

WEST COVE “A” CONDOMINIUM ASSOCIATION
2020 ANNUAL MEETING
August 8, 2020

INTRODUCTION

Paul Etkind, President of the WCA Board introduced the Board members and Terry Jones of Belle Terre. He also announced the members present and/or via Zoom.

There were 27 Units represented in person or via Zoom and 20 Units represented by proxy; therefore, a quorum.

He noted the following new owners:

3 Jenny Laurita, 30 Judith Formanek, 39 Ron and Priscilla Carr,
40 William and Jackie Underhill, 52 Julia Klein

PROOF OF NOTICE

Mr. Etkind requested a motion from the floor to waive the reading of proof of notice. A motion was made by Bill Weeks (35), seconded by Elliot Israel (43), and passed to waive the reading.

MINUTES OF 2019 ANNUAL MEETING

Mr. Etkind requested a motion from the floor to waive the reading of the minutes of last year's Annual meeting. The motion was made by Bill Weeks (35) and seconded by Elliot Israel (43) and passed.

BOARD OF DIRECTORS REPORT

Mr. Etkind gave the following report:

ROOF UPDATE

Our Roof Project was started in 2016. WCA has 126 Main Slopes – To date 65 have been replaced; there are 61 remaining slopes to be done. [Does not include small bump outs or chimney slopes]

Some of the remaining slopes are not aesthetically appealing; however, replacement is based on remaining useful life, not appearance. The slopes are inspected annually by a qualified roofer; a conditions report with recommendations for replacement is provided to the Board for review and approval.

An owner (Rosina Johnson 61) inquired if it was possible to get a copy of the roof inspection report. Mr. Etkind confirmed the report was simply a rating from 1 to 3 with 3 indicating an immediate need for replacement. The number of the rating reflects the assessing roofer's professional estimate for remaining useful life.

Ms. Johnson (61) also noted the roofs had been prematurely failing; therefore, inquired if there was a warranty on the shingles. Terry confirmed the issue was investigated. The first was 25 or so years ago and the Bird shingles did not last as long as advertised. The Association was reimbursed for that. More recently, the failure was not due to the product but due to the unit styles which did not have sufficient ventilation and insulation for that product. Ridge caps have been cut to allow more ventilation and the new shingle material is more compatible.

STAINING

Mr. Etkind reported the following staining was done or in the process of being done:

Units 31 to 45 – Bodies, Walks and Decks and Associated Rails
Units 46 to 61 - Walks and Decks and Associated Rails
Tentative staining for 2021 - Units 1 to 31 Decks, Walks and Associated Rails.

ROAD GRADING

This was done again this year. The winter was rough on the roads with frequent plowing and frequent freeze-thaw cycles. The finished project in some areas was not as good as others in part due to the erosion of the base gravel. Unfortunately, they must work with what bluestone is left and in some cases it is minimal.

FORESTRY/TREES/GROUNDS UPDATE

WCA's Forester, Anita Blakeman and Mr. Etkind did an onsite inspection in early spring, there are 13 trees tagged for removal. The trees are primarily around Old Beach Circle and the WCA fire road. The request has been submitted to the ECC and Town of Grantham Conservation Commission for approval.

Tree work in general has been delayed due to COVID as the Company used by the majority of the Associations is based in VT. They are now playing "catch up".

An owner (Elliot Israel, 43) commented that severe trimming next to his unit took away his privacy and he asked if owners could be notified in advance before cutting is done that will impact a unit. The Board agreed.

Mulching – the parking side was done this year.

INSURANCE

Mr. Etkind reiterated the need for owners to obtain Homeowners' coverage and confirmed there is a \$5,000 deductible on most losses. He noted there was a recent sewer back up in another Association that impacted several units. He suggested owners should consider obtaining a Water/Sewer Endorsement to ensure they are protected. He cautioned that insurance agents may not think about offering Water/Sewer endorsements, so he encouraged owners to mention it to the insurance agents.

