

WENTWORTH RESORT CONDOMINIUM ASSOCIATION
Board of Directors Meeting – August 22, 2009

Place: Wentworth Hotel
Present: Jack Kwesell, John Sevee, David Treadwell, DD Warren,
Rosemary O'Brien
Management: Irina Illieva, Marcel Leveille, Fritz Koepfel
Guests: John Bruni

The meeting commenced 9:30 a.m.

Management Report

The Management Report was presented by Fritz, Irina, and Marcel (see attached Management Notes).

Property Management was busy resetting alarms from a power surge and with the punch list items. 23 punch list items were completed in July. In August the crew is continuing to complete punch list items.

Decking was replaced at 3 and 5 Fairview Lane. This included correcting structure to slope away from buildings. The framing supporting an exterior door at 5A Fairview deck is rotted and no longer supports the door. Rot was caused by incorrectly sloped deck. The Association will repair framing.

Owners added numerous items to the 2009 punch list, mainly smaller items. To avoid having a "moving target" any items that come in from this point on will be added to the 2010 punch list. Fritz advised of several substantial items on the punch list including addressing tree encroachment (especially in back of the 2-bedroom units), stair repair/replacement at 82 Wentworth Hall Ave., deck and balcony structural repairs, and brick patio repairs (2 bedroom units). Fritz will estimate costs of these items. Tree & landscape items will be taken care of by both in-house and outside personnel. The Board authorized use of the remaining contract value (for the fiscal year) to direct Eastern Green to address some tree and landscape items.

Fritz, John S., and Dave attended the July 31 meeting with the Jackson Water Precinct. Fritz provided notes. The Jackson Water Precinct (JWP) would like to have ownership of the water supply piping on the property of the WRCA. This appears to be a win-win scenario for both parties as WRCA is relieved of potentially expensive repairs and annual hydrant fees and JWP can use the WRCA system to expand the district. This will require one or more easements on our property. We are proceeding cautiously as there will be some costs associated with the transfer including as-built drawings, legal fees, and possibly a new hydrant on Cottage Drive. These details and associated costs will be identified before we proceed.

White Mountain Oil replaced the gas lines at 7/13 Hurlin Lane. They re-landscaped except for grass re-seeding, which will be done at a better time of year.

Bidding Policy/Procedures

The need for a bidding policy was discussed. On larger projects multiple bids are important and they have been historically obtained. The need to take the lowest bid was discussed. It was agreed that we were not required to accept the lowest bid if work quality was a concern. The Board decided not to set a specific policy on the cost of a project and number of bids but rather to evaluate the necessity on a case-by-case basis depending on size of project, services available in the MWV, and other factors.

Based on bids received, the Board authorized Property Management to award contracts for the reroofing on the front side of 7 Hurlin at \$17K and afterwards the painting of 7 Hurlin at \$14K. Roofing will include the ice and water shield. These will begin before the end of August. The Board instructed Property Management to re-bid roofing fronts of 31 and 84 Wentworth Hall Ave for October.

Financial Report

Fritz provided a projection of the budget for the remainder of the 2009 fiscal year (end of September). We appear to be on target for this fiscal year end.

Executive Session

The Board went into Executive Session to discuss legal matters at 10:33 and ended Executive Session at 10:38.

Review 2010 Budget

A preliminary budget for Fiscal 2010 was prepared by Fritz and reviewed by the Board. Fritz will obtain cost estimates to address several items (decks, stairs, patios).

July 18, 2009 Minutes

July 18, 2009 Minutes were reviewed and approved.

Website

The website was recently updated. Server issues prevented updating sooner. July Minutes can be added now that they are approved. Additional links will be added for websites that might be useful to owners.

Old Business

Property Management completed inspections of wood and gas burning fireplace flues in three bedroom units. Of 44 units inspected, 25 have straight flues where light is visible. In 19 flues, light was not visible and these are presumed to have flues with turns. This may result in further inspections, preventative maintenance in the future.

Electrical meter consolidation: two bids were obtained (one firm was a no-bid) and then total cost for the project was estimated (including management fee and re-landscaping). The cost to consolidate the meters is just under \$10K, which means the payout is five years on a savings of \$1920/yr. The Board decided not to pursue this project at this time.

New Business

J. Sevee asked the Board for permission to replace the decking on the screened porch at his unit with the same material that the exterior decks were replaced with (at his cost). The Board approved his request.

The Board received a memo from Kathleen Sullivan Head regarding the real estate market at WRCA. 12A Cottage Drive and 10A Joshua have sold and another unit will be closing in early September. There are 6 units currently on the market.

Next Meeting Date

The next meeting is on September 26, 2009 at the Wentworth Hotel. Mike Dinneen will take notes.

DD and John B left the meeting at approximately 10:40 for a prior commitment. The meeting adjourned at approximately 11:35 AM.

Attachment (next page) Management Notes

Wentworth Townhouse Resort Condominiums Board of Director's Meeting

MANAGEMENT NOTES

Meeting scheduled for Saturday, August 22nd, 2009 at 9:30AM, Lounge at the Wentworth

Financials:

Treasurer John Sevee will be reviewing the financial information for the month of July 2009.

Operations:

Communicated with Chris Brown about chimney cap for unit 6A/B
Communicated with 12A Bruce Stelle estimate for A/C chase
Sent email to White Mountain Oil, requesting an equipment replacement schedule
Worked on estimates for partial and entire roofing of buildings 7, 31 and 84
Attended a meeting with water precinct for 7/31/2009 at hotel with John and David
Provided access to owners or owners vendors or representative units 7A, 9C, 14A, 17A
Repaired damage from leaking cheek wall in unit 84C
Replaced rotten wood holding gutters in buildings 5A/B
Replaced Decks and exterior door leading to decks from gardens for units 5A/B
Removed branches and leaves etc from roofs in building 14 Joshua
Sealed leak in the kitchen of 5A
Installed copper cap on chimney of 84D, removed old equipment
Fixed water damage from roof in unit 31A

Punch List:

Added multiple items as a result of owner feedback due to mailing the punch list
A total of 23 items have been done in the month of November
Any new upcoming items will be added to Punch List 2010

Services provided to Owners:

Inspected all 3 Bedroom Condos fireplaces and prepared a list regarding lights
Responded to temperature alarm in unit 82B, 66C and 10B on Georgia Lane
Responded to high water alarm in unit 77A
Replaced slider screed for 6C
Replaced a waste disposal for 13B
Replaced kitchen faucet and microwave in unit 84D
Showed unit per owner request 82D
Repaired screen damaged by Eastern Green 14BJ
Cemented hole in the foundation of 12A left after the installation of AC
Placed ceiling fan switch and bolted a key holder on the wall on unit 10BG