

CHCCA Annual Meeting Minutes 2018

Location: Cottage 19
 Date: October 13, 2018
 Time: 9:30 - 1:20
 Facilitator: Lynn Bowman
 Minutes: Karen Vallaro
 Attachments:

- 1 Corn Hill Cottages Oct. '17 -Sept. '18 Special Projects Report
- 2 Peter's Property Management Report
- 3 Coastal Engineering Report
- 4 Parking Report for Corn Hill Cottages
- 5 Rules and Regulations for Use of Common Laundry Facilities and Outdoor Shower
- 6 CHCCA Proposed Budget for 10/1/18 thru 9/30/19

Attendees:

1. OWNERS: Amy Cerel (phone conf. call), Susan & Joe Rothstein, Judy Osborne, Damon Mayers, Brice & Michelle McKane, Judy Pachter, Nancy Ide, Janet Gillease, Joyce & Stu Losen, Margaret Grierson, Karen Vallaro
2. GUESTS: Jon & Christina Spencer, Keith Suderman
Property Manager: Laurie Peters for first 40 minutes

Agenda items

MEETING CALLED TO ORDER 9:40 AM

ATTENDANCE/INTRODUCTIONS/VOTING OWNERS & PROXIES

COTTAGE	VOTING	PROXY
5		Jon Spencer
6	K. Vallaro	
7	D. Mayers	
8	B. McKane	
9	J. Pachter	
10	N. Ide	
11	J. Gillease	
12		M. Grierson
18	M. Grierson	
19	S. Rothstein	
8 SLW	J.Losen	
10 SLW		L. Bowman
12 SLW	A. Cerel	

REVIEW 2017 MINUTES

Motion to accept and approve the 2017 CHCCA annual minutes. Vote passed unanimously.

SUMMARY OF 2018 COMPLETED PROJECTS (Margaret - Attachment 1)

- SLW road repair
- Dune grass & plantings
- Storage room shelving
- Trash barrel replacement
- Shell replenish parking area
- Dead tree removal

The following were not completed because the road repair cost was \$1860 over budget: Signs - Keep off Dunes & Poison Ivy; Parking area timbers; and Further timber replacement. It was asked if all abutters contributed. Lynn reported that abutters Jeff Conklin and Susan DiMatto contributed. Laura Emanuelides opted out so Jeff Conklin paid her portion. Lynn & Jeff decided not to ask Paul LaFrance because of his recent house fire. Susan Rothstein did create and install several handmade "keep of the dune" signs.

PROPERTY MANAGEMENT REPORT (Laurie Ferrari - Attachment 2)

An update was given on the Bleemer/Losen cottage rebuild and insurance claim status. The 2018 completed projects and the recommended future projects for the Association were reviewed; and brief descriptions of recommendations for individual owners. If owners group together, the price of a project will decrease.

Discussion: Peter's charges \$65/hour and 15% materials. Peter's cannot provide written quotes with the individual cottage recommendations but will quote upon request. A review on which projects require pre-approval from the Board of Trustees: routine maintenance does not need approval i.e. power-washing, but it would be best practice to notify the trustees of *any and all* future exterior work to avoid problems.

CHCCA CHAIR REPORT (Lynn)

Board members: Barbara Bleemer is stepping down as a trustee and Laurie Hutcheson (Joyce Losen's daughter) is interested in the position. Brice also expressed interest in becoming a trustee. Lynn nominated both Laurie Hutcheson and Brice McKane as new trustees.

Vote: passed - unanimously

Laundry Shed: More work will be completed before the close of the season. Reviewed anticipated vs. actual expenses including unforeseen expenses- relocation & surveyor. Next year a shower enclosure, landscaping and a retaining wall are planned. There has also been interest expressed in a foot-shower.

Unruly children: Lynn receives calls every summer with this complaint. The recommendation is to inform all renters of the rules which are for the safety and courtesy of others. Discussion about when quiet hours should begin in the evenings. Jon Spencer made a motion to change the CHCCA rules for quiet hours to begin at 9PM instead of sunset for the high rental season.

Vote: passed. Yea - 8; Nay - 3

Action Item: Nancy will change the language in CHCCA Rules and Regulations regarding quiet hours

Insurance renewal: All insurance policies were successfully renewed. There was no increase in premiums. Where possible policy renewal dates were moved to coincide with our fiscal year.

