

**Wentworth Resort Condominium Association
Board of Directors Meeting
November 8, 2013
E. G. Chandler, Inc. Offices**

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

Management: Erik Chandler

Guests: John Bruni

The meeting was called to order at 9:33 A.M. by Jack Kwesell, President.

Management Report

Roof Replacements:

Management contacted the owners and then inspected the roofs of 10 and 14 Georgia and 180 Main Street. Based on owner input and his inspection, fronts of 10 and 14 Georgia and both sides of 180 Main Street should be replaced. Management obtained a comprehensive bid from Addison Mason Roofing (A&M). The bids are all inclusive with ridge vents, rain diverters, cheek wall repair, painting, disposal, and management oversight. Shingles are CertainTeed and A&M is a fully insured certified CertainTeed installer. A&M can start in approximately three weeks. 180 Main will require two to three weeks and 10/14 Georgia approximately two weeks each. CertainTeed shingles installed with a certified installer will result in a 20 year warranty on labor and materials.

Erik confirmed that winter installation of shingles is an activity the roofer has done successfully in the past.

The bid for replacement of roofing was approved by unanimous vote of the 5 BOD members present plus John Sevee by proxy (Jack). Erik will draw up the contract.

Remaining buildings where roofs have not been replaced are 6 and 8 Fox View Lane, 29 and 66 Wentworth Hall Ave. and 3 and 5 Fairview Lane, plus 12 Cottage Drive which was replaced in 2008 when the building was rebuilt. 6 and 8 Wentworth Hall Ave are most likely the next to be addressed as owners in each of these buildings have reported leaks.

Management has the latest version of Quick Books up and running and the Association's data has been uploaded. Checks received will be deposited. Signature cards have been completed.

Management will return the cash advanced from savings (approved at the September 2013 BOD meeting) as cash flow allows.

Re-keying – locks at 7 units will be changed. Owners will get new keys in advance of changing the locks.

Erik walked the complex with Marcel. He noted it was a very productive walkabout.

Pope Security – Management reported that several units require service – owners will be notified. If the owner has not arranged service within 30 days, Management will arrange service and owner will be billed. It is an Association requirement to have a working security system. Owners with other security providers have been advised to update contact info. Rosemary reported that her unit will be switching to Pope in December.

Digital logs – we have an electronic list for water heaters current at least for 2011. Dryer vents – will have to generate. John Sevee has scans of the original site plans – they should be in PDF format. Some have been updated digitally.

Management recommends crack sealing to preserve paving. Based on a quote obtained – crack sealing of roads will be approximately \$15K. This price does not include walkways and parking lots (maybe \$25K to seal initially). Options were discussed. We will likely use crack sealing as a means to postpone the need to repave.

Property Issues:

84 Wentworth Hall Ave. Rotted trim will be repaired by the Association if door does not need replacement. Rotted trim won't be repaired by Association if the door needs replacement. Doors at back of Unit 84B and adjacent units need painting to comply with Association colors.

We discussed and confirmed that the owner is responsible for door and window replacement. Painting of doors, if not the approved color, is also by owner.

Management will perform minor roof repairs on 31C Wentworth Hall Ave.

Pest Control is the Association's responsibility. Management received a \$4,400 bid by Presidential Pest Control for treating for crawling insects and mice for the entire complex. It has been costing \$1,500-1,800/yr. to spot treat on an as-needed basis. For now we will defer contracting with Presidential.

Financial Report

Proposed Budget – Erik revised the budget to reflect lower cost for Management fee, the savings to be applied to tree work and building repairs.

Management explained that tree work is needed, especially at 10 Georgia and other areas. We discussed brushing along Wentworth Hall Ave. The small birch tree at 17 WW Hall Ave. will be removed by Eastern Green as part of their regular contract at no additional cost to the Association.

John Bruni presented results of an analysis of yearly condo fees at Wentworth and at other condominium complexes. Our fees as a percentage of total assessed value are significantly lower than other complexes.

We discussed increasing Association dues – an increase is needed for "catch up" maintenance, roofs, and the need to build up reserves.

The five Board members present and John Sevee by proxy unanimously approved an increase in quarterly dues of \$50.00 (a 4.9% increase). This increase will go towards Reserve Assessment/CAPEX. The increase is effective second quarter of the 2014 fiscal year. There was discussion that going forward,

dues marked for reserve/replacement will go into savings and withdrawn as needed (instead of going into the general funds).

With Quick Books up and running, Management is now in a position to provide a financial report.

Approval of October 19, 2013 BOD Meeting Minutes:

The minutes of the October 19, 2013 meeting were approved with two clarifications. Rosemary will send out post meeting.

Old Business:

The Board approved an addition to the rules to require a working landline in each unit which is the only way to ensure the security system is working in each unit even during power failure.

WMO Propane Supply Contract Renewal: the contract has been sent to WMO for final review and approval.

We discussed the Annual Meeting and decided which documents have to go out by U.S. Mail and which by email. By U.S. mail – meeting notification letter, proxy form, dinner menu and reservation form by Wed Nov 13 and the remainder by email.

Exterior faucet winterization has been completed.

Heat checks will begin soon.

New Business

None.

Next Meeting:

The date for the next BOD meeting is December 7, 2013 after the annual meeting at the Red Fox Pub.

Adjourn:

The meeting was adjourned at approximately 11:57 A.M.