

CHCCA Annual Meeting Minutes

Location: Cottage 19

Date: October 10, 2015

Time: 9:30 - 12:30

Facilitator: Lynn Bowman

Attendees:

1. OWNERS: Patty Spencer, Karen Vallaro, Damon Mayers, Ellen Bowman, Paul Bowman, Judy Pachter, Anson Wright, Dan Losen, Margaret Grierson, Joe Rothstein, Susan Rothstein, Dana Teague, Terry Teague
2. PROPERTY MNGR: Laurie Ferrari for first 30 minutes

Agenda items

PROPERTY MANAGEMENT REPORT by L. Ferrari

1. New address: 43 Race Point Road, Unit D, Provincetown
2. Reviewed 6 repairs/improvements
3. Recommendations for 2016 include:
 - planting beach grass, trim trees in parking area, replace shingles on 6, 9, and 10, paint porch on 7, paint shutter on 11, replace roof on 18/19

Discussion -

Lou & Pat are best contacts for owners to make inquiries

Laurie requested instruction for trimming vegetation b/c several different people approached with different opinions.

Lynn informed Laurie that the owners took a survey on their satisfaction with Peter's performance and she will share the results with her in the next few weeks.

Insect infestation - owners do not want to spray the grounds/individual owners can spray indoors

Action Items -

Lynn will inform Laurie how the Association wants the vegetation trimmed and will share survey results with her.

Margaret will research organic pesticide options for insect problem.

Nancy will post Peter's Property Mngt report on CH website.

MEETING CALLED TO ORDER 9:50 AM

ATTENDANCE/INTRODUCTIONS/VOTING OWNERS & PROXIES

Cottage	Voting	Proxy
3		J. Pachter
5	P. Spencer	
6	K. Vallaro	
7	D. Mayers	
8		L. Bowman
9	J. Pachter	
10		S. Rothstein
11		L. Bowman
12	A. Wright	
16	D. Losen	
17		L. Bowman
18	M. Grierson	
19	T. Teague	

REVIEW 2014 MINUTES

Motion accepted to approve the minutes with one correction of a date on the last page.

SUMMARY OF 2015 COMPLETED PROJECTS

Brief summary of 2015 budget by Margaret

Reviewed history of septic repair by Lynn

Recognized Peter's Prop. for attending local hearings on our behalf

Repair estimate was \$13,400 but cost Association only \$3300 b/c of insurance claim

NEW BUSINESS

RENTER CONCERNS/ISSUES for Association

Flame-free Community

Discussion - Flame-free rules were reviewed: 2015 was transition year; 2016 will enforce;

Owners may smoke inside cottages but not in common areas;

Owners need to inform renters of smoke-free community and post rules in cottages;

E-cigs are allowed

Action items -

Nancy will create a document of Association rules using a bullet-point format

Lynn will laminate the document for each cottage to post next year

Drones

Discussion - Group decided no rules would be enforceable at this time

Dawn's renters

Discussion - reviewed offenses that occurred over the summer

Action item - Susan will mail Dawn another letter stating the Association allows her and her family members to use our path/stairwell, but not her renters

RENTER CONCERNS/ISSUES for individual owners

Undesirable tenants

Discussion - Trustees recommended creating an informal list of "Will not rent to again" tenants

Action item - In the future, owners should email Nancy whenever they want to share "undesirable" tenant information. Nancy will distribute to all owners via email.

Landscape maintenance

Discussion - Which vegetation to be trimmed, when and how to trim it

Owners took a vote - Leave all vegetation to grow (2)

Trim as needed (2)

Assess every 6 weeks and trim areas as needed: grills/stairs/clothes line (8)

Action item - Lynn will inform Peter's to trim every 6 weeks as needed/trim the Bittersweet/avoid trimming Yucca/ owners would prefer trimming to be done T/W/Th at noon and ask Peter's to post trim times in advance to owners via their website/email

Cottage close dates

Lynn informed group that Truro by-laws allow cottages to stay open until Nov 30th.

Two closing dates are being offered - Nov. 1 or Dec. 1.

Action item - All owners are to let Lynn know by the end of Oct. which date they choose to close-up.

Sandpath

Lynn informed sand was not added in 2015.

Discussion - Keeping it open or closing the path was discussed. Significant poison ivy growth noted in one area. Verbal vote taken whether to add sand in 2016: 2 abstain, 3 no's, all others yes's.

Decided to nourish path in 2016 and discuss next year whether to keep open or close path on permanent basis.

Action items - Lynn will have Peter's put another "poison ivy" sign at top of path.

Trustees will identify where sand should be added for maximum effectiveness.

Grass plantings

Discussion - areas in need of grass planting.

Action item - Trustees will walk grounds and identify areas that need grass. Lynn will inform Peter's.