An owner (Leslie Macgregor 55) inquired if the \$5,000 was the Association's deductible. Terry confirmed it was, however, she noted the water/sewer endorsement deductible is \$250 with a \$25,000 Cap. An owner (Rosina Johnson 61) inquired if the \$25,000 was per incident; Terry confirmed yes, it was per occurrence. The loss referred to was one occurrence; therefore, insurance funds were capped at \$25,000 for the 3 units; not \$25,000 each.

CHIMNEY

Mr. Etkind noted that Owners were sent copies of their recent chimney inspections. The Association is responsible for the exterior and owners are responsible for the flue, flue cap, and interior items needing attention i.e. stove and stove pipes, clearances, etc. We will continue with our plan to enclose the outer brick chimneys with a wooden chase and heavy gauge chase cover.

An owner (Leslie Macgregor 55) mentioned there was a lot more detail and items needing attention in the new inspection report and inquired why there was such a discrepancy between this year and the previous year's reports. Terry explained she could not address why the difference between the various reports; perhaps in part it was due to interpretation. However, she confirmed the Association always uses certified and insured Sweeps. She noted the certification is a rigorous program.

STRUCTURAL REPAIRS

We continue to make repairs to the exterior of our units on a priority list with safety being first. Be sure to report any issues to Belle Terre; however, keep in mind that minor repairs may not make this year's list.

An owner (Leslie Macgregor 55) noted they installed a new deck this year using composite material and inquired if that would change their fee since no staining maintenance was needed in the future on their deck.

Terry explained the Association was a “fee simple” Association and all owners pay the same fee. It is no different than roof slopes, some are smaller than others, but the fees remain the same for every owner.

OWNER REQUEST

Mr. Etkind reported the board approved various owner requests such as:

Mini Air Systems, Wheelock Deck Expansion, Walk Grates, Kitchen Renovations, Deck Stairs for egress, etc.

He reminded owners that Board of Director approval is required on all improvements including improvements to the interior of the unit. Insurance is required for all contractors and all plumbing; electrical and propane contractors must be licensed for your safety and that of your neighbors.

He reminded owners to contact Belle Terre with a description and dollar value once the project is completed to enable the improvement to be reported to the Master Insurance provider. He also noted they should notify their homeowner’s insurance agent as well.

An owner commented that the Variance Request Form states the Board will inspect finished projects and no one has inspected their unit. The Board clarified that if needed, they reserve the right to inspect a unit.

PET POLICY

Mr. Etkind reminded Unit Owners the “Welcome Pet Forms” can be found on the Belle Terre website. WCA Owners must submit the form for Tenants prior to occupancy.

He also reminded owners of the required Tenant Contact Information Form –Unit Owners or their Rental Agents must complete and return the Tenant Contact form to BT for tenants staying 31 or more days.

Notify Belle Terre if your contact information has changed including your email address.

MISCELLANEOUS REMINDERS

Mr. Etkind suggested owners have their dryer vents inspected periodically for safety. There is contact information for vendors that provide this service on the Belle Terre website under Local Service Providers.

Remember to shut off the water supply when absent, shutting off the hot water saves dollars; leave heat at 50-55 during absences in cold weather season (this leaves some heat protection against burst pipes if there is a power failure), secure all locks; water should be shut off regardless of the season – systems fail 12 months of the year.

Safety Suggestions

Exterior lighting-replace burnt bulbs; have fire extinguishers on hand; have flashlights for emergencies. Propane Vents – owners are responsible for keeping them clear of snow and ice; a blockage could cause a malfunction.

Smoke and Carbon Monoxide Detectors – Remember to change your batteries annually.

Mr. Etkind reminded owners to visit the Belle Terre Website for additional information and policies.

FINANCIAL

Ms. Forshay, Treasurer reported the following:

Cash on hand is \$ 77,495

Common Area Reserve is approximately \$ 71,110
Operating Reserve is \$ 12,080
Deferred Maintenance [Staining] Fund \$ 37,910
We have 2 owners who are delinquent by more than 30 days.

She requested a motion to approve the following 70-604 tax ruling:

RESOLUTION OF West Cove “A” RE: EXCESS INCOME APPLIED TO THE FOLLOWING YEAR’S ASSESSMENTS REVENUE RULING 70-604

WHEREAS, the West Cove “A” 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 WCA 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 as provided by IRS Revenue Ruling 70-604.

