pare, Recording Secretary

For West Cove B

Addendum to minutes: Board action items

- Resolve the question of deck responsibility; Associations (historic practice) or owner (bylaw language)
- Consider a “Reserve study” to ensure future expenses are being funded.
- Do a wood-burning stove inventory, begin tracking chimney inspections.
- Consider giving owners a “no grease” sign for kitchens.
- Gather list of owners interested in trex decking and new railings.
- Schedule a Landscape Committee work session.
- Explore policy and/or bylaw changes related to EV chargers, generators, and rain barrels.