

# CHCCA Annual Meeting Minutes

Location: Cottage 19

Date: October 7, 2017

Time: 9:30 - 12:30

Facilitator: Lynn Bowman

Attendees: 1. OWNERS: Patty Spencer, Karen Vallaro, Damon Mayers, Judy Pachter, Shirley Wright, Brice & Michelle McKane (skype), Judy Pachter, Nancy Ide, Janet Gillease, Shirley Wright, Laurie Hutchinson, Margaret Grierson, Nick Rothstein.  
Guests: Brice & Linda, Toby Wright (phone)  
Property Manager: (Laurie & Joslyn) for first 30 minutes

## Agenda items

**MEETING CALLED TO ORDER 9:40 AM**

**ATTENDANCE/INTRODUCTIONS/VOTING OWNERS & PROXIES**

<b>Cottage</b>	<b>Voting</b>	<b>Proxy</b>
3/10 SLW*		J. Pachter
5	P. Spencer	
6	K. Vallaro	
7	D. Mayers	
8	B. McKane	
9	J. Pachter	
10	N. Ide	
11	J. Gillease	
12	S. Wright	
16/8 SLW*	L. Hutchinson	
17/12 SLW*		L. Bowman
18	M. Grierson	
19	N. Rothstein	

\* New designation for cottage 3, 16 and 17 as per town of Truro

**REVIEW 2016 MINUTES**

Motion accepted to approve the minutes.

**SUMMARY OF ACTION ITEMS FROM 2016**

Historical designation: To be discussed.

Re-number cottages on Second Landing Way: From this point forward, the Association will refer to cottages 3, 16, and 17 as 10, 8 and 12, respectively, Second Landing Way, in order to conform to the town's regulations for emergency services. Condo docs will be updated as needed.

Washer/dryer installation: to be discussed.

**Fire extinguishers:** In the best interest of fire safety, the Trustees decided to purchase a new fire extinguisher for every cottage and one for storage. They are to code (5 lb.) and will be inspected annually. They should last approximately 6 years. Inspections and replacement costs will be incurred by CHCCA. **Action item:** Nancy will follow-up on how to dispose of old ones.

#### **SUMMARY OF 2016 COMPLETED PROJECTS (Margaret)**

Beach stair repair  
Storage room shelving  
Timber repairs driveway  
Dune grass & plantings  
Sand path nourishment: last year's project but paid this year

A total of \$7695 was spent on special projects against a budget of \$8,300. The storage room shelving was partially completed.

#### **PROPERTY MANAGEMENT REPORT (Laurie Ferrari)**

Joslyn reviewed completed projects and recommended future projects for the Association; supplied individual owners with a document for their cottage recommendations. Informed owners that if they group together, the price of a project will decrease. **Discussion:** Laurie reported that she feels the steps/treads to the beach are all sturdy. **Action Items:** Owners are to contact Peter's directly for individual cottage repairs; Peter's will be inspecting pilings underneath cottages to make recommendations for individual owners in the future; Peter's is getting driveway repair quotes for Second Landing Way. Owners are to update all contact information for Peters.

#### **CHCCA CHAIR REPORT**

**Fireworks on beach:** reviewed CHCCA rules and advised all owners to call the Police Department should they see fireworks.

**Running on dune:** noted the current condition of the dune path and that new pathways have sprung up in several areas. Will discuss new signage options.

**Parking events with Nessa Leary:** On several occasions on-season, various owners and renters experienced undesirable events in the parking lot. Nessa will be in Truro 9 mo/year and wants 18 inches to open her car door when turning out of her driveway. CHCCA deed includes an easement to park there. **Discussion:** Various ways to compromise and make it safer without losing a space if possible: mirror, timbers, repairing fence and/or re-shelling. **Action Item:** Nancy and Susan will form a parking committee to review options.

**Window fans:** Discussion of fan etiquette. Owners should refrain from using large window fans.

**Cottage 5 porch:** The front porch for cottage 5 is NOT a community porch. It is owned by the Spencer's. Owners should politely inform any party that is using the porch without permission/rights.

**Sand path:** Update. Upon sale of cottage 8 last year, the town's order of compliance was satisfied by putting a fence and sign in front of the dune path. CHCCA did not add sand this year as per Peter's recommendation to abide with the town and Association funds ran low.

## NEW BUSINESS

**Dune grass:** **Discussion:** Trustees will walk property to prioritize areas of need; L. Hutchinson requested a small snow fence in front of cottage 16; Margaret requested adding plants to front of cottage 11, road-side. Dune grass and signage will be prioritized separately with other projects.

