

West Cove B Annual Meeting Minutes; August 7 2021

INTRODUCTION:

Mrs., Rice (Moir), President, introduced the Board Members Paul Mantell and Jim Donoghue and Terry Jones and Lori Pare from Belle Terre Property Management. Moira reported that (21) units were represented in person and (5) by proxy; therefore, there was a quorum (26).

PROOF OF NOTICE

Mrs. Rice 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 2020 ANNUAL MEETING

Mrs. Rice requested a motion from the floor to waive the reading of the 2020 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-** Due to weather and staffing, the staining of the decks and walks has not been scheduled by the Contractor yet.

The following units are scheduled for this year:

Units 2,4,5,10,12,15,16,21,23,25,31,35,37,39,43,45

2022 Walks/Decks Tentative Schedule

1-3-6-13-19-24-26-27-28-29-30-32-33-36-42-44-46

An owner commented that the current stain does not appear to be holding up.

- **Unit Staining** - The following units are scheduled to be done in the Fall – Units 24-25 and 27 to 36. Owners will be notified via email once the tentative start date is set.
- **Gutters** – The gutter replacement program continues. This only impacts deck side gutters installed by the Association.

This year deck side gutters were installed on units: 12-13-14-16-17-18-20

- **Structure Maintenance**-We continue to address the exterior maintenance issues; repairs are made on a priority basis. Carpenters are limited and there was a huge increase in lumber prices as well as availability. Report any damage to Belle Terre.
- **Sewer Update** – Both lifts were inspected and cleaned early spring. Stearns noted there is still a lot of grease going into the system.
- **Pets** – WCB has a Pet Policy, 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.
- **Upgrades/Variance Form** - All work requires board approval; insured contractors must be used regardless of the scope of work. All electrical, plumbing and propane must be performed by insured and licensed technicians.
- **Chimneys** - Owners actively using their woodstoves and fireplaces must schedule an inspection for their

West Cove B Annual Meeting Minutes; August 7 2021

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 15th, otherwise no burning is allowed until the inspection is conducted. Owners are responsible for the cost. An owner asked if they can have chimneys inspected every 2 years, current policy is every year.

- **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. An owner asked if all the owners have to agree to change providers for the tanks, several commented they are not happy with AmeriGas. Yes, shared tanks should have the agreement of all owners on the same tank.
- **Insurance** – Reminder the unit owner is responsible for the \$5,000 deductible on all insurable losses.

Mr. Zuppardi, Landscape Chair reported the following:

- We are continuing to remove trees that are hanging over deck and encroaching units, please continue to put in requests.
- Mr. Zuppardi noted there is a pruning committee, he asked owners not to do pruning themselves.
- He noted plantings are also being done especially where PSNH took out a lot of trees. Plantings have also been done on the entrance to Island View and Terrace to make it look better.
- Mr. Zuppardi thanked Nan Parsons for all her work, she has done a remarkable job. He also thanked Steve Levin and all who helped out watering plants.
- They will continue with plantings and thinning out trees to help reduce the maintenance.
- ECC has a proposal to change requirements for cutting, you should have received an email. This will affect us in a big way, any questions please ask. Judy Platt commented that the new proposal will make it easier, she said ECC had 207 requests and approved 158. The ECC also noted that they appreciated the arborist's opinion.

Mr. Eastman noted he made a request and it has fallen through the cracks, he said they need to communicate with owners. Mr. Eastman thanked the board. Mr. Donoghue said all requests should go through Belle Terre and it will be forwarded to all the board members.

An owner asked about certain rulings, he said it sounds like they are giving them more and Mr. Donoghue confirmed the 150 foot mark is one of the deciding factors.

Judy Platt has asked where the condo associations voice is in ECA matters that affect their properties, she said we need a voice. Steve Skillman said the condo board does not have a say in it so they have to review with one of the counsel reps.

- Mr. Zuppardi thanked the Mantell's for planting the dwarf Christmas trees.
- Mrs. Greenfield thanked Dick for all his hard work, Mrs. Rice also thanked Dick.

