

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

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

Management: Marcel Leveille, Fritz Koeppel

Guests: Jeff Beaton, Wanda Allen

The meeting was called to order at 9:03 A.M. by Jack Kwesell, President.

Management Report:

Fritz and Marcel presented the Management Report.

Patios: three patios were redone (14 A, B, and D Joshua) and looked great until heavy rainfall washed out the sand from in between and beneath the bricks. They will be redone at no expense to the Association.

The contractor for the patios (Jeff Beaton) joined the meeting from approximately 9:10-9:20 to discuss alternate approaches. Jeff explained that his proposal reflected the wish for preserving the original design reusing the existing bricks with sand between them. He tried a different pattern for better stabilization (bricks perpendicular to one another lengthwise). However this pattern is usually done using pavers, which have a uniform length to width and thickness, unlike regular brick. Because of the dimensions of regular bricks they could not be laid with tight joints and there was substantial washout of the sand. He has since removed and reinstalled 10D with all of the bricks running in the same direction which allows for tight joints. He used regular sand between the bricks. Some bricks have collapsed because of ant colonies beneath them. He discussed various options for base and joints. We will need a stiffer base beneath the bricks and erosion resistant (polymeric) sand between them. Because the bricks are not all the same thickness the base can't be too stiff. Concrete was another option that the Board eliminated. The Board thanked Jeff for his time and input.

The BOD decided to give Jeff another chance using a stiffer stone dust base and polymeric sand. Drainage also has to be addressed. Eastern Green also recommends stone dust. We will try to have one more patio completed before heavy rains expected next week. We can then compare how the newest (redone) patio holds up versus what has been redone at D.

Permission was received from the Golf Club to trim the Arborvitae hedge behind Building 9 (owner request). Eastern Green did the trimming.

Work continued on the punch list – items from the first part of the walkabout were added to the punch list for a new total of 239 items. Items from the remainder of the walkabout will be added when the walkabout is complete. Work on the punch list will commence this month.

5A Fairview doors: Management has not heard from the owner. DD spoke with his regular guest and they were able to contact the owner. The owner has contracted Granite State Glass to replace the doors. DD explained to the owner that Granite State must coordinate with Management because the adjacent framing must be repaired at the same time. The owner understands the need to contact Granite State Glass and has stated he will contact them. Also, Granite State is doing work for DD next door and she will advise them of the situation.

Carpenter ants were found at 13 Chipper Point. Activity was detected on the trim boards on the mountainside. Presidential Pest Control was contacted and treated the building exterior. So far we have not found ants anywhere else but Management will check the backside of the units. If treatment is required Management can handle the additional treatment. It was decided that all buildings will be treated once the weather is dryer.

Last week, samples of water from Building 9 were sent to a testing lab for analysis. Results should be ready next week.

Punch list painting is almost complete. Marcel advises that he has identified some buildings where it may be easier/more cost effective to paint the entire building than just portions identified on the punch list. These will be identified on the walkabout or by follow up on the punch list.

Financial Report:

John presented the financial report.

We are far enough into the fiscal year that we know we are in good financial shape. Increasing the dues was sufficient to cover expenses. Several costs such as flood insurance have not been reflected in the budget yet.

Irina found a CD at our current bank, TD Bank, with a more favorable rate and no early withdrawal penalty. The BOD asked Management to proceed with this change.

Fritz will reforecast the budget for fiscal year 2012 and develop the budget for fiscal year 2013. Septic and Landscaping are unknown costs at this time. We normally include 3 roofs in the budget. Roofs at 10 Joshua Loop Rd., 82 Wentworth Hall Ave. and 13 Chipper Point are currently in the replacement plan for Fiscal 2013 but other roofs may need to be addressed. 14C Georgia Lane has a leak that is being addressed but the roof may need replacement. 84 Wentworth Hall Ave. and 6 Fox View Lane will need replacement soon but are not currently leaking.

Approval of May 17, 2012 BOD Meeting Minutes:

The minutes of the May 17, 2012 BOD meeting were approved.

Old Business:

Management has been researching Knox Box requirements at other condominiums. We have not found another Association in Jackson that has them. Management is also looking into Associations in adjoining communities. We have not had further communication from the Fire Department on their previous directive.

Septic System Inspections:

John reported that the contractor was on site on Tuesday and six systems were inspected. A seventh was attempted but discontinued when utilities were found in the area. John indicated that the inspections provided us with the information we needed to proceed with short and long term planning. Two of the six tanks have ruptured baffles and sludge has made it into the outlet pipes (but not necessarily into the leach fields). Statistically, we should assume that at least one third of the tanks have ruptured baffles (at least seven). The inspection revealed that with the configuration of the tanks we can't retrofit with filters; instead outlet Tees can be used. The tanks are generally in good condition. The contractor is developing a cost to fix/retrofit the six inspected.

We should be proactive in repairing and or retrofitting our tanks, with the highest priority on those systems that are used the most. Installing manholes during inspections will facilitate future inspections and repairs. The Board agreed that once we have the costs, we should approve the work so it can proceed as soon as possible.

