

**Resort Condominium Association
Board of Directors Meeting
September 20, 2014
E. G. Chandler, Inc. Office**

WRCA BOD: Jack Kwesell, Mike Dinneen, Blake Smith, John Sevee, DD Warren, and Rosemary O'Brien
Management: Erik Chandler
Guests: John Bruni
Peggie Dinneen

The meeting was called to order at 10:09 A.M. by Jack Kwesell, President.

Management Report

Lighting Issues:

Management reported that short circuits / breaks in underground direct burial lines are becoming an issue in the complex. Erik explained that this has become common during the past five years at many other properties that are the same age as Wentworth. Light posts starting at 29/31 Wentworth Hall Avenue and going up the road went out suddenly. Management was able to locate some of the shorts and repair them to get some of the lights back on, but still need to dig a trench and run new wire from near the ladies' tee at Chipper Point Road to 66 Wentworth Hall Avenue. Although direct burial is still code, all new wire will be run in PVC conduit, which is a more robust installation. Management met with the golf course and reviewed the job and received approval from Evan to do the work.

Light posts across from 9/17 Wentworth Hall Avenue and 10/14 Joshua Loop also went out at about the same time as those up the road but this was the result of the pool being disconnected from the Association's power supply (see below).

Electrical Issues:

On two separate occasions, issues with the main electrical feed to the hotel and the Association complex necessitated a temporary one hour power shut down to all units on and directly connected to Wentworth Hall Avenue to enable NH Electric Cooperative to make necessary repairs/upgrades. All unit owners were notified on both occasions via email and Co-op staff was extremely accommodating and communicative with management. Prior to this, the Co-op draped a temporary feed through the trees by Joshua Loop so the complex could have power while other more limited shut downs were needed.

At one point when a tenant notified Management of an issue with having to work from home without power, the Co-op offered to make a trip to their shop and provide a generator for use. The tenant ultimately decided they would be OK for the hour.

All electrical work is now complete with no cost to the Association.

Roofing:

Roofing at 8 Fox View Lane is underway, with a targeted completion date of September 25th. 6 Fox View and 84 Wentworth Hall Avenue are targeted for spring 2015.

Painting:

Painting is underway at 14 & 10 Georgia Lane. This includes painting new materials (installed/replaced in conjunction with roof replacements) and enough of the buildings so we won't have to revisit for a while. 180 Main Street is also targeted for painting this fall.

Insurance:

Management worked with the current agent and renewed the Association's master insurance and flood insurance policies for an increase of 2.7%. The total cost of the increase was related to recommended increase in property values. All other coverage remains the same.

All insurance costs have been consolidated into the insurance budget.

Doors and Windows:

We discussed doors and windows, which are a personal expense. We discussed standardization. Management will develop a standard for windows and doors by building/window location. Many of the existing windows cannot be replaced with same because of a change in building codes. To avoid use of non-standard and / or non-code replacements, the Board decided that owners should have Board approval for window/door replacement and use manufacturers/models on the Association's list. We will bring this up with photos at the annual meeting.

Management met with the Jackson Fire Inspector to determine egress requirements and subsequently has met with three different window manufacturer representatives as well as contractors. Areas with no door cannot replace the current windows as they are. A different window needs to be installed. Management plans on identifying approved /recommended windows and presenting to the Board.

Hot Tubs on Decks / Patios:

A perspective buyer inquired if hot tubs were allowed on decks / patios. A quick board of directors polling revealed it was not allowed. Management will confirm that this is added to the new version of the rules that we plan on presenting at the annual meeting.

31C Chimney Leak:

This item was on the BRL list. Work Completed.

180 Main Drainage:

Last winter, rain water and snow melt caused damage to the basement of 180A Main Street basement; 180B was close to being affected. Association funds were spent on drying out the affected areas on 2 different occasions. Water intrusion remains an issue. Management has been working with contractors and met with golf course superintendent Evan to review proposed drainage work at the rear of 180A, as the plan involves possible golf course land and may affect the tee located nearby. Evan is reviewing plans with Mike Mallett and hopes to complete this job before winter.