TREASURER'S REPORT

Mr. Donoghue presented the following report:

Cash on hand as of August 7, 2021 **\$51,447**

Common area Reserve **\$ 87,459**

Operating Reserve **\$ 12,665**

Staining Reserve **\$ 5067**

There are currently 2 Delinquent owners. [not serious]

The 2021 Approved Budget was \$201,480, the projected Total is \$203,397 (over by \$1,917/~1%) primarily due

West Cove B Annual Meeting Minutes; August 7 2021

to landscaping and snow removal from roofs.

For the coming fiscal year (2021-2022) the proposed budget is \$220,800, an increase of \$19,320 or 9.6% over last year's budget.

Greatest increases come from:

- Insurance (+\$1,363/5%)
- Trash removal (+\$562/5.9%)
- Winter maintenance (+\$4,531/21.6%)
- Reserves (+\$13,500/16.5%)

The Board also contributed an additional \$5,000 to the operating reserves in anticipation of cost increases for labor and materials.

A new reserve is being established for "Roads/Drainage" and funded with \$8,500. Every year we are faced with damaged areas due to water runoff, primarily in Terrace View parking and the Island View Road. Waterview gets washed out in spring as well. Rather than continually repairing these areas only to have the problem repeated after heavy rains, we are going to attempt a more permanent fix. We are getting a proposal from Untied Paving. How long this reserve will be needed is unknown and at this point we don't know the overall cost of more permanent solutions.

In summary, this means our Unit Assessment will increase by approximately 8.5%. The monthly fee will be \$400 per month per unit.

A request was made to accept the proposed 2021-2022 Budget. A motion was made, seconded and unanimously by the members.

Audits are apparently more difficult and therefore more expensive due to new regulations. We are not required to have a full audit annually; therefore, we are going to have a financial "review".

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, 2021, shall be applied against the subsequent tax year member assessments or Common Area Reserve Fund as provided by IRS Revenue Ruling 70-604.

West Cove B Annual Meeting Minutes; August 7 2021

The Motion was made, seconded and unanimously passed by the members.

It was noted that the CPA Firm that WCB has used for the last 30 years gave us virtually no notice that they could no longer provide the auditing services. We have reached out to several firms and hope to contract with one soon.

NEW/OLD BUSINESS

- Judy Platt discussed the water management plan noting it is a huge plan in the works. She noted a lot of this has already been done and suggested the board check this out prior to doing work on their erosion plans. The board agreed to check it out. An owner asked who plows the fire lane; Terry confirmed the ECA plows all the fire lanes.
- We would like to discuss back up home generators for WCB. At last year's meeting there was considerable interest and if that interest is still there, the Board will propose a special meeting this fall for a Bylaw amendment to allow generators in WCB.
 - Keep in mind:
All costs associated with a back-up generator are the responsibility of the current owner and all future owners. This includes; purchase and installation, maintenance, fuel (propane), etc.
Sizes and costs vary depending on the number of watts/circuits connected. Each owner would need to get their own estimate from a licensed installer. There are advantages to using a local installer such as maintenance. Tom at Skyline Electric said the cost would range between \$5,000-\$7,000 plus propane connections.

Noise (decibels) is a consideration; decibels vary depending on manufacturer and size.

Location is important for access to propane, maintenance/service and visual appeal.
propane connection is needed to fuel the generator.

It was noted that other Eastman Associations have approved generators for individual use, the Village District Water/Sewer Department also uses them for system backup at the A and B pump stations. They become more essential as Eastman strives to be a community where owners can "age in place".

Mr. Donoghue also noted that Generac is a leading manufacturer of home generators; he printed some fact sheets for those who are interested.

A show of hands for those who would possibly favor a future by-law amendment for generators was requested; all present agreed they would most likely favor a by-law change. The Board will have a special informational meeting in October. If a majority of owners favor a by-law change, the Board will pursue and amendment change to the by-laws and schedule an additional special meeting to vote on it.

ELECTION OF A DIRECTOR

Jim Donoghue's term expires this year and he has decided to step down. The floor was opened to nominations, Steve Skillman was nominated, and the nomination was seconded. There being no other nominations, the floor was closed. Steve Skillman was unanimously elected to serve a 3-year term as director.

ADJOURNMENT

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

Respectfully Submitted,
Lori Pare, Recording Secretary