

The Wentworth Resort Condominium Association (WRCA)  
Board Meeting Minutes  
Saturday, May 14, 2011  
The Wentworth

The meeting was called to order at 8:29 a.m. by Jack Kwesell, WRCA BOD President.

Present:           Board Members:           Mike Dinneen, Jack Kwesell, Blake Smith, John Sevee,  
David Treadwell, and Rosemary O'Brien

Guests:                         Bruce Stelle

Management:           Irina Ilieva, Marcel Leveille

Management Report

Irina and Marcel presented the Management Report.

Marcel reported that they have been cleaning dryer vents. Some of the dryers currently vent into the ski closets. These vents are being rerouted to vent outside. This requires cutting into floors and adding pipe to vent outside. It is more cost effective for Property Management staff to clean the vents than to hire an outside contractor. Management can clean vents for 1-4 hours a unit, depending on complexity, with an average of 2 hours. This amounts to less than the \$105/unit that Kevin Pratt quoted and Pratt's quote is exclusive of floor cutting/rerouting. Irina also noted that sometimes when Management arrives to clean the vents, owners ask that they reschedule the work. For this additional reason it is preferable that Management continue doing this work.

Unit 6C Wentworth Hall Ave. was sold on May 11. Irina provided some information to the new owner, mainly about painting and window replacement, but not documents for closing, which would have required that a fee be paid.

13B Hurlin Lane owners reported a roof leak. The leak happened when they weren't there. Because it was not discovered immediately water collected on the dining room table and chairs and damaged them. This leak likely occurred in March, when the ice was building up on the roofs. Marcel explained the insurance claim procedure to the owner.

Management inspected the roof on 13 Hurlin Lane, the roof is in need of replacement, especially over units A & B. In addition to the leak from above, there was a leak into a bay window where water collected.

There was some discussion about the washer hose break and resulting flood in 13C Hurlin Lane and adjacent units. Units B and D were not reimbursed fully by their own insurance companies (deductibles applied). In order to recover all of their losses they would have to go after Unit C's insurance company, where the flood originated. Irina referred the Unit B owner to Jack for further discussion.

The roof on 14 Joshua Loop Road was replaced in April. The next priority is 13 Hurlin Lane, followed by 9 Wentworth Hall Ave. and 20 Cottage Drive. Management will add roof status to each building's punch list.

Marcel reported that based on his experience this winter, snow removal has to go further up the roof to prevent formation of ice dams. With the exception of the new roofs, which have ice and water shield all the way up, only the first three feet is covered with shield. Dormer walls are also covered with shield where possible. The ice and water shield does not prevent the formation of ice dams but prevents backed up water from leaking in. A lengthy discussion about how to prevent ice dams, mainly snow removal versus proper insulation to keep the roofs cold. Marcel reported that based on his experience about 80% of the buildings will have ice dams if snow is not removed. John thought the ice dam problem got worse when the Association started requiring higher thermostat settings. (Note, higher temperatures were required to help to prevent unit freeze ups in case of heating system failure). Insulation was discussed. It would help but is expensive and highly intrusive and may not be cost effective or practical for all units, because of cathedral ceilings. The metal edges on the backs of the two bedroom units help considerably but don't totally prevent ice dams. Metal edges for the building fronts was discussed in the past but availability of matching colors was the issue. Using ice and water shield all the way up appears to be the best solution. Ice dams can still form but backed up water can't get through the barrier.

There have been several instances of broken outside water lines (to the faucets) due to freeze ups. Management has contacted Huntley Allen to repair. He is backed up with other work but will repair when he is caught up. The Jackson Water Precinct bills seasonally for outside water usage, divided equally among the owners.

Water heater replacement is moving along. One more water heater was replaced in the month of April. Two more are in progress and two require estimates. One owner will replace theirs in the summer.

Mike added a shut off switch to his electric water heater so that he does not need to use the breaker as a switch. He purchased the switch at Lowe's for \$12. We still require additional information about the fire at Partridge Woods and our insurance agent's input before recommending or mandating that owners install. Management has contacted Wayne but he has not gotten back to us yet. Management will follow up.