Beach staircase accident (Attachment 3): Review of Margaret's accident/injury on the staircase and subsequent report by Coastal Engineering. Trustees met with several contractors and recommend moving forward with a repair/replace strategy and use "salt resistant" materials. This project will not be prioritized as it *must* be done in the spring. Owners have 3 payment options: 1 - spend only for

staircase repair and no other special projects; 2 - spend down reserve and still do special projects; or 3 - designate staircase repair as a special assessment for all owners to pay a one-time expense.

Discussion: Trustees shared contractor opinions, Margaret expressed her concerns, Peter's Property does not want its employees on the stairwell and recommends getting an engineer report to state the structure is sound. Decision - Funding of the beach staircase repair will come from reserves. The community decided to spend down 20K in reserves to fund the beach stair case repair.

Action Item: The trustees will continue the repair project with the goal of securing a safe staircase by next spring. Help from other owners is welcome. Toby Wright has offered to assist.

8SLW Storm Damage: Damage incurred during two storms this past winter (December 25, 2017 and March 24, 2018) Our insurance carrier has agreed to "charge" us one 5K deductible rather than a 5K deductible for each storm. The Association is still negotiating with our insurance carrier because there is a significant cost discrepancy between the actual cost to repair and the insurance adjusters estimates to repair. The drivers of the discrepancy are the Truro building code and Conservation Committee requirements.

Discussion: The rebuild of 8SLW is expected to be completed before the winter. Joyce expressed some dissatisfaction with Peter's Property handling various matters for her as an individual owner.

Action Item: Lynn to settle all claims from the storm, including the claims by several small cottages for roof damage.

NEW BUSINESS AND POTENTIAL 2019 PROJECTS

Parking Proposal (Susan & Nancy, Attachment 4): There is a need for more spaces to ensure each owner gets 2 parking spaces. The recommendation is to add 3 spaces in the SLW lot and to reclaim the spot that was blocked-off on Corn Hill Road as per Nessa's requests from last year. Three options to delineate spaces were presented and the committee recommends the wheel bumper option. The 7 recommendations and the proposed coupon/parking permit system (2 coupons/week/owner) were reviewed.

Discussion: All were reminded that each owner has the use of 2 spaces and no one is entitled to a space. Guests of owners/renters cannot use these 2 spaces unless the owner/renter makes alternate accommodations for their own vehicles. Two owners reported seeing non-Corn Hill-cars park in the Corn Hill Road lot and walk to Public Corn Hill Beach, presumably to avoid the fee. It is unknown whether or not the town prohibits roadside parking. It is unknown who owns the lot across Corn Hill Road, therefore caution was recommended before making changes. Signage for the Corn Hill Road lots was discussed and many owners felt it would be helpful. A motion was made to add discreet signage to the Corn Hill Road lots.

Vote: passed - unanimously

Two options for the time-frame for the use of the coupon system were discussed; "always" (April until Nov.) vs. "high season" (Memorial Day until Labor Day). Lynn called for a vote between the two options.

Vote: unanimous for "high season".

Recommendations 1, 2, 3, 4, 5 and 7 were voted on individually.

Vote: 1, 2, 3, 5, and 7 all passed unanimously. 4 passed with 12 Yea and 1 Nay (cottage 12SLW stated money better spent for more important projects)

Action Items 1) 24 Coupons to be given to each cottage for next year. (Completed) 2) Discreet CHCCA parking signs will be added to parking lots assigned to trustees. 3) Susan with support from Lynn will meet with Nessa and share go forward parking policies and the reclaiming of the "Nessa" trial parking space. 4) Trustees to install "wheel bumpers" to delineate parking spaces and excavate to add three additional spaces on SLW. 5) Nancy to update renter rules and regulations to reflect parking coupon pilot.

Laundry Shed Operating Policies (Nancy & committee, Attachment 5): Reviewed the 11 rules and 5 additional notes.

Discussion: Feedback from the trustees was given for the term “adult children” in rule #1 and all owners agreed to change the language to “children age 10 and under will be supervised by an adult”. Discussion over rule #4 - using a common detergent vs. individual cubbies for separate owner’s detergents led to a group decision for a community detergent kept in the shed. Discussion over rule #6 led to a consensus: with the plan to buy high-capacity washer/dryer, owners are expected to use common-sense and discretion for washing blankets, etc. A motion was made to accept all the proposed Rules and Regulations except for the machine maintenance costs.

Vote: passed - unanimously.

