

**Wentworth Resort Condominium Association  
Board of Directors Meeting  
May 9, 2014  
E. G. Chandler, Inc. Office**

**WRCA BOD:** Jack Kwesell, David Treadwell, Blake Smith, DD Warren, John Sevee, and Rosemary O'Brien

**Management:** Erik Chandler

**Guests:** John Bruni

The meeting was called to order at 10:03 A.M. by Jack Kwesell, President.

**Management Report**

**Roof Replacement Status:** The project is going well. 14 Georgia is almost complete. 10 Georgia is 50% complete. All work is proceeding on schedule. Rotted roof/structure found at the 14D Georgia roof and chimney has been repaired. So far no significant rot has been found at 10 Georgia. The cost is expected to be approximately \$94,000. The budget was \$87,000. Additional costs are for two skylights (\$2,400); rot repair (\$2,000); and painting (\$2,500).

As follow-up, Management will investigate the source of the rot at 14D chimney.

We discussed whether there is a spare skylight in storage. This will require additional investigation.

**Electricity Usage:**

Final payment of \$195.28 for use by the construction company has been received by the Association.

We discussed pool disconnect options. Management was directed to go ahead and implement. Management will contact Fritz to let him know that we are proceeding with separation of light posts from the pool. Prompt implementation is needed since it is almost pool season.

**29A Water Main Break:**

All the repairs are completed. The total damage is approximately \$22,000. This sum does not include loss of rental income. The Association's policy covers damages to the building/structure and not loss of rental income, which would be covered under the owner's policy if they have the coverage. Management reported that our agent Wayne Infinger has been extremely helpful throughout this process.

**Rules and Regulations:**

Management has been compiling various rules, regulations, tips, board recommendations and resolutions into a single document. The most recent draft was emailed to the Board members on May 8<sup>th</sup> and reviewed and discussed at the meeting today. Management is targeting 60 days for completion. We agreed that our legal council should review this document prior to distribution to the Association.

**Building Repair List:**

The Board discussed the Building Repair List (BRL) and the reroofing program. Our overall budget has to address both ongoing building repairs and replacement of roofs. The re-roofing program will continue until all roofs needing replacement are completed. We would like to target two roofs a year from this point and use the remaining budget for the BRL. We discussed changing the system so that we repair entire buildings at one time. Management will revise the BRL list to facilitate management of repairs and to include the roofing program, prioritizing roofs for the next round of replacement and then prioritizing building repairs.

We also discussed separating items on the BRL that are the responsibility of the owner and follow up to ensure that these are completed.

**Financial Report**

Management presented the financial/budget report. Building repairs and snow removal will be over budget.

We have a number of owners who have not paid their fiscal third quarter dues. The Board reviewed our invoice to ensure the due date is clear. The Board also reviewed a delinquencies letter to be mailed to owners who are late in paying their dues. In the future, late fees and interest will be assessed.

**Approval of March 14, 2014 BOD Meeting Minutes**

The minutes of the March 14, 2014 BOD meeting were approved.

**Rules and Regulations Notification to Owners.**

This topic was covered under Management Report.

**Old Business:**

**Property survey update:** Last meeting the Board discussed updating our plot plans/property survey. This will be an on-going process but the Board agreed that the process should begin to define the Association's boundaries/land ownership. John Sevee recommends we start the process with a Title search. The Board directed Management to contract the title search.

**Septic Tank Inspection and Repair:** The Board agreed to resume the septic tank repair program, which was put on hold for one year due to budget constraints. The last time inspections were made, repairs were made to a number of the tanks to replace baffles with an alternate means to ensure solids retention within the tanks. Failing baffles is the most common issue with tanks which have been in service for this length of time. Integrity of baffles is necessary to prevent damage to the leach fields, as leach field replacement represents a substantial cost. This year, five to seven tanks will be inspected and repairs made if necessary. Management/John Sevee will coordinate with septic pumper and repair firm.

**New Business**

**20C Cottage Drive Alarm:** There was a discussion about a recent incident with an alarm going off in a unit and the requirement that a unit owner grant Management access to investigate.

On April 22, Management responded to a call from a unit adjacent to 20C complaining of an alarm going off in 20C. As a courtesy the unit owner (20C) was contacted and the owner refused entry request, saying they would take care of it the next time they were here. Because of potential safety concerns and because the alarm was creating a nuisance/annoyance to the adjacent owner, Management entered the unit to investigate. (At the time Board members confirmed that unit entry was appropriate.)

Investigation found that all three CO detector alarms were going off. Resetting them did not work. The batteries were removed and the owner was notified. Because all three detectors had alarmed, two follow-up visits were made to ensure that there was not a CO issue that could potentially impact the safety of the unit and especially the adjacent unit, which was occupied. At that time, the alarm batteries were replaced. As a final precaution, a third visit was made to make sure the CO detectors were working.

The Board agrees with the actions taken by Management. The owner must adhere to Association By-Laws preventing nuisance to others and allowing Management entry to investigate conditions originating in his unit.

Association By-Laws state that an owner must grant right of access to his unit to the BOD, Manager, or other authorized personnel for the purpose of making inspections or correcting any conditions originating in his unit and threatening another unit or common area.

The bylaws also state that no nuisances shall be allowed nor shall any use or practice be allowed which is an annoyance or which interferes with the peaceful possession or proper use of the Condominium by others.

**White Mountain Oil Wentworth Service Contract:** WMO informed Jack that they are no longer discounting the Wentworth Service Contract. Several Board members have received quotations for the service contract renewal and noted the price increase. A lower cost plan is available if owners do not want 24/7 coverage.

**Next Meeting:**

The date for the next BOD meeting is Friday June 20, 2014 at 10AM at the offices of EGC.

**Adjourn:**

The meeting was adjourned at approximately 12:20 P.M.