John asked if there have been any further issues with the sewer pipe repair last year. No issues have been reported. Jackson XC moved their groomed trail away from this area.

Four local builders were contacted and asked to provide their recommendations and cost estimates to repair the bay windows in Unit 12A Cottage Drive. Without opening up the siding, no one is entirely certain as to the actual cause of the malfunctioning windows, but inadequate support is suspected. The BOD and Management considered estimates from two of these firms. (There was one no bid and one estimate seemed too low.) One builder would remove each window to make the repairs and one would leave them in place and quoted a lower cost than the other. After considerable discussion it was decided to proceed with Ron Poirier of Carpentry Plus, who had the lower quoted cost, has experience with

installation of these types of windows at Wentworth and can start immediately. It was noted that the extent of the problem and the cause of the malfunction along with the final cost, will not be entirely known until the first window is opened up. However if it is more complicated than his quote assumed, Ron will complete the work on the first window for the quoted cost.

Bruce Stelle, the unit owner, expressed concern about possible structural issues with the building. The BOD noted that it is likely not a building structural issue but an issue with the window installation, either improper installation or inadequate support. Jack confirmed that, per a Board decision made at the April BOD meeting, the Association will bear 50% of the cost of the window repair and that both windows will be repaired. In the unlikely event that there is a structural issue then the association will bear cost and go after the building contractor, including legal action. Management will contact Poirier to start ASAP. Jack asked that the Property Manager contact the original building contractor, to let him know there are issues with the bay windows. The BOD believes that major structural issues are unlikely as there were inspections throughout the reconstruction process. We will look at the windows during today's walkabout.

#### Financial Report:

Irina presented the financial report and John presented a graphical analysis of the financial trends.

Irina noted that there are only two owners who have not paid this quarter, and it is not likely a financial issue with either. Irina will check the address of one of the owners since it may have changed.

The P&L (profit and loss) Statement for April looks similar to the same time as last year. Since we are seven months into the fiscal year, we have a good idea where we are headed for the year in terms of expenses. Some budgeted expenses have not been spent yet (such as septic system pumping). There was discussion about how to project the expenditures without force fitting it to the actual budget as we may be under or over due to unforeseen circumstances.

We are halfway through the CAPEX budget. Painting represents a large portion of the most of the remainder of the budget. 14 Georgia Lane is currently being painted and 180 Main Street is scheduled for painting. Wood boxes are being repaired and painted.

There was considerable discussion about reroofing 13 Hurlin Lane this summer even though it was not included in this year's budget. Preliminary discussions on next year's budget had this roofing project as high priority, along with roof replacement at 9 Wentworth Hall Ave. and 20 Cottage Drive. Because of the poor condition of the roof, re-roofing may actually save us money because it will prevent any potential damage due to further leaks. After discussion it was decided to go ahead with the roof, even if it means reaching into the reserves, since the reserves are for unexpected expenses. Irina will contact the roofing company. The reserves are approximately \$125,000.

We have already transferred from reserves to operating fund but cash flow has improved because we changed our billing procedure and also recovered funds from the unit that was foreclosed. John noted the trends are indicating that we are currently over budget but we may or may not be over by the end of the fiscal year. Two reasons contributing to the overage: snow and ice removal expense was higher than budget due to the severe winter weather and the drainage project behind 66 Wentworth Hall Ave. This

trend means that we need to closely monitor the budget. Expenses that vary year to year are hydrant fees and septic tank pumping.

The estimate from Presidential Pest Control is \$3,774 this year and this is substantially higher than previous years (\$2,400). The contract includes spraying for ants and mouse control on request. The cost difference may be the additional amount for squirrel control. Management will look for other providers of these services.

April 9, 2011 BOD Minutes:

The minutes of the April 9, 2011 BOD meeting were approved.

Old Business

WMO arbitration starts in September.

Irina handed out copies of a letter from Kathleen Head to the BOD which provides a real estate update.

New Business:

None.

Next Meeting

The next meeting is scheduled for June 11, 2011 at the Wentworth at 8:30 AM. Rosemary will take the minutes. The walkabout will follow.

The meeting adjourned at 10:01 am.

After the meeting, the BOD and Management went outside for the annual walkabout, starting at Cottage Drive.