Who is responsible for the cost of maintenance of the machines and the shed was discussed. The shed is now considered “common property” as per our master deed. Karen made a motion that the 9 owners who paid for the structure and machines will be responsible for the non-routine cost of the maintenance/repair/replace of the machines, while the Association will be responsible for the routine cost of the maintenance for the structure and seasonal plumbing.

Vote: passed - unanimously.

There is a need for a laundry shed manager. Lynn offered to provide the detergent and take the title of “Laundry Shed Manager”. A sign that encourages use of the clothes lines was requested. Discussion ensued post vote about whether the repair of the washer/dryer should be a common expense. Lynn tabled the washer/dryer maintenance until next year.

Action Items: Lynn to stock laundry supplies in shed next spring and to create sign that encourages folks to use the clothes line. 2019 Agenda item—who should be responsible for the repair maintenance of the washer/dryer—all owners? Or the 9 owners that funded the building of the laundry shed?

Trash Barrel Replacement - Trash Barrels will be replaced on an as needed basis.

Condo By-law Modernization - A condo-doc/by-law attorney reviewed our 40-year-old By-laws pro bono. It is recommended that the Association update the documents. This can be done in 2 phases. Phase 1 would “strengthen the governance” by delineating officer titles, roles, terms, elections, etc. Phase 2 would refresh the voting percentage weights by one of three ways:

1. Leave as-is. Weight of vote approximates the size of the cottage, square footage (New info added post annual meeting: *this is not accurate. Weight percentage originally was a factor of both square footage and the initial cost of the cottage as established by Diane LaFrance. This is in the master deed*).
2. Change the documents to reflect all cottages have equal vote weight and spread condo fees equally
3. Hybrid - weight of vote is equal and condo fees are based on square footage. The cost estimate to modernize the condo documents is \$1500. There was a call for a committee to research. The members are Brice McKane, Laurie Hutcheson, Judy P with Susan acting as the chairperson.

Laundry Shed Landscaping (including cottage 10SLW) - no discussion

Outdoor shower - no discussion

Electrical Infrastructure Modernization - One or more electricians have stated our electrical infrastructure is out of code and presents potential safety issues. One recommended that EverSource assess the situation and provide a plan to bring the infrastructure up to date. The cost for the assessment is approximately \$750. A committee was formed to research this issue. Members are Jay, Damon and Brice with Brice acting as the chairperson.

Action Item: Committee to research CHCCA’s options for updating electrical infrastructure and report to trustees in March 2019. Lynn will share with Brice the Eversource requirements for the infrastructure plan.

Beach Stair Repair Proposal (Nancy & Karen) - no discussion

Year-round Occupancy -There was no interest in investigating the needs for year-round occupancy

Sand Path Replacement - Discussion: Susan reminded everyone that the Association has not been routinely replenishing the dune path as often as it had in past years. There were two recent years where the replenishment was voted for but not performed because the money was transferred to a higher priority project. Since there is a big pile of sand on SLW that the Association needs to move, there was a plea to vote yes and use this sand.

Repair Materials and Update Guide - Contractors who have done recent work on the grounds and structures have commented that the Association should use modern materials for new projects since they are far superior, readily available and less costly. A committee was formed to research this topic. The members are Judy P, Janet, Nancy and Damon, with Judy P acting as chairperson.

Action Item: Committee to research this topic and report to Trustees by September 2019.

Cottage 5 South Side Re-shingling -Quotes need to be provided, the Association will pay for half because the structure contains the commonly-owned storage area.

Action Item: Lynn will work with Cottage 5 to get quotes and ensure work is completed.

Landscaping Frequency/Hours - Discussion about where, when and how Peter's Property will perform landscaping tasks. This past season it was performed every 3 to 4 weeks. The group decided this is adequate but the vegetation adjacent to the grills should be kept very low for fire safety. Pruning is non-routine and Peter's will be asked to use common sense for pruning walkways.

Action Item: Lynn to convey these decisions to Peter's Property

Repair Broken Fence near Parking Area - The fence on SLW. No discussion

Airbnb - Owners are allowed to choose any means of advertising for their rentals. There has been concern that inadequate vetting may occur if using such websites. Brice explained his experience with Airbnb, its rules and vetting processes which alleviated the concerns.

BUDGET REPORT and 2019 RECOMMENDATIONS (Margaret, Attachment 6)

The FY 2019 was approved with no increase in condominium fees.

