

The Wentworth Resort Condominium Association (WRCA)
Board Meeting Minutes
Saturday, February 19, 2011
The Wentworth

The meeting was called to order at 9:32 a.m. by Jack Kwesell, WRCA BOD President.

Present: Board Members: Mike Dinneen, Jack Kwesell, Blake Smith, DD Warren,
David Treadwell, and Rosemary O'Brien.

Guests: John Bruni, Peggy Dinneen

Management: Fritz Koeppel, Irina Ilieva, Marcel Leveille

Management Report

Fritz presented the Management Report. This is normally a slow time for punch list activity due to seasonal demands. In January no punch list items were completed. Property management was busy with snow and ice removal and overseeing water heater replacements. As of the end of January 2011 there were 148 items remaining on the punch list.

Document Prep. Fee: The BOD discussed charging a nominal fee to provide documentation for potential closings/real estate sales. Property management is often asked to provide documentation for a real estate sale (usually providing financial, insurance information and sometimes filling out questionnaires). There is a cost to the Association for these services. The BOD feels that even if this cost represents only an hour or two of management's time, that this cost should be passed onto the seller. Most other associations charge for this service, in some cases as high as \$300-\$1000. After substantial discussion it was decided that if there is no requirement under the bylaws to provide this information for free then the Association will start charging a \$50 nominal fee for document preparation. Blake and Jack will check the bylaws.

Unit 13B Chipper Point: Management followed up with Brown Masonry (the installer of a replacement damper). The replacement damper is a similar model to the original, and does not have a gasket. By nature of the type of chimney (exterior), it is cold near the opening and a gasket might not help. Other units with similar chimneys are also cold. Brown will try to adjust damper operator to minimize drafts.

Water Heaters: On the original (2010) list there are three remaining that need replacement. There are approximately ten more that need replacement in 2011. Water heaters that are on-demand or off the furnace are tankless and therefore do not have to be replaced. Management will verify that water heaters in Buildings 3 & 5 Fairview and 77 & 84 Wentworth Hall Ave. and 13 Chipper Point are on demand.

Financial Report

Fritz presented the financial report.

The balance sheet shows account receivables are substantially higher than last year at this time (\$39K versus \$25K). Of this \$5.3K is because of the owner who was foreclosed and then declared bankruptcy. Also, nine owners (excluding the bankrupt owner) are at least a month behind in their dues versus three owners at this time last year.

Unit 6C Auction: According to Kathleen Head, Unit 6C was auctioned and purchased by the bank holding the mortgage. The bank plans to put the unit up for sale at a later date following the REO (real estate owned) process. We have placed a lien on this unit and may recover some of the outstanding money. Now that the bank is the owner and the unit is no longer part of any bankruptcy proceedings the bank is responsible for paying bills including taxes and Association dues. Once before at Wentworth, a bank owned condominium paid the association dues until it was sold. Management will determine which bank is the owner, prorate the first quarter dues by the closing date, and bill the bank.

Other sales: Kathleen's report to the BOD also noted two sales. 10C Joshua sold for \$165K – unit is unfurnished and in need of a total update. 8C Fox View Lane sold for \$215K, also in need of updates but in excellent condition.

Other budget items:

The bank charge of \$5 reflects our checking account balance being under a threshold amount. We have other accounts with the same bank, representing a substantial amount of money. Management will request the bank to waive the fee(s).

Expenses are generally running below last year. Waste disposal costs are less even after accounting for unbilled/unpaid January and February invoices. The current waste disposal contractor is working out better than the previous contractor. The entire operation is substantially improved over past years. Trash does not pile up as much over holiday periods.

CAPEX management fee is over budget for the entire year and reflects the building 17 Wentworth hall Ave. roofing project. There will be additional CAPEX management fees on septic covers, storm drains and the other roofing project (14 Joshua). However rest of the punch list will not be subject to fee. We are expected to be on budget overall.

January 15, 2011 BOD Minutes:

The minutes of the January 15, 2011 BOD meeting were approved.

Annual Walk-About

The walk-about, although extremely valuable, is taking considerable time to complete (three afternoons following the BOD meeting last year with early meeting start times). Discussion ensued as to how to make the process more efficient. A specific checklist based on past discoveries was suggested as one way to be more efficient (roofs, painting, steps, landscaping, etc.). Scheduling a set group of buildings for specific times was another. A smaller group might save time but things might get missed. We will likely start in April, after the snow is gone. We might target certain items (landscaping for example) with a smaller group.

Old Business

Dumpster issues: There is a new sign in dumpster building with the waste disposal rules. Also, Management will determine if a vehicle identified by Jack seen at the dumpster building after pulling in from Carter Notch Road belongs to an owner.

J-Town Deli paid their fee for their lease for the past four years (\$40.00).

The AC Warranty Issue at 12C Cottage Drive has been resolved. Thanks to Jack's intervention, Peter Bonnette paid the bill and Management was able to reimburse the owners, who are grateful for this assistance.

