

**Wentworth Resort Condominium Association  
Board of Directors Meeting  
April 17, 2012  
Wentworth Hotel**

**WRCA BOD:** Jack Kwesell, DD Warren, Blake Smith, Mike Dinneen, John Sevee, Rosemary O'Brien

**Management:** Marcel Leveille, Irina Ilieva

**Guests:** Jeff Beaton

Meeting was called to order at 9:02 AM.

**Management Report:**

Marcel presented the Management Report.

Work continued on the punch list – 6 more items were completed. They have been working on dryer vents.

There have been several low temperature alarms. At 10B Joshua Loop Road, a pipe containing antifreeze broke and leaked (into the shed). Pipe was repaired. At 29B Wentworth Hall Avenue there was a faulty zone valve.

12C Cottage Drive: alarms were triggered but were not the result of a boiler failure – there was an issue with the security system because the owner switched to cable phone service from landline.

20C/D Cottage Drive: the insurance claim has been settled.

5A Fairview Lane: Irina indicated there is still no word from the owner regarding the door. Their guest reported that there is also a roof leak. Management will contact owner.

5B Fairview Lane: owner reports mice inside the unit.

Wentworth Golf club is still in the process of putting the package together for Wentworth Condo Owners. Irina will send it out when she receives it.

**Financial:**

John and Irina presented the financial report. John reports we are on track (expenditures vs. budget). We are in good financial shape.

As of April 16 we have 19 owners who have not paid – they will not be charged late fees until the end of April.

We have another bid for the patios. The bid is from Jeff Beaton of Better Builders, Inc. of Lancaster. His bid appears to be very competitive with the one from Eastern Green. Jeff is currently working on the hotel porch deck and will be replacing windows on the back of the hotel after the porch is completed. He has completed past projects for the hotel and is highly regarded by Management. However, his experience with patios is unknown. Jeff was on-site this morning working on the porch deck and joined the BOD meeting from approximately 9:15-9:30. He answered questions and explained in some detail how he would approach the work. Bricks would be reused except if broken. Each patio would require approximately one day. Depending on how the window replacement goes, he would likely be available for this project in mid-late May. The BOD thanked Jeff for coming to meet with us.

After Jeff left the meeting, the BOD discussed his bid. Based on substantially lower cost and his ability (to start in May), the BOD decided to award him work for one building (14 Joshua) with Management overseeing his work. If the work is good quality (and there is no reason to think otherwise based on his work for the Hotel), the other patios will be awarded to him. Irina will contact him and noted she will have a better idea of schedule once one or two windows have been replaced.

We discussed the number of patios we will be repairing this spring. Currently we have ten patios scheduled based on the cost provided by Eastern Green which is higher (per patio) than Better Builders'. We may be able to complete more patios for the same budget.

Painting: Marcel confirmed that there is a painting schedule with priorities based on the punch list/walkabout. Marcel coordinates rot repair (trim, siding) up front of painting.

Roofs: we have completed re-roofing for this fiscal year. Three roofs are scheduled for the next fiscal year, which begins in October. Priorities are 82 Wentworth Hall Ave., 10 Joshua Loop, and 13 Chipper Point. 14 Georgia Lane and 5 Fairview Lane are also on the reroofing priority list.

#### **Approval of March 17 2012 BOD Meeting Minutes:**

The minutes of the March 17, 2012 BOD meeting were approved.

#### **Landscaping Program Status:**

We discussed the need for a professional landscape designer to assess conditions and make recommendations. This person should be independent of someone doing the actual work and should understand our budget requirements (new/replacement plantings as well as on-going maintenance costs). Shrubs lining the patios are a major concern along with existing plantings that need fertilizer and pesticides. Any landscaping should address an entire building or group of buildings for consistency of appearance. We also should consider a plant care program (fertilizer/pest control), which is less expensive than removing and re-planting. Wanda Allen is highly regarded locally for this type of work and can address our budget constraints. We discussed asking Virginia (of Management) and Wanda Allan to walk the property to assess conditions and providing us a report. DD and Rosemary can be available to walk the property with them. Assessments may be an option for paying for this program.

