

CHCCA Annual Meeting Minutes

Location: Cottage 3

Date: October 15, 2016

Time: 9:30 - 12:30

Facilitator: Lynn Bowman

Attendees: 1. OWNERS: Shirley Wright, Damon Mayers, Judy Pachter, Margaret Grierson, Joe Rothstein, Susan Rothstein and Nancy Ide. PROPERTY MNGR: Laurie Ferrari for first 30 minutes

Agenda items

MEETING CALLED TO ORDER 9:50 AM

ATTENDANCE /VOTING OWNERS & PROXIES

Cottage	Voting	Proxy
3		J. Pachter
5		S. Wright
6		L.Bowman
7	D. Mayers	
8		L.Bowman
9	J. Pachter	
10	N.Ide	
11		N. Ide
12	S. Wright	
16		S. Rothstein
17		L.Bowman
18	M. Grierson	
19	J. Rothstein	

Review of 2015 Minutes

Motion accepted to approve the minutes.

Summary of 2016 Completed Projects (Margaret)

- Dune Grass and other plantings
- Sand Path Nourishment
- Rail Road Ties/ walkway replacements
- Storage room toilet removal

Unexpected projects included the replacement of the roof and door to the well and replacement of ejector pump in cottage 18.

Property Management Report: (Laurie Ferrari)

Completed projects

- Beach grass and Rosa Rugosa plantings complete
- Trimming of bushes and branches in parking lot
- Cottage 17 erosion control
- Removed storage room toilet and capped pipe
- RR tie replacement
- Cottage 18 ejector pump
- Roof and door replacement for well.
- Repaired leaks during spring opening.

Plumbing Discussion: Lynn Bowman, Karen Vallaro and Laurie Ferrari met with Cape Quality Plumbing to discuss CHCCA plumbing needs. Cape Cod Quality Plumbing expressed concerns about the future servicing of CHCCA. Laurie expressed that Cape Cod rates are competitive and that they are very reliable. See separate document that summarizes plumbing concerns. **Decision:** Cape Cod Quality Plumbing will be the CHCCA Plumber of record for opening and closing the cottages, E.W. Winslow will be the secondary choice if Cape Quality is not available. Individual owners may choose to use a different plumber. Owners should inform Peters Property Management of their preferred plumber.

Opening Closing Discussion- Lynn recommended that we open one week later than usual—Approximately April 7th unless weather forecast suggest a further delay.

Decision: CHCCA will open the week of April 7, 2017.

Lynn provided three options for the 2017 opening; Owners should pick from one of three options highlighted below. If there is a plumbing or heating issue upon opening:

- a) Provide Peters and Cape Quality the automatic authorization for repairs less than \$200. For repairs over \$200 the owner will be contacted via cell.
- b) Request that Peters/Cape Quality contact owner via cell to get approval prior to any opening closing repairs. Effort will be made to make repairs the same day dependent upon when authorization is received.
- c) Elect to open and close independently.

Owners must inform Lynn of their selected option by October 22.

CHCCA Chair Report

Cottage 12 Flood: A broken hot water pipe during the April opening caused considerable damage to the kitchen and living areas in cottage 12. A \$17,000 claim was submitted to our insurance carrier, Lloyds of London. CHCCA is responsible for a 5K deductible. All of the repairs have been completed. Lynn will submit additional documentation to the insurance carrier to obtain the \$ 2300 insurance “hold back” before the end of the year.

2016 Insurance Renewal and Valuations: Lynn and Judy Pachter worked closely with Karen Faria, our insurance agent, to renew our insurance policy and update the statement of values for each cottage. The 2016/2017 insurance policy as well as the revised statement of values are posted on our web site.

Cottage 8 pending sale: Cottage 8 is under a pending sales contract and will close in early November. The sales price was \$615,000. A new CHCCA septic system inspection will be conducted prior to the sale.

Septic Issues and Cleanings: Several septic issues erupted this past year. A septic tank near cottage 11 overflowed. Apparently this tank had not been cleaned in many years. Additionally, the ejector pump for cottage 18-19 failed and needed to be replaced. Lynn recommended that we conduct annual septic cleanings.

Decision: CHCCA will ask Peters to coordinate annual septic cleanings.