Shared BBQ grills

Lynn informed group that the Association now owns 4 grills; 3 up top adjacent to cottages 6-11; and one at cottage 17. Cottages 3 and 16 own their own grills.

Discussion - Owners would encourage the use of chimneys and minimal lighter fluid

NEW BUSINESS NOT ON AGENDA

Insurance valuations

Lynn briefly explained how valuations were calculated by Karen Faria (ins. rep). For 100% replacement value, the premium would increase \$3300. Trustees plan to conference call with Karen Faria to better understand policy and options. Trustees also want to get additional values from either an appraiser or contractor before making a recommendation.

Discussion - Susan asked how would association pay the additional \$3300 without raising dues? Lynn explained how past few years association expenses have been under budget thereby increasing reserves. Margaret stated that in the past, what was called "special projects" is now considered "routine maintenance" allowing for better budget predictions. Setting annual spending limits and prioritizing projects as a group has improved spending habits. Margaret believes the Association could pay the increased premium without raising dues. Dan asked what the new total valuation is for all the cottages as compared to the old value. Lynn stated the new value is \$730,000 higher.

Action items -

Trustees conference with Karen Faria and get additional value by spring 2016 to make a recommendation.

Survey of Peter's Property Mngt performance

Karen explained the goal of the survey is two-fold;

1-to assess owner satisfaction of Peter's performance for CHCCA

2-to assess owner satisfaction of Peter's performance for individual owners.

Results revealed owners are "slightly to very satisfied" with the performance for the Association and "somewhat" satisfied with performance for individual owners.

Discussion - Suggestions and comments were exchanged. Group decided the survey will be repeated next year in Sept.

Action items - Lynn will share survey results and comments with Laurie in the next few weeks. Karen will email survey to owners again next fall; results to be discussed at next year's meeting.

Storage room toilet

Group agreed the toilet should be removed from the storage facility. Added to proposed 2016 project list.

Railroad ties

Group agreed that some railroad ties need replacing. Added to proposed 2016 project list.

Beach garbage

Discussion - What to do about supplies and garbage left on beach on-season and in the fall.

Group decided that they are not in favor of a garbage can on the beach.

Recommendations - 1) Week of Nov 1st all articles left on beach will be put in storage room to be claimed. All unclaimed items will be discarded after June 1st. Motion passed - all in favor.

2) Establish an owner's "Clean up the beach" weekend in May/June. Motion passed - all in favor.

Storage room

Discussion - Group decided the workbench will be used for placing "unwanted" or "found" items.

Association-owned tools will be placed in storage for all owners to use. Owners would like to purchase additional supplies: extension cord and clippers. Motion passed - all in favor.

Conservation issues

Septic system

Judy expressed concern for preserving the septic system.

Action item - Judy will research and create a list of environmentally-friendly products for owners to use.

Utilities - Judy expressed concern for recurring waste especially in electricity.

Action item - Dan will investigate solar panel options for next annual meeting.

Garbage pickup

Karen suggested for next year that during on-season months the garbage be picked up 3 days/week instead of 2.

Discussion - Group would like to purchase new garbage cans. Motion made to get a quote for new garbage cans and increase pickup days to 3. If nominal, go ahead. All in favor.

Action item - Lynn will get quote for 3 days/week pickup and new garbage cans for next year.

Owners voted on 2016 project priorities

Dune grass plantings (19)

Replace railroad ties (5)

Remove/cap toilet in storage (2)

Nourish sand path (5)

Purchase garbage cans (4)

Truro adventures

Update posted on website

Dog report

Judy reported that 1 realtor brought a dog on the hill and 1 renter of Hunt's may have had a dog. She will email Adam to remind him of the dog rules. Reminded owners to forward the proper paperwork

annually.

Discussion - Are dogs on stairwell allowed? Only owner's dogs from April 1 to Memorial Day; then again after Labor Day.

TNRTA (Truro Non-resident Tax Association)

Judy suggested owners join at \$35/year to support their efforts on our behalf and stay informed.

Budget report and 2016 recommendations

Margaret reviewed 2015 performance and projected 2016 budget. Noted that reserves increased over \$40K since 2011. Association has met its goal to reach \$50,000 by 2018. Need to set new goal. Asked owners to note her address change and make checks payable to Association.

Discussion - What should be Association's new goal?

Action item - Lynn, Judy and Karen will research the recommended amount for condo associations to have in reserve. Motion made to accept the 2016 revised budget with the established priorities. All in favor.

NEXT YEAR'S MEETING DATE

OCT. 15, 2016 Oyster Festival weekend at 9:30 AM in Cottage #5 (Spencer's)

FEEDBACK ON MEETING

Owners polled and all had favorable comments.

MEETING ADJOURNED 12:23 PM