

**Corn Hill Condominium Association
Annual Meeting Minutes
October 18, 2014**

Cottage	Voting	Proxy
3		Judy Pachter
5	Patty Spencer	
6		Judy Pachter
7	Damon Mayers	
8		Janet Gillease
9	Judy Pachter	
10	Nancy Ide	
11	Janet Gillease	
12	Shirley Wright	
16		Lynn Bowman
17		Lynn Bowman
18	Margaret Grierson	
19	Susan Rothstein	

Also present: Judy Osborne, Lynn Bowman, Laurie Ferrari and Anson Wright

Lynn requested that we start the meeting with the Property Management Report due to Laurie, Ferrari's time constraint.

Property Management Report:

Laurie Ferrari, owner Peter Property Management, provided a detailed report highlighting all of Peters Property Management activities. A written report was distributed to all attendees. This report will be posted on the owner's website. Laurie summarized the work that is planned to repair the broken septic line. Laurie has done a terrific job in overseeing this complex project. A discussion ensued about the trim painting of cottage five. Several owners were concerned about the required de-leading process and the timing of the work Laurie informed owners that there are very stringent rules about lead pain and that we must adhere to them. Owners were also reminded that work should only be done in the off season (November 1 through May 31) as a

courtesy; if owners are having work done on their cottages they should notify their abutting neighbors. In general owners should notify the trustees about any exterior work. Laurie also informed owners that Cape Quality Plumbing is our preferred plumber. In emergency situations other plumbers may be used if Cape Quality Plumbing is not available

Review of 2013 Minutes

The 2013 minutes were reviewed including an overview of the action items. The 2013 Annual Meeting minutes were approved.

Summary of 2014 Completed Projects

The following projects were completed: CHCCA signage, Invasive Bamboo removal, exterior safety lighting, driveway repair, sand path replenishment and minor board walk restoration. All projects were completed within the allotted special project budget. Margaret stated that the exercise we used to prioritize the initiatives as well as requiring Lynn to approve all budget dollars was very helpful in managing these projects.

New Business and Potential 2015 Projects

Potential Projects

Septic Line Repair: We must fix the septic line. We are under order by the Truro Board of Health to repair the septic line ASAP. Lynn will work with Laurie Ferrari to ensure that the septic repair is completed by the end of November and file a claim with Norfolk and Dedham.

Sand Path Nourishment: The sand path was replenished in 2014. Susan Rothstein and Nancy Ide requested that we continue to nourish the path given that some erosion has occurred due to heavy rainfall. Additionally, placing snow fencing and or brush on the path is recommended to reduce erosion.

Dune Grass Plantings: Additional dune grass plantings are recommended on both sides of the beach stair case as well as in front of cottage 3. The additional planting will assist with erosion concerns.

Upper Driveway Repairs: The crumbling asphalt at the top of the driveway is a safety concern. Several owners and guests have fallen. The recommendation is to repair the upper driveway and to install a low height exterior light.

Exterior Lighting and Timers: The owners discussed the timing of when the exterior lights should be turned on and off. The owners decided that the exterior lights should be turned off 30 minutes before sunrise and turned on 30 minutes after sun set. **Action:** Lynn will inform Peters Property Management. Owners voiced concerns about light pollution and the brightness of the existing exterior lights. The exterior light near cottage eleven is a particular concern. **Action:** The Trustees will walk the property this evening and examine the exterior lighting and will make specific recommendations including the use of motion detectors and the height of the existing lighting.

2015 Project Prioritization:

Owners voted and approved the following projects in priority order:

- Septic Line Repair
- Upper driveway repair
- Exterior lighting
- Sand path nourishment
- Dune grass planting
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A 12K cap was established for all special projects

New Business:

Smoke Free Environment: A spirited discussion ensued on whether CHCCA should be a smoke free environment. Owners expressed concern about fire in general and shared the background on the fire that destroyed cottage 3 more than ten years ago. Owners expressed concern about renters using candles and offensive cigar and pipe smoking on the observation/sun set deck. Owners also noted that several owners smoke and that these owners should be allowed to smoke in their cottages. **Decision:** Owners voted to make CHCCA a “flame free” environment for renters. What this means is that renters are prohibited from smoking and using candles, essentially anything

that produces a flame. The only flame that is allowed is for grilling. Owners may continue to smoke, use candles and fireplaces. That said owners should take great care when using candles/ fireplace and be aware of others when smoking. **Action:** Lynn will develop “flame free” language and circulate to trustees and incorporate language into the Renter Policies and Procedures. Owner will update rental agreement to be sure that renter knows that CHCCA is a flame free environment.

Heating for Cottages: The safest and most efficient way to heat the small cottages is via a propane heater. If an owners wishes to install additional propane heaters the owner must seek approval from the trustees. Several owners use oil based electric heaters. Owners may continue to use portable heaters as long as they are safe.

New Lock for Storage Room: New keys for the storage room locks were distributed to all owners. The lockbox outside of the storage room contains the new key. The code to the lock box is 8714. Owners were reminded to not give out keys to the storage room. If cleaners or others need access to the storage room please have them access the key via the lock box.

Renter Policies and Procedures: Nancy Ide and the team were congratulated for their efforts in creating a clear and succinct renter policy and procedure guide. All owners are encouraged to distribute this document to renters. Lynn did equip Duarte Downey with copies too. Although the guide was distributed several owners noted that unruly children as well as renters continuing to hang exterior lights on the porches occurred in 2014. Owners agreed that having the document is helpful. Owners are encouraged to share the documents with all renters.

Cottage Closing Dates: This year there will be two different close dates. Owners must inform Lynn ASAP which close dates: October 28 or December 3.

Miscellaneous New Business:

Moss/ Mold: A concern was raised about the mold/moss on several of the cottages. Judy Pachter will follow up with Peters to determine the best way to tackle this issue.

Mice: Cottage 6 experienced a mice infestation last winter. Please remind Laurie that mice prevention is part of the cottage closing process.

Insurance update: Judy Pachter reviewed our new insurance policy with Lloyds of London. She highlighted the differences between the old Norfolk and Dedham Policy and Lloyds of London policy. The annual premium rates are comparable.

Truro Adventures :Nancy Ide provided an update . The Truro Adventure saga continues. For more information please contact Nancy directly.

Dog officer Report: Judy Pachter reported that two additional dogs have been registered. There were no violations in 2014. Action: Susan will notify abutters about dog policy.

Seaside Trash Disposal Evaluation: No concerns. Seaside is doing an excellent job.

Budget Report:

We ended the 2013 budget year 3K unfavorable to budget primarily due to unexpected septic line issues We currently have 37K in reserves. A new reserve goal of 50K by 2018 was established. The budget coordinator recommended that we do not increase condo fees in FY 2015 and cap all special projects at 12K. Owners requested that Margaret look to invest our reserves in a Money Market Fund.

Action: Lynn to follow up with Margaret.

The FY 2015 Budget was approved. The final budget will be posted on the website.

Margaret requested that owners continue timely payment of condo fees.

Margaret's new address/ contact info:

26 Warwick Road,

W. Newton, 02465

maggiicornhill@gmail.com

Meeting Close:

The meeting adjourned at 12:30. The 2015 meeting date is October 12, 2015 at 9:30 AM.