Susan Di Motta Complaint: Neighbor Susan Di Motta requested pruning of Second Landing Way and around the top of the beach stair case. Susan Di Motta contacted Peters directly to do this work. Second Landing Way is not the sole responsibility of CHCCA. Peters did do some pruning, **Action Item:** Susan Rothstein will send the plot plan to be posted on our web site that will show responsibility and ownership of Second Landing Way. Barbara Bleemer will follow up with Second Landing Way neighbors to discuss repair of the Road (Joyce Losen, owner cottage 16 expressed concern with the road condition.)

Water Testing: New water testing regulations were reported by Karen Vallaro (via Lynn) Water testing must be done after opening and by regulation owners should not use the water for drinking bathing etc. until the water test results are available, Karen will notify Whitewater of our opening dates to ensure testing is complete and results are available asap. If you occupy your cottage prior to the testing results you should not use the water.

Peters Property Management Contract: PPM contract is up for renewal, Peters has not increased their rates since 2012. PPM will increase their hourly rates. **Decision:** Renew PPM contract. Karen Vallaro will conduct a PPM satisfaction survey in August 2017. The new contract will be posted on our website.

New Business

Fire Extinguishers: Discussion: Nancy Ide reported that she has a company that will come on site and inspect/ replace our fire extinguishers **Decision:** Lynn will coordinate fire extinguisher inspections. CHCCA will pay for the site visit cost.

Beach Stair Tread support: Discussion: A renter fell through one of the bottom beach stair case treads and sustained minor injuries. PPM has inspected the stair case and is recommending that all treads and supports be inspected and replaced as needed. PPM submitted a 10K estimate for this work. **Action:** Susan will obtain additional bids for the beach stair case repairs.

Shelving for Storage Room: Discussion: To increase owner storage capacity a recommendation was made to increase shelving in the area where there is currently a sink. **Action:** will prioritize with other special projects.

Monopolization of Observation Deck: Discussion: throughout the summer a few renters complained of other renter monopolizing the observation deck. Individual owners discussed this issue with the respective renter. This issue has been resolved.

Numbering of Cottages on Second Landing Way: Discussion: The CHCCA cottage numbering (16, 3, 17) conflicts with the Town of Truro emergency response numbering of 8A, 8B and 8C. Action Item: Barbara Bleemer and Joyce Losen will work with the Town of Truro to get less confusing numbering and CHCCA will adopt the new town approved numbering.

Washer & dryer Proposal: Discussion: Lynn proposed an assessment of installing a washer and dryer in the storage room or in a free standing structure on CHCCA property. Action Item: Judy Pachter and Nancy Ide will conduct an assessment and will bring proposal to the 2017 Annual Meeting.

Historical Designation: Discussion: Owners received a “historical designation “notice from the Truro Historical Review Board deeming that our properties are, “important to its heritage and unique outer cape rural and historical character.” This means that we cannot tear down any of our structures without going through an approval process and we qualify to purchase a historical designation plaque. Action Item further discussion is needed. All owners would need to agree.

Rail Road Ties: Discussion: RR ties along driveway path need to be replaced to prevent further erosion, Action: Will be prioritized with other projects.

Dune grass and plantings/Sand Path: Discussion: These are continuing projects to replenish bare spots and prevent erosion. Action Item: This will be prioritized with other special projects.

Spring Cleaning: Spring Cleaning is allowable prior to opening. Nancy Ide suggested a spring clean-up in early June for beach and common areas. After a day of cleaning a community BBQ was suggested. Action Item: Nancy will coordinate.

Budget Report and 2016 Special Project Recommendations (Margaret G)

The FY 2017 Budget was approved with no increase in condominium fees. The following special projects were approved: storage room shelving, dune grass and plantings and beach stair case repair and RR tie replacement. Additional estimates will be obtained for the beach stair case repair.

Dog Officer Report (Judy Pachter)

No news to report. Judy Pachter reminded folks that all dogs must be registered with the dog officer (Judy)

Truro Adventure Update (Nancy Ide)

Nancy Ide reported that the owners lost the lawsuit against the Town of Truro. That said, the owners continue to operate as a big venue rental in violation of the law.

Trespassing and Interlopers (Lynn)

Lynn suggested posting signs in July and August specifically stating no trespassing. This recommendation was approved. Lynn will coordinate.

Next Year’s Meeting Date

October 7, 2017 Columbus Day Weekend @ 9:30 AM in cottage TBD

Feedback on Meeting

Owners polled and all had favorable comments

MEETING ADJOURNED 12:25 PM