180C Broken Window / Golf Ball & 12A Broken Window / Golf Ball:

Owner in 180C Main Street contracted with Management to repair for a broken window, which the golfer will pay for. A window in 12A Cottage drive was broken by Eastern Green by a mower hitting golf ball and this has been repaired by Management. Eastern Green reported the incident to Management and paid for the repair.

10 B / C Georgia Chimney Smoke Issue:

Country Hearth and Home of Conway completed investigations and repairs to the chimney cap. Repairs and adjustments have been made and all involved consider this incident solved. A full report and photos were sent to the Board and the owner. The Board determined that this is an Association expense.

AC Installations:

20A Cottage drive has a non-conforming AC installation. The owner informed management that the Hotel installed the AC system and he was unaware of requirements. Management will be meeting with the owner next week on site to review issues. The owner seemed open to resolving.

The two owners that recently received board approval for their installations will be contracting with Management to install the proper chase ways this fall.

84B Wentworth Hall Avenue Plumbing Venting Issues:

Management received a call from 84B Wentworth Hall Ave. explaining oddities with toilets bubbling when neighbors in 84A flush. Management investigated interiors of both units; investigated possible power flush toilets (none found), checked the roof venting, and worked with Huntley Allan and the owner of 84B. Further research determined a possible issue in the attic involving the plumbing venting. Management is proceeding with the confirmation of the Board that this is a condominium expense. The next step is to gain attic access for inspection of venting.

Personal Owner Issues:

Unit 12C Cottage Drive:

The AC condensate line leaked into a wall. There are issues with faulty installation, the PVC line was not primed or glued. The leak caused ceiling, and wall damage, along with mold. Repairs are underway and are a personal expense. Management worked with owner and owner's insurance agent to settle claim.

Septic Pumping and Baffle Project:

This work is to be done before winter.

Property Survey Status:

White Mountain Survey has completed their investigation. John Sevee presented the results to the Board. The Board decided to take the next step to survey the line along Wentworth Hall Avenue. This may happen as early as next week. Management will notify all parties involved.

Pool Electricity Usage:

The pool appears to be disconnected from the Association's power. As an unintended consequence, light posts along Wentworth Hall Ave opposite 9 & 17 and opposite 10 & 14 Joshua Loop were also disconnected. Management will arrange to get the lights back on.

The Board went into Executive Session from approximately 11:50 A.M. to 12:13 P.M.

Knox-Box:

Because we have consolidated all units onto one of two master keys, the Board decided to provide keys to the Fire Chief and avoid the issue of Knox-Boxes for now.

Financial Report

We are expected to be at or slightly above budget for fiscal year 2014.

2015 budget was reviewed and discussed. The 2015 budget reflects moving items out of CAPEX into maintenance and into reserve (Building Repair List).

We discussed upcoming projects in the next several years including tree work, pavement crack sealing, and additional roofing projects.

Approval of August 1, 2014 BOD Meeting Minutes

The minutes of the August 1, 2014 BOD meeting were approved.

Owners' Notification of Building Maintenance:

The draft letter to owners was approved by the Board. John Bruni will draft a cover letter. Management will send out to owners. It will be the responsibility of individual unit owners to inform their rental agents of upcoming work that might impact rentals.

Old Business

We are renewing Eastern Green's Contract for three years.

The Annual Meeting will be at the Red Fox at 9:30 A.M. on December 6. Dinner venue is TBD.

Post Meeting Note: The Wentworth Hotel was subsequently contacted and responded that they are booked with a large wedding for the entire weekend and as such cannot accommodate us this year. Dinner will also be at the Red Fox.

New Business

None.

Next Meeting:

The date for the next BOD meeting is Friday October 24 at 10 A.M. at the offices of EGC.

Adjourn:

The meeting was adjourned at approximately 1:33 P.M.