

**Wentworth Resort Condominium Association
Board of Directors Meeting
January 21, 2012
Wentworth Hotel**

WRCA BOD: Jack Kwesell, Mike Dinneen, DD Warren, David Treadwell,
Rosemary O'Brien, John Sevee

Management: Fritz Koepfel, Marcel Leveille, Irina Ilieva

Management Report:

Fritz and Marcel presented the Management Report.

12 Cottage Drive – in December two windstorms resulted in sections of the roof shingles blowing off the roof. Marcel showed a sheet of roof shingles he recovered from the ground. The installation appears to be faulty as the nails were not put in the correct place on the shingles. Also not all of the plastic tabs were removed from the sealing strips. It appears that ice and water shield was not used but more investigation will be required to confirm.

Our roofer Jason Brown made only the necessary repairs to the roof. He recommends that the roof be repaired in the near future. Although we hired an inspector/overseer during construction he appears to have missed the faulty installation. If ice and water shield was used we can go over the old shingles. If not, the roof will need to be stripped first.

13A Chipper – A foul septic smell was reported by the owner. Management inspected the septic system and found that the pump was not operating. The alarm was also not functioning. A second pump had been installed but was not operational. This pump was activated until the first pump and alarm can be replaced/repared.

The need for inspection of and updating documentation of septic systems was discussed, including the use of a professional engineer. John recommended this at our last meeting. This will be a priority in the coming year.

On a related note, Management will solicit bids for the septic system pumping contract.

In several buildings (where chimney flues share a common chase), smoke from one chimney is backing up into the adjacent unit sharing the chase. Most recently smoke from 14B Joshua backed down the adjacent chimney into 14C. Management will consult a professional to inspect the chimneys. Cost will be borne by the Association.

The Jackson Fire Department is requesting that Wentworth install lock boxes for keys for their access to the units. They claim there have been an excessive amount of false alarms but did not specify how many were from Wentworth. This notification appeared to be a form letter that may have been sent to others as well. It was noted that at Wentworth most of the alarms are from units that have been rented by the owner(s). Alternatives to lockboxes were discussed. We would like more information from the Fire

Department as to the number of alarms and unit number before making any decision on spending money on going forward. Management will respond to the Fire Department requesting more information and will also contact Pope Security for alarm history.

A freeze up in 20C occurred after a door blew open, cooling the unit enough to rupture a pipe. The owners were staying there but not in the unit at the time. Water from this unit also leaked into unit 20D. Both units required clean up. Management contacted Duraclean for the cleanup/dry out and a plumber to repair the pipe. Since the door has blown open multiple times, the door latch was repaired and new storm door was placed on order. Cost will be borne by the unit owner(s) or their insurance companies.

Management responded to multiple low temperature alarms some due to equipment malfunction but some due to thermostats being set too low. We have a number of new owners who may not be familiar with the cold weather procedures, including minimum heat settings. Jack will send a reminder to all unit owners about cold weather requirements.

12B Cottage Drive has had on-going issues with their heating system – the unit owner does not use WMO – complicating the situation. Management is addressing.

77A Wentworth Hall Ave. drainage has been addressed to the extent possible given weather conditions. There is no guarantee that drainage will no longer be an issue but with the steps taken, it is likely that the situation has been remedied.

Management made repairs in 82A and 82B to address mice. This seems to be working.

The punch list now has 176 items.

Fritz explained that there were CAPEX expenditures in December for 17 Cottage Drive Roof repairs and the railing for 7A/B Hurlin Lane. The weather has prevented installation of the railing but it will be completed soon.

Our trash hauler reported he was given a warning about a computer monitor in his truckload. This load came from our dumpster – we need to remind owners not to place electronics in the dumpster. They can be brought to the Jackson Transfer Site by the owner and disposed of for a nominal fee. Management can also assist. Also, it was noted that many Massachusetts towns have collections of old electronics for free – owners may take advantage of hometown facilities where possible, if they do not want to use the Jackson Transfer Site. We will add a note to the email about cold weather procedures reminding owners of the dumpster rules and electronics ban.

Unit 5A Fairview Lane – the unit owner has not responded to Management's proposal to repair an exterior door and the rotted frame and structure around it. To avoid further deterioration and damage to the building, these repairs need to be completed soon. The owner will be contacted by DD to remind them. If they do not reply soon, Management will proceed with the repairs (door at owner's expense, framing at Association's expense).

Financial:

John reported our spending is a little ahead of schedule but not a concern at this time.

Some items appear to be ahead of schedule, for example our master insurance policy, however, it reflects a different payment schedule, not an increase in overall expenditure.

Management will transfer \$20K back into our savings account.

Owners who were previously behind in dues are paid up.

Minutes:

The Minutes of the December 3, 2011 BOD meeting were approved.

The Minutes of the 2011 Annual Meeting were approved. They will be posted to our web site as BOD approved for final approval by the Association members at the 2012 Annual Meeting.

Old Business:

Painting – two unit interiors have been painted by the Wentworth painting crew (at owner's request and cost) and several more are scheduled. This arrangement enables Fritz to retain the painters for Association exterior projects in the warmer weather.

Water heaters: 14C Georgia is the only unit on the list from fiscal 2011 remaining. Management will check to see if this water heater was or will be replaced. One unit requires replacement in 2012 and the owner will replace on his own.

New Business:

Rosemary updated the outdoor electrical cost spreadsheet with new rates and site conditions. Our costs are expected to increase slightly (to approximately \$9800/yr.) because of the increased fees for the 25 meters, which will not be offset by lower electrical rates. The breakpoint for the meter fee increase is approximately 110 kW-hr a month and most of our meters measure below this quantity. The BOD agreed it meter consolidation will not pay out in a reasonable period of time because of the cost of electrician and landscaping.

The need for a landscaping plan/program was discussed. Many of our trees and shrubs are getting old or have grown large. Also many of the patio plantings are overgrown and thin underneath so they can't be cut back. The last time we had a landscape improvement plan was at least five years ago. We might consider hiring a professional to assist us in developing a plan but no decision was made at this time. At the very least we will solicit owner input.

As follow-up to a request at our Annual Meeting, the owner email list (unit # and email only) was sent to Henry Stevenson and Catherine Sullivan of 10D Joshua. They will look into the feasibility of the establishment of a Yahoo email group for owners to communicate with other owners. Note that each owner will have the option of joining (or not joining) the group.

Next Meeting:

The next BOD meeting is scheduled for February 18, 2012 at the Wentworth.

Adjourn:

The meeting was adjourned at 11:44 AM.