Unit 13D Hurlin Insurance Claim – the unit owner filed a claim with his insurance company to cover costs incurred for clean up and repair associated with the water that leaked into his unit from 13C's broken washer hose. His insurance company applied a deductible. Although the owner is on good terms with the adjacent owner and has received an apology for the incident, he has not asked him to pay the deductible. After discussion it was agreed that the insurance carrier applying a deductible was consistent with any insurance policy but because the incident was caused by his neighbor's negligence the owner should ask his neighbor and/or his neighbor's insurance carrier to reimburse him.

Mike spoke with Pope about a delay in water sensor alarm. When water sensors were installed, some owners did not want them on tile floors, where they might go off during floor washing. So they ended up installing them on carpeted areas where there is a time delay before the alarm is sounded while the carpet absorbs water before reaching the sensor. Pope is willing to survey each unit. Any solution would be on a time and materials basis by unit at individual owner's expense. Mike will continue discussion with Pope. Also it was noted that battery backup will last about five days if power goes out.

During another flood incident affecting multiple units, management was unable to access an affected unit because a unit owner changed his lock(s). According to the by-laws, a unit owner must allow the Association access to his unit, by having locks compatible with the master key. The Board asked management to immediately take whatever means necessary to allow access (change locks back or make them compatible with master key). Costs will be borne by unit owner.

Fritz noted a new safety concern. There was a fire in a unit at Partridge Woods resulting from an overheated circuit breaker. Similar to what is practiced at Wentworth, the circuit breaker was used to turn the water heater on and off. Mike explained that the breakers can fail to open or close when they are frequently cycled on and off. If a breaker fails to open under a high load, overheating and potentially, a fire can result. There are numerous condos where breakers are used as on-off switches, in accordance with Wentworth procedures to turn the heaters off when leaving the unit for an extended period of time. Code does not actually require a toggle switch if the breaker box is within a certain distance of the heater. Work should be by a licensed electrician. Fritz obtained a cost estimate from his electrician to install a toggle switch between the breaker and the heater. The cost is \$195 per switch (installed) but there is variability between units depending on proximity of breaker box to heater. Mike Dinneen felt this estimate to be high given the maximum cost of the toggle switch to be \$22-\$43 and approximately 20 minutes of an electrician's time. Fritz will obtain more estimates. Mike will look into pricing of the switches.

Boiler Malfunction Issues: Mike met with Dana Jones and the new service manager at WMO. They discussed some of the problems we have been having with the new boilers. One of the most common problems is the failure of the main control transformer. WMO thinks this is due to the overheating in the shed. Based on his professional experience, Mike has not heard of a transformer failing for this reason. Short cycling, an issue in Rosemary's unit is likely not a thermostat issue but a pressure switch issue with the air blower. Pressure relief valve discharge may be due to high water pressure in Jackson and the back flow preventer creating a water hammer when a unit owner returns to his unit and turns on the water. A solution may be to educate each unit owner to turn the water valve on slowly. WMO is living up to its contract obligations including scheduled replacement of pressure regulators and equipment outside of the buildings. They are taking pH readings to make sure the pH of the antifreeze mixture in the heating system isn't too low. A final note of contention is the communication of the service technicians with property management. Despite orders to communicate, technicians are still not complying. They are working on it.

Unit 12A Cottage Drive window issue: Pella will be there on Wednesday February 23 to examine window.

Owners' Mortgage information: after extensive discussion the BOD decided that:

- Mortgage info is available at the town hall but would require time and effort to obtain. As a start, property management will email each owner asking for current mortgage and insurance info, and explaining the reason why we require the info. Jack will draft the letter/email.
- List will be updated annually, with email request to owners. The list will be a moving target but we can ask owners to notify BOD/property management if they make changes.
- To avoid another situation like we just went through and to try to get owners to pay their bills on time – we will notify mortgage holders that a unit owner is in arrears after 30 days from payment due.
- Association invoices are due the first day of the quarter. The way the invoices are written there seems like there is a grace period. We would like bills to go out earlier. Jack's letter will clarify when invoices are due.

New Business:

Despite snow and ice removal, Marcel reported that there were four roof leaks due to snow/ice. The units were 9B, 3A, 13A Hurlin and 82A. 13A Hurlin. 13 Hurlin roof will be a priority after this year's roof replacement program is completed. The cause at 9B is being examined. 82A dried out OK. The others may dry out and are being monitored. The mechanics for settlement with insurance companies have been set out by the insurance resolution.

On the units where the ice and water shield was installed even with ice dams there were no leaks.

Jackson Water Precinct is interested in resuming discussion with respect to takeover of our water system. There is an on-going issue about the proper plans, the cost of which should be borne by them. We will contact them by email to see what they might offer us.

14A Joshua improvements will be passed on to insurance agent. Our bylaws state that improvements should be provided to the BOD ensure that we have adequate building coverage. Our letter on mortgage info will include this requirement.

Next meeting

The next meeting is on March 19, 2011 at the Wentworth. Rosemary will not be here so DD will be the scribe.

The meeting adjourned at 11:52 am.