This motion was unanimously passed by the members and adopted and made a part of the minutes of the meeting of the West Cove “A” Condominium Association.

BUDGET

Ms. Forshay noted the proposed 2020-2021 budget included increases to insurance and rubbish removal.

An owner (Elliot Israel 43) inquired if A went out to other vendors to bid on rubbish removal. Terry confirmed they have not found any companies willing to go into the entries to retrieve the rubbish. Leaving it on the curb side would create an issue.

Ms. Forshay confirmed the monthly fees would increase slightly. The new proposed fee would increase to \$370.00 per month from \$365 per month.

An owner (Rosina Johnson 61) inquired if the proposed budget could include the projections for the current year to enable owners to see any deficiencies or excesses to vote on a new budget. Paul mentioned that the variability of weather conditions can make it difficult to draw conclusions about budget decisions on an annual basis. However, the Board felt that the budget information can be expanded as requested.

*The Board verified after the meeting that budget figures included in the Notice of Meeting packet of handouts did contain the requested information. The column titled “2019-2020 Projected” showed annual expenses based on 10 or 10.5 months of actual expenses and projections for the remaining months. The two largest “excesses” were, as described, insurance increases and increases in trash collection fees.

An owner (Elliot Israel 43) inquired if the Association went out to bid on projects and if there was a schedule. Terry confirmed the Association does go out to bid; however, noted there was not a specific schedule. Ms. Forshay requested a motion to accept the budget. A motion was made and seconded (owners not recorded) and the budget was unanimously accepted by the members.

Audited Financials – Ms. Forshay explained that the Audited Financials were not ready yet. The accounting company recently merged with another and between the merger and COVID they were running later than

normal. They sent us a note that their preliminary review indicated no irregularities, but they will send us a formal report soon. The Board will forward that to the owners.

ELECTION OF A DIRECTOR

Carol McEntee's term as Director expires this year. Carol has expressed interest in serving another term.

Mr. Etkind opened the floor to nominations. There were no new nominations; therefore, the floor was closed.

Ms. McEntee was unanimously elected to serve another 3-year term.

OLD/NEW BUSINESS

Bylaw Update

The Work Group (Sue Etkind 19, John Horan 47, and Carol McEntee (48) convened in October 2018. The goal is to update the bylaws and produce a version that is more easily read and understood by the owners. They have held several meetings with Terry Jones at Belleterre and had multiple emails exchanges. Their recommendations will be forwarded to the Board for their review and then to the Association's legal counsel before being presented to the owners for their final review.

Recommendations include:

- Delete historical language, especially in matters relating to the establishment of the Association.
- All amendments will be added into the body of the document.
- Change the address of the Association's office.
- Old language is deleted where appropriate (e.g., woodsheds).
- Remove language prohibiting tenants from keeping or maintaining pets.
- Village District language replaced language for the Eastman Sewer and Water Company.
- Wording changes made as needed.
- Increase flexibility with setting annual meeting dates.
- Electronic notifications added where appropriate.
- Change the definition of quorum to 25% of total votes from 33 1/3%.
- Fiscal year and quarters were changed according to current practice (September 1 through August 31)
- Unpaid condo assessment fees increased to \$15 from \$10.

Leslie MacGregor, Unit 55 also offered her assistance however possible with the process moving forward.

Dogs

An owner (identity not recorded) commented on the dogs at the beach. Ms. McEntee explained the beach was the ECA's responsibility and the A Board had no authority. She suggested he contact the ECA.

Mr. Etkind explained there is an issue with unleashed dogs and that the Board has approved installing signage stating all dogs must be on leash while in WCA and on the WCA fire road. The signs will also be posted on the fire lane.

Mr. Israel (43) commented the Board is a volunteer Board and thanked the members for their service.

ADJOURNMENT

There being no other business to conduct, Mr. Etkind requested a motion to adjourn. The motion to adjourn was made (Bill Weeks 35) seconded (Elliot Israel 43) and approved by the members.