**Storage room shelving:** **Discussion:** the project was stopped to divert funds to the septic repair. Will be prioritized with other projects.

**Trash barrel:** **Discussion:** to replace old and cracked barrels through Seaside Disposal. Will be prioritized with other projects.

**Spring Cleaning:** **Discussion:** An attempt was made in the past few years to have an opening owner's weekend and clean the property. This has been unsuccessful to date.

**Opening/Closing Dates:** **Discussion:** There are two options to close; Nov. 6<sup>th</sup> or 28<sup>th</sup>. However, if you choose Nov. 28<sup>th</sup> and your cottage has a problem due to cold weather, the repair costs will be incurred by the owner. Lynn reviewed Peter's responsibilities vs. individual owner's responsibilities when opening. Margaret had a problem with electricity being shut off last year. **Action item:** Lynn will inquire with Peter's to resolve the issue.

**Repair broken fence owned by Nessa:** **Discussion:** options to be neighborly, repair, dismantle fence, delineate drive with timbers, and add more shells. Installing timbers and adding crushed shells will be prioritized separately with other projects.

**Road repair on Second Landing Way:** **Discussion:** L. Hutchinson requested the paving of the driveway at the entrance to Second Landing Way be made high priority for spring 2018. It is in such bad condition that elderly owners suffer when driving over. CHCCA would pay 3/7 and the 4 owners would pay the remainder. **Action item:** Lynn will send a letter to abutters and will ask Susan DiMatto about ownership and the master deed for the road. Will be prioritized with other projects.

**Historical designation:** **Discussion:** Recognized by the town (not federal) as historical site therefore less restrictions. Owners voted yes to a single plaque for this designation. **Action item:** Judy Pachter will contact the town and inquire if we can have 1 plaque for the entire Association rather than individual cottage plaques.

**Washer/dryer/outdoor shower:** **Discussion:** Lynn discussed 2 options that the trustees reviewed: within storage or build a new structure. Trustees recommended a new structure. Owners who plan to use it, would pay the construction costs and the ongoing operational costs would be paid by the Association. All but one owner voted in favor of building a separate structure to house a washing machine, dryer and outdoor shower. **Action item:** a committee comprised of Nancy, Susan, Judy and Toby Wright will develop a project plan including a proposed site and cost estimates. The trustees will review the plan in January. The goal is to begin construction in April.

## NEW BUSINESS NOT ON AGENDA

**Driveway timbers:** **Discussion:** Whether to continue replacing timbers along the Corn Hill Road driveway to prevent erosion. Will be prioritized with other projects.

**Dead tree: Discussion:** Whether to remove the dead tree at the corner of the Corn Hill Road driveway. Will be prioritized with other projects.

**BUDGET REPORT and 2017 SPECIAL PROJECT RECOMMENDATIONS (Margaret Grierson)**

The FY 2018 budget was approved with no increase in condominium fees. A total of \$7500 was allocated for FY 2018 special projects. The following special projects were approved: road repair, dune grass, keep off dune grass signs, timber for Nessa, storage room, trash barrel, crushed shells, lower level road timbers, dead tree.

**DOG OFFICER REPORT (Judy Pachter)**

Reviewed CHCCA dog regulations that are posted on our website. When a rule is violated, report it to her and she will notify the owner to rectify the issue. She requested that she be informed of the outcome. **Discussion:** Insurance policies can vary, therefore, CHCCA must review each dog owner policy to register the pet. Action Item: Judy P will review CHCCA insurance policies for dog coverage.

**PETER'S SATISFACTION SURVEY RESULTS (Karen Vallaro)**

Reported the results of the Peters satisfaction survey. At a high-level owners are slightly more satisfied compared to the previous survey with Peters' performance for both CHCCA and individual owner's needs. Action: Lynn will meet with Peters to review the detailed results of the survey.

**MISC.ACTION ITEMS**

Action Item: All owners are to verify and update their contact information and provide information to Nancy. Nancy will ensure owner contact information is updated on the website. Nancy will add the budget and meeting minutes to the website.

**NEXT YEAR'S MEETING DATE**

Oct. 13, 2017 Oyster Festival weekend at 9:30 AM

**FEEDBACK ON MEETING**

Owners polled and all had favorable comments. One owner requested that we revisit the CHCCA Annual Meeting Dates citing that traffic during Oysterfest is a concern. This topic will be discussed at next year's meeting.

**MEETING ADJOURNED 12:23 PM**

