

**Wentworth Resort Condominium Association
Board of Directors Meeting
February 16, 2013
Wentworth Hotel**

WRCA BOD: Jack Kwesell, Mike Dinneen, Blake Smith, David Treadwell, and Rosemary O'Brien

Management: Fritz Koeppel, Marcel Leveille, Irina Ilieva

Guests: John Bruni, Peggie Dinneen

The meeting was called to order at 9:31 A.M. by Jack Kwesell, President.

Management Report:

Marcel and Fritz presented the Management Report, including the updated Punch List.

Mice have been an issue this fall and winter in several units. However traps that have caught mice at various times in the past several months are now empty so the mice may finally be gone. Building 31 Wentworth Hall Ave. may have a resident squirrel – a have-a-hart trap has been set. The Board discussed whether we need to contract with an external pest control firm or continue with Management for this activity. We decided that for now this will remain the responsibility of Management.

Management reported that most of the dryer vents have been addressed (cleaning and if necessary relocating).

Financial Report:

Fritz presented the Financial Report.

Light bulb/fixtures: Jack noted we have used the budgeted amount for the year. Fritz explained that this account is for periodic purchase of light bulbs. Irina and Marcel noted there were also expenses related to January's repair of the lamp post at 8 Fox View Lane including welding by an outside firm. The cost of repair, including the welding, was charged to this account and that is the reason the budget is spent.

Jack asked if J-Town was up to date on their share of the charge for the electric meter we jointly share. Irina confirmed they are billed periodically and are up-to-date on their payments.

Irina noted that only one owner has not paid their dues for this quarter but their check is forthcoming.

We will be able to pay the \$20,000 we took out of savings in a month or two.

There was a discussion about CAPEX expenses versus Punch List. Jack would like an itemization of Punch List in the monthly information provided to the Board by Management. Irina explained that except for dryer vents most of the Punch list items are CAPEX. In general, large expenses generally planned, such as

roof replacements, are capital expenditures (CAPEX). Unplanned expenses generally are covered in the operating expenditures (OPEX).

After considerable discussion, Management agreed to itemize CAPEX costs by:

- Building Repair List (BRL)
- Septic
- Skylights
- Patios and Walkways
- Landscape and Tree Removals
- Safety

Approval of January 19, 2013 BOD Meeting Minutes:

The minutes of the January 19, 2013 BOD meeting were approved.

Old Business:

6B/C Fox View Lane Chimneys

Two additional firms were contacted to evaluate the chimneys at 6B/C Fox View Lane. Both firms confirmed that gas inserts with lined exhaust vents and air intake sleeves within the existing chimneys would be most cost effective solution. To restore the chimneys to allow wood burning would be costly.

The owners of 6B/C have both installed gas inserts that are now operational. The inserts and required modifications cost approximately \$3600 each. The Board decided that the Association will pay for the gas inserts and modifications to the flues and gas lines; however we will not make a decision on the exact amount to be reimbursed to the owners until we have more cost information regarding gas inserts. Jack/Management will follow up.

The 6B/C chimney inspection revealed plywood was used at the chimney tops beneath the metal cap as a kind of flue spacer/separator. Our inspectors all noted that the use of plywood for this application poses a potential fire hazard and for 6B/C the plywood will be replaced with fireproof materials. The chimney at 84D also had plywood beneath the cap, which apparently burned during the chimney fire at that Unit in 2009. Discussion ensued as to how many other chimneys might have plywood beneath the caps. This pertains only to those chimneys with wood chases, i.e., not to masonry chimneys. There is a high probability that other multi-flue chimneys in wooden chases may have plywood and possibly single flue chimneys. The Board instructed Management to inspect several different types of chimneys (e.g., 2BR middle, 2 BR end, other buildings with wooden chases, etc.) to make a determination if plywood was used. This will give us a feel for whether the issue is widespread or limited. Once we have an idea of the potential number of units affected we can move forward on a plan to address this issue.

New Business:

The owner of 29A would like a second light fixture installed on the side wall over his deck that can be controlled from within the unit. There is a house light above the deck but it is controlled by the photocell for the building and also the light bulb appears to be burned out. After considerable discussion

the Board decided not to allow installation of the second light fixture because of the requirement for uniform appearance. Management will replace the burned out light bulb and the owner can use a plug in portable lamp if additional light is desired.

Fritz would like to obtain quotes for roof replacements that will be made in the fall. The buildings scheduled based on priority (physical condition) are 10 and 14 Georgia Lane, parking lot side, and 180 Main Street both sides. Fritz will follow up.

180A Main Street: water entered the unit from the back door after a heavy rain. Management called Duraclean to perform the necessary clean up. Water entering this unit has happened in the past because of the grading in the area and snow and ice buildup which prevents water running off. Eastern Green advised us that regrading in this area may be difficult because of proximity of wetlands. Marcel explains they usually address water run-on with preventative maintenance (removing snow and ice from the back of the building near the doorways) but the recent rain that caused the issue came in the overnight hours. The Board decided the Association will pay for the cleanup (Duraclean's services).

Rosemary asked about removing the large White Pine touching the building at 9D Wentworth Hall Avenue. The Board agreed this is a priority. Management will follow up. Mike Mallet will be contacted because removal may involve equipment or felling the tree on the golf course property.

Real Estate:

After a lull in activity we have 3 units sold, 2 under agreement and 2 for sale.

Next Meeting:

The next BOD meeting is scheduled for March 16, 2013 at 9:30 at the Wentworth Hotel.

Adjourn:

The meeting was adjourned at 11:25 AM.