Review of anticipated project cost vs. actual costs. Peter's Property projected increase was higher than anticipated as well as tax preparation costs. Cost savings were made by making trash a routine Sunday pickup instead of a "special request" and our neighbor Susan DiMatto now contributes to the cost of trash pick-up. Insurance premium is paid in advance to avoid extra interest fees. There was no cost for the septic tank this year but there will be next year because the Association does this biannually.

Discussion: Reserves are approximately \$50,000. The staircase repair cost may range from \$10K to \$20,000 so owners need to decide how to fund. Three options: 1 -Take out of reserves, 2 - do a one-time assessment from each owner, or 3 - forego special projects and only do stairs plus use reserves if needed. Group elected against option 3.

A straw poll for options 1 vs 2 was held. Vote - unanimous to use reserves, option 1. A motion was made by Lynn to cap the staircase repair to \$20,000 from reserves.

Vote: passed unanimously.

Discussion: Whether to cap cost of special projects to \$10,000 as usual. Judy P. offered to pay for foot-shower and keep all other special projects. All agreed.

The following special projects were approved: Condo doc modernization, electrical infrastructure plan, parking wheel stoppers, laundry retaining wall, laundry landscaping, outdoor shower enclosure, foot shower, sand path replenishment, cottage #5 re-shingling.

Action Items: 1) Susan will lead committee for condo doc modernization focusing on governance. Report is due September 2019. 2) Brice will lead the electrical infrastructure committee and will pursue EverSource plan. Recommendation is due to Trustees in March 2019. 3) Trustees will add new parking spaces, add signage and install wheel bumpers by Spring 2019. 4) Lynn will work with Trustees on laundry landscaping, retaining wall, outdoor shower and foot shower. Installation goal is Spring 2019. 5) Susan will lead sand path replenishment efforts by Spring 2019. 6) Lynn will work with Cottage 5 or re-shingling/goal is Fall 2018. 7) Karen will follow up with Whitewater regarding the FY18 water testing cost increase.

NEW BUSINESS NOT ON AGENDA

Fire Extinguishers - All fire extinguishers must be inspected annually.

Action Item: All owners were asked to leave their extinguisher in storage for this purpose. Make sure it has your unit number on it. You can retrieve it in the spring.

Laundry Shed Consideration: Lynn asked the owners to consider the following: Adam Hunt supported the decision to build a laundry shed for owners that do not have a washer/dryer. The shed location ultimately decided by all owners is now directly across from his cottage. Lynn suggested that the community demonstrate their gratitude to Adam by: 1) Naming the shed in the memory of Adam's brother Richard's character on Sesame Street. 2) To allow his renters to use the outdoor shower.

Discussion - Specific to naming the shed- there was no concerns voiced. Specific to allowing Adams renter access to the outdoor shower. Joyce Losen suggested that it is not legal for the Association to give a single owner a special privilege as this was attempted in the past. It is not known if this is true. A straw poll was taken to see where owners stand on the issue of allowing Adam's renters to use the outdoor shower assuming that it is legal to do so:

Votes: Yea from cottages 5, 7, 9, 10, 11,18 and 12SLW; Nay from cottages 6, 19, 8SLW and 12SLW Cottages 8 and 12 did not vote. Note: Margaret abstained from representing Shirley and McKane had left early

Action Items: Lynn to contact cottages 8 and 12 to capture vote and to calculate the % vote to assess the final outcome. (completed) CHCCA Chair Note (10/28/19): After the annual meeting both cottage 8 and cottage 12 voted yea. Final vote: 9 yea and 4 nays. After calculating the vote (59.8% yea and 40.2% nay) the vote passed to allow Adam's renters to use the outdoor shower. The Trustees will discuss next steps and tackle the legality issue at the Trustees meeting on November 13, 2018.

Peters Property Management Performance: Several owners have expressed criticism of Peter's
DISCUSSION: Whether to look for a new property manager. Tabled until 2019 Annual Meeting.

INDIVIDUAL COTTAGE CLOSING DATES either 11/8 or 11/30

Action Item: Let Lynn and/or Peter's know your choice asap
CHCCA Chair note (10/28/18) Cape Cod Quality changed second closing date to

FEEDBACK ON MEETING - Owners polled and all had favorable comments.

Meeting assessment 1 to 5, (1 being low;5 being high) all rated it a 5. Folks agreed that there was a lot of information to cover. For next year's planning we may need to extend the meeting by starting earlier or ending later.

NEXT YEAR'S MEETING DATE

Oct. 12, 2019 Columbus Day weekend/time TBD tentatively (9:30 AM-12:30 PM)

MEETING ADJOURNED 1:20 PM