Landscape comments received to date have been summarized and sent to the BOD for today's walkabout. In addition to comments received via email, we have received a request from the owner of 9D Wentworth Hall Avenue to trim the white pine tree in the back of the building and from the owner of 9B to remove the bushes behind her unit. The bushes are Arborvitaes (trees) that are owned by the Golf

Club; we are concerned that they were planted to provide a visual and audio buffer, which would be eliminated if the trees were cut. Trimming is an option but not to the extent the owner requires. We will examine during the walkabout.

**Old Business:**

CO Monitors: There is a new NH Law requiring CO detectors in residences, including each unit of a multiunit dwelling. We have previously (in 2009) provided guidance on CO and devices to our owners. We will notify owners of the new law. Plug-in devices with battery back-up (versus hardwiring) are acceptable as opposed to more expensive hardwiring. Connection to the security system is not necessary. The Board will notify all Unit Owners of the new law but it is the Unit Owners responsibility to comply. Rosemary will draft email for Irina to send out to all owners.

Jackson Fire Department Request for Knox Boxes: It was noted that the Fire Department has the final say and the authority to require these even though the keys to any unit are with our management firm. Providing the Fire Department with keys is not an option. The Fire Department identified four locations where they would like the boxes, which would contain master key(s) to the units. The boxes can be mounted on our street sign posts. Mike noted that it is routine for public buildings to have such equipment. We still have security concerns along with location of boxes on posts that may be buried in snow. Marcel noted that you can't order them without a signature from the Fire Department. Irina will contact other Associations in Jackson to see if they have installed these boxes or have been asked by the Fire Department to install them. There is no immediate timeframe to comply. It was also noted that the cost (>\$1K) is not in our budget this year.

Septic Pumping Program & Inspection: We should be proactive and begin to make inspections/repairs. Repairs should be made at the same time as inspections. John Sevee has a contact based in Maine (Albert Frick Associates) he can ask to make an initial evaluation (free) with recommendations. Given the age of the systems the baffles are likely deteriorated. The current practice on baffles is that piping modifications that function as baffles are installed, resulting in less cost and complexity than entering the tank and repairing baffles. Filters have historically required more maintenance than baffles but are substantially better now and are another viable option. Filters get cleaned every other year. John will contact/arrange visit with Albert Frick Associates. It was noted that digging is done with mini backhoes that fit in the back of a pickup truck – not heavy equipment.

Proposed Supply Contract Revisions: Jack has just received a marked up version of our current contract with White Mountain Oil from Dana Jones. Dana agrees we can keep the same contract with WMO until it expires in June 2013. Their comments pertain mainly to references to safety. We will have our legal counsel examine if necessary.

Required Reserves: There was discussion about required cash reserves. John read the book that Jack had purchased on reserves and noted we have already done the initial analysis they recommended. John has a spreadsheet that covers long term capital expenditures and which ones might be addressed by special assessments. He will update for the Board's review.

**New Business:**

The owners of 9D Wentworth Hall Avenue reported that they noticed a change in the taste in the water last fall. After discussion it was noted that no one on the BOD has noticed a change in taste and there

have been no complaints from the other owners in the building. We believe that this is a unit specific issue and will recommend they contact a plumber.

Marcel noted that we should look at Unit 17B Wentworth Hall Avenue during our walkabout – the porch appears to be separating from the building.

**Next Meeting:**

The next BOD meeting is scheduled for Thursday May 17, 2012 at 10:00 AM at the Wentworth. Note that this date is mid-week.

**Adjourn:**

The meeting was adjourned at 10:52 AM.

After the meeting, the BOD and Management went outside for the annual walkabout, starting at 9 Wentworth Hall Avenue.