Landscaping Program Review:

Wanda Allen (Creative Expressions), Virginia Kanzler (of Management and also a master gardener), DD, and Rosemary walked the entire property on May 26. Rosemary provided (to the Board and to Management) four pages of notes taken during this walkabout which also included owner's input provided either by email or in person. Some items are already on the punch list. The intention of the notes is to use them as a basis for a plan to address items using resources already in place or possibly with additional services (tree and plant care, periodic gardening).

One of the most significant results of the walkabout was confirmation that we have a good landscape base and are not in need of an extensive property wide project similar to the program we had a few years ago. With a little "TLC" we can improve the appearance of the property (fertilization, pest control, edging, weeding, trimming, etc.).

DD indicated we need to be proactive with landscaping around the power boxes. The power company will cut back trees and shrubs in order to access their equipment. During the walkabout we identified a large rhododendron in between 3/5 Fairview Lane that needed to be pruned. Since then the power company has come in and drastically cut it back, but not necessarily in the way we had recommended. We need to keep this in mind going forward so the power company does not take landscaping in their own hands.

Wanda Allen joined the meeting at approximately 10:00 A.M. to present her analysis/ideas for the property.

Wanda proposed solutions to shrubs right up against buildings such as in back of building 9 and also Hurlin Lane and some of the two bedroom patios. She called this a "Bonzai" effect which opens up the shrub and makes it look ornamental. It does not look Eastern, just more open and interesting. DD passed along photos of examples of this type of pruning provided to her by Wanda. Opening up shrubs will help dry out things and avoid problems with carpenter ants.

In back of Hurlin there are Yews hidden behind Arborvitaes, which can be dug out and planted elsewhere in the property.

When asked, Wanda confirmed that we have a great base of plantings that we need more maintenance (pruning, fertilization) for health and appearance beyond what is currently being done. Some is currently provided by Eastern Green; however, we do not need a full-time gardener. After some initial catch up work our landscape needs could be met with a property-wide opening in the Spring (pruning, cleaning, fertilizing, weeding, etc.) followed by a closing (with similar activities) in the Fall. Once caught up, a Spring/Fall Program would not present a significant cost.

Wanda asked an Arborist, Chad Lewis, to look at our trees. He made the following general comments. At some buildings tree pruning should be conducted for the trees' health and longevity since crowding results in weaker trees. The blighted pines will not recover unless extensive and costly measures are taken. The white pine on the corner of unit 9D should come down as it poses a threat to the structure. He could remove this tree – it would have to come down in segments due to location.

Dave mentioned that with the removal of the trees in front of his unit, that it presents an opportunity to plant more shrubs.

It was agreed that we review the notes/list with Eastern Green for items that they should be doing and then consider outsourcing the remainder. We would then develop a budget for the remainder with Wanda's/other's input.

John asked if the disease that the pines have would spread to other plantings. Wanda said that it is property wide but it is limited to a specific species of pine. Once these trees are addressed, the appearance of the property would improve.

Wanda suggested making the Juniper at the corner of Wentworth Hall Ave and Joshua Loop a focal point with pruning, cleaning up. Rosemary suggested two or three focal points property wide would be ideal if budget allowed.

The Arborvitaes lining the two bedroom patios (especially at 10 Georgia Lane) can be trimmed back extensively to provide a view and more patio space. This will require a dedicated maintenance program to improve but is more cost effective than complete removal and replanting.

Jack indicated we should move forward immediately in determining scope, costs. Fritz will arrange a meeting with Eastern Green and Wanda. Rosemary will email Fritz her availability.

The Board thanked Wanda for her time and she left the meeting at approximately 10:30 A.M.

Real Estate: we received an update from Kathleen; we have four units on the market.

New Business:

The owner of 84C Wentworth Hall Ave. would like the lawn in front of the building (mountainside) improved. Management has a quote from Eastern Green for loam and grass planting. We will examine during the walkabout.

Mike reported a break in his outside water line (82A Wentworth Hall Ave.). The plumber said that the faucet has a vacuum breaker which doesn't allow the line to completely drain. The plumber repaired the break and installed an additional drain. There are other issues with outside water lines including leaking shut off valves at 14 Georgia. All old valves should be replaced with ball valves.

At 14 Joshua Loop, an owner trimmed a large fir tree in the common area in front of the building. Unfortunately the pruning was poorly done with damage to the appearance of the tree. There is also damage to this tree from a vehicle parking too close. Yesterday Management repaired the damage by pruning off the bottom branches of the tree and evening out the damaged branches to the extent possible. This effort required two hours. This owner had previously requested that the tree be removed but the Board inspected it and determined it should not be removed. The owner is aware that the tree is staying but has not been notified by the Board. The Board agreed that owners may do limited pruning on occasion but cannot take matters into the own hands, especially on property in common areas. There is a specific provision in the bylaws (Article V section 7 paragraph h) prohibiting alterations, construction, and removals from the Common Area, except upon the written consent of the Board of Directors. After extensive discussion in which the Board considered billing the owner for the repairs, the Board decided to notify him of our by-laws and ask him to stop any further trimming of this tree. Jack will draft email.

14D Joshua – we need to remove a large dying branch on the Linden Tree – the Board will look at it on the walkabout.

Next Meeting:

The next BOD meeting is scheduled for August 4, 2012 at 9:30 AM at the Wentworth.

Adjourn:

The meeting was adjourned at 11:25 AM. After the meeting the Board and Management completed the remainder of the Walkabout.