

**Wentworth Resort Condominium Association
Board of Directors Meeting
February 18, 2012
Wentworth Hotel**

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

Management: Fritz Koeppel, Marcel Leveille, Irina Ilieva

Guests: John Bruni

Meeting was called to order at 9:33 AM.

Management Report:

Fritz and Marcel presented the Management Report.

Unit 5A Fairview: there were multiple low heat alarms. WMO was able to reset the furnace but could not find the problem and they had to return several times for troubleshooting and parts.

The information provided to Badger Realty for the 29A Wentworth Hall Ave. closing was minimal, compared to other closings. We will not charge for this.

There were multiple low heat alarms in several other units including 8A Fox View. WMO was called. Management is monitoring.

180A Main Street: water entered the unit because of ice buildup outside. Duraclean was able to clean up the water in a day. Management removed the snow and ice outside. This has occurred in the past. Re-grading and/or drainage pipes may be required. We will look at this during spring walkabout. Jack noted that this type of water damage is not generally covered by the unit owner's insurance policy and cleanup cost is to be borne by the Association.

20C/D Cottage Drive insurance claim (freeze-up, broken pipe) is closer to settlement and payment of claim(s). Our agent Wayne Infinger assisted the owner of 20D in negotiating a settlement.

Chimney smoke backflow issues: Marcel presented a thorough discussion with diagrams for three buildings.

77B Wentworth Hall Avenue: there is insufficient draft and backflow from wood fireplace on main level into woodstove and room on lower level. There are no dampers. The only way to remedy is sealing off the woodstove flue. The owner agreed because they do not use the woodstove.

14B and C Joshua Loop Road – when the new owners started a fire in the fireplace, there was backflow of smoke from 14B into 14C via chimney. For now, the chimney in C has been sealed, allowing B to have a fire without backflow into C. When the gas fire place was installed in C the

damper was removed. The owner of 14C is likely to remove the gas fireplace at which time a damper will be installed.

6B/6C Fox View Lane: there was backflow of fireplace smoke from one unit into the other. The chimney caps were removed and this seemed to solve backflow issues. Dampers will be installed at the chimney tops when weather is better.

10C Georgia Lane: there were issues with Pope Security interface after the owner switched to Time Warner for phone. Time Warner resolved the issue. Management will check with Pope as to what the issues are if an owner switches phone service from Fair Point to Cable.

Dryer vents: Marcel provided additional drawings of dryer venting issues. As follow-up to issues raised by our new insurance carrier, management has been repairing dryer vents, extending them to vent outside or away from porches. 31D Wentworth Hall Ave. and 20C Cottage Drive were cleaned and extended to vent outside. Smaller diameter sections of vent pipe at 31D were changed to larger pipe. Management will continue to address dryer vents. We have not heard back from our insurance carrier requesting clarification to their action items, including water seal lint traps on dryers that do not vent outside, propane tanks, etc.

Units that use water buckets for lint traps – if we must reroute them outside, the fix is going to require considerable time and material to remedy. Approximately four units have this configuration. We will wait to hear from the insurance carrier.

5A exterior sliding door replacement: some time ago, the owner was given a cost estimate to replace the exterior door. At this time, he may want to use his own door contractor. If he proceeds with his own contractor, they will have to coordinate with Management to address rot to adjacent structure (frame) that also must be repaired. Timing is critical to prevent further damage to structure. Removal of the door is required to repair the rot to the adjacent structure but the old door could be reused if the owner wants (however this is not the recommended course of action). If we don't have a resolution by spring we may have to proceed to prevent further deterioration.

Financial:

Irina and Fritz presented the financial report. One owner is behind in the dues. The next bills will be sent mid-March.

Expenses are currently running slightly less than budget mainly due to less snow removal.

CAPEX is on track – work has been mostly suspended until the Spring.

Management will check with Red Fox – we may have not been invoiced for annual meeting/dinner expenses. Although owners pay for their own dinners we do have some costs.

We transferred money back into our money market from checking.

Jack purchased a book on financial reserves for Condo Associations. The book gives advice for items that should be covered by reserves. The book will help us to determine what our reserve should be, what the reserve should cover, and how to fund the reserve. There are different approaches to reserves:

maintaining cash in the bank versus special assessments and a middle ground approach seems to way to go to be fair to current and future owners. Jack will pass the book on to Fritz and John Sevee.

Minutes:

The Minutes of the January 21, 2012 BOD meeting were approved.

Old Business:

Winter freeze up policy: The current policy was reviewed and revised. After considerable discussion, the BOD decided that thermostat settings on the living levels and in the bathrooms should have required minimums. (We will tell owners that during heat checks Management will reset if not at minimum levels.) The rest of the procedures are recommendations, including water and water heater shutoff. We will note that electric water heaters that are turned off frequently should have a disconnect switch installed for that purpose. Jack will revise and pass on to the BOD and Management for comments.

We will send out the freeze up policy along with a reminder not to throw hazardous materials in the dumpster and soliciting input to landscaping. Responses to landscaping input will go to Management and forwarded by Management to Rosemary for compilation.

The BOD discussed the draft proposal from Civil Solutions, LLC for assessment of septic systems. John Sevee will be consulted, since this is his area of expertise. Management will arrange a meeting with Civil Solutions and Jack.

Water heaters: all water heater tanks over 10 years old have been replaced.

Mice are an on-going issue that Management is addressing especially in 82B.

Management followed up with Jackson Fire Department and Pope regarding alarms. There are many questions and discrepancies. We will continue to follow up.

New Business:

None.

Next Meeting:

The next BOD meeting is scheduled for March 17, 2012 at the Wentworth.

Adjourn:

The meeting was adjourned at 11:36 AM.