

The Wentworth Resort Condominium Association (WRCA)
Board Meeting Minutes
Saturday, January 15, 2011
The Wentworth

The meeting was called to order at 9:31 a.m. by Jack Kwesell, WRCA BOD President.

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

Guests: John Bruni, Peggy Dinneen, Bruce Stelle

Management: Fritz Koeppel, Irina Ilieva, Marcel Leveille

Management Report

Fritz presented the Management Report. As of the end of December 2010 there were 148 items remaining on the punch list. Punch list work continues but at a slower pace due to weather and supervision of water heater installation. Three significant issues were addressed:

Unit 13B Chipper Point: The chimney was inspected using a camera. No settling has occurred. However, the inspection found that the damper is not gasketed, allowing some air to bypass. Owners report it is cold near the fireplace opening even with glass doors. The estimated cost to change to a gasketed damper is \$500. Chimneys are considered common area and cost would be borne by association. Some but not all units have similar dampers. Other owners report same issue with cold air near their fireplaces. Since the damper in 13B is only a year old, Management will discuss possible remedy with Brown masonry (the installer) and postpone replacement pending outcome.

Unit 13C Hurlin Lane: The washer cold water hose broke and water flooded the basement of the unit and the adjacent units. The first water sensor to go off was in Unit D and that owner (home at the time) was alerted by Pope Security. Management noted the water sensor in C was not in a location to detect a leak from the laundry area. A quick review by Management of sensors in other units indicated not all sensors are in functional locations. Pope Security installed most of the water sensors. Mike will contact them and discuss a possible review of all sensor locations. Cost of any new/relocated sensors, if required will be borne by owners. It was noted that Wentworth Management should be added to security system call lists.

Unit 12A Cottage Drive: On the golf course side, the two side windows on the bay window unit are extremely difficult to open/close. There are cracks in the adjacent wall. Photos of the window and cracks were shown. When the building was rebuilt, the original foundation was used so settling/structural movement post construction should not be the issue. Unit 12D has no similar issue. It is not known about Units 12B and 12C. Construction/installation is past warranty, however Pella, the window vendor, may be willing to help determine if the problem is with the window, but probably won't if the problem results from the installation or settling. However they might also be willing to help regardless because they are one of WRCA's preferred suppliers. Marcel will contact Pella to examine the window.

Management will post the updated punch list on the website (monthly) so owners can review and also continue to email to BOD members.

Financial Report

Fritz presented the financial report. John could not make the meeting but sent a graphical analysis of the budget status.

The balance sheet shows accounts receivable higher than last year, almost entirely due to one owner being in arrears for over a year.

It was noted that most owners are paying their bills quickly, which helps our cash flow.

John's graphical analysis shows we should leave the cash transferred from savings to checking for the time being.

The operating budget is ok. We are running slightly behind in expenses as compared to last year at this time, mainly due to reduced costs for snow removal (lack of snowfall). We were billed by the Jackson Water Precinct for fire hydrants fees, a charge we don't always incur on a regular basis.

Jack questioned the \$1498.02 in miscellaneous expenses Oct-Dec 2010. Fritz and Irina explained this expenditure was for the new wreaths, dinners for Kathleen and Norman Head (at the annual dinner) and the bankruptcy seminar.

CAPEX spending continues to be under budget. This will pick up in the spring with painting and roofing projects.

December 4, 2010 BOD Minutes:

The minutes of the December 4, 2010 BOD meeting were approved. Rosemary will email a copy to Management.

December 4, 2010 Annual Meeting Minutes

The minutes were approved by the Board. Management will post them on the website noting they are pending Association approval.

Boiler Malfunction Issues

Management (Marcel) said that recently there have been 5 no heat instances, three of which were caused by boiler malfunction. There was some discussion of whether malfunctions comprise a pattern but Management does not have the data to determine because White Mountain Oil does not provide them information as to boiler repairs. One owner reported it required repeated visits to find and repair a problem and was frustrated by WMO's failure to notify owner of service visit outcome. It was agreed that WMO needs to provide feedback to both unit owners and Management, who mainly gets the no heat call or discovers no heat during unit checks. Mike will follow up with WMO.

Propane and electric costs are generally higher in December due to colder weather. One owner observed electrical costs in December were lower- possibly the result of Management and owner monitoring the boiler house heater settings.

Owners' Mortgage information

Article X of the WRCA bylaws (Mortgages) sets forth requirements for unit owners who mortgage their condominium units. The BOD discussed whether one of these requirements asks for more information than necessary. An owner is required by WRCA Bylaws Article X mortgages to inform association of lender's name and address, and to file a copy of the mortgage, as recorded with the Carroll County Registry of Deeds, with the Board.

Having mortgage information allows us to notify a lender in the case that a unit owner is not meeting their financial obligation to the Association. This may protect us from delinquent dues as lenders generally require their mortgagees to remain in good standing with insurance, association dues, taxes, etc. as a condition for the loan.

Discussion ensued as to whether we need complete copies of all of the mortgages or just the name and address of the lenders. The need to update the mortgage holder list to be current was also discussed, as to whose responsibility to verify whether information currently on file is accurate and to maintain the list.

Obtaining and maintaining copies of the documents might not be cost effective for the Association if all we need is the name and address. We could amend the bylaws to delete the requirement for copies (if not NH Law) and keep the requirement for basic information.

Jack and Irina will review responsibility, current list, and will check where the requirement of Article X about filing a copy of the document comes from.

Recycling

To be responsive to an owner's request at the annual meeting, John developed a Notice to Owners for Recycling of Waste. The BOD reviewed and provided input to this notice and the final notice was approved for distribution to unit owners. Management will distribute the document via email attachment and also post to the website.

AC Warranty Issue at 12C Cottage Drive

The owners of 12C Cottage Drive installed air conditioning as part of unit rebuild in 2008. They did not use the AC in 2009 and when they tried to use it in 2010 it did not work. They contacted Wentworth Management after getting no response from the construction contractor, Peter Bonnette. Management also contacted Bonnette but received no satisfactory response so decided to proceed with repairs. The AC fittings were in an inaccessible location and required opening walls to repair. Management contracted Accu-Temp to repair the AC and Management repaired walls. Management has paid all bills associated with this work. The total cost incurred is approximately \$1,100.

There was discussion as to who is responsible for these charges. The owner hopes to recover cost from Bonnette but it is substantially past the one-year warranty period. The AC system was not in the unit prior to the fire and was not a part of the insurance settlement. After discussion it was decided that the Association is not responsible for costs. However, it was decided that as a courtesy to the owner the Association will contact Bonnette and try to recover costs, but that this was an extra not covered by the settlement.

Old Business:

WMO Annual Inspections: As a result of the WMO annual heating system inspections, readings of all antifreeze levels were taken. Antifreeze in all boiler systems where antifreeze test level exceeds +5°F will be added to these systems to bring them within acceptable limits. WMO was targeting the first two weeks in January to do this and will notify the affected owners. Those owners with service contracts will be charged for the antifreeze but not the labor.

Water heaters: 25 were designated as needing replacement. 18 water tanks have been replaced. 7 owners have not responded to the notification letter. Management will follow up with phone calls to those 7 owners and ensure that records are kept of all contacts.

WMO Arbitration: There have been no changes/updates since last discussed. Fritz and Jack are still waiting for the lawyer for deposition.

New Business:

The J-Town Deli leases a small portion of our land for parking, an arrangement both parties agree is beneficial. Management will check if J-Town has been paying their lease fees. Management/ Mike will find a copy of the lease.

Next meeting

The next meeting is on Feb 19, 2011 at the Wentworth.

The meeting adjourned at 11:39 am.