

# CHCCA 2021 ANNUAL MEETING

**October 9, 2021**

Facilitator: Lynn Bowman, President

Minutes: Judy Pachter

Present (\*non-voting attendees): Margaret Grierson, Jon Spencer\*, Patty Spencer, Damon Mayers, Liz Tavares, Judy Pachter, Nancy Ide, Jerimiah Hill\*, Rachel Pachter\*, Jill Bleemer, Laurie Hutcheson\* (late)

On the phone: Adam Hunt, Amy Cerel, Brice McKane, Toby Wright, Anson Wright\*

Tony from On Time Property Management present for his report.

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Meeting called to order by Lynn Bowman at 9:31AM

No proxies (historic). Introductions of all owners.

## **Review of 2020 meeting minutes**

No edits. Susan moved to approve, Patty seconded; Minutes approved

## **Review of FY 2021 Special Projects and FY 2021 Financial Performance**

- Margaret- FY21 Special Project Budget \$ 3750
- Completed 5 of the 6 projects for a total of \$1351.09.
- Storeroom window replacement not completed but will be done this fall. Will carry this over in special projects for 2022.
- Rope and sand path were done by owners at no cost.

### *Financial performance*

- All monies have been collected on time and up to date. Special project funds are not in the analysis.
- Expenses- Came in under budget. New property management was on target.
- Septic not due this year (will be included for next year)
- Insurance- **same as previous year?**

- Put in 5-10 percent increase on all other fixed expenses. Spent \$47 more than projected.
- Put \$5314 into reserves (includes window replacement value)
- Special assessment funds. Waiting for some money but have \$9731 right now.

### **President's report:**

- November 8<sup>th</sup> is the close for all cottages except for Cottages 18 & 19. Cottage 18 & 19 will close on 11/30. Helpful to Tony: tell him if you are leaving earlier.
- 21-22 Trustees roles and responsibilities. Lynn is stepping down and will not be a trustee. Trustees planned for who will be doing what. No one will act as President for the coming year. One trustee will be on call for each month, on a rotating basis. Tried to develop a schedule to coincide with when trustees will be on site. Schedule will be posted on the Web site; owners need to refer to that. Printed copy of the schedule given to all owners. Owners can go to the point person or to the on-call person. Whatever is easier.
- Owners should consult the website for information. Nancy is the webmaster.
- Bylaws say that we should have officers, but we have not elected officers in the past. To rectify this, the Trustees elected Laurie as secretary and Judy as treasurer (historically, Margaret has taken on a larger role than bookkeeper). The treasurer will be responsible for creating the financial forecast and projections for coming years. Secretary's duties not discussed.
- Parking concerns – Problem with DiMotta's tenants parking so that access to beach stairs is partially or wholly blocked. We will cut down some the vegetation near beach stairs. Laurie will speak with Susan DiMotta about renter parking.
- Nancy had expressed concerns about using wood in the grills. Need to reinforce the flameless requirement to renters and indicate in the rules that wood fires are not permitted in the grills.
- Stickers attached to our signs by unknown persons: A "dog equity sign" was put on our sign at the bottom of the driveway; Nancy removed it. A large permanent sticker saying "This land is your land, this land is my land, Truro was made for you and me" was placed on both our beach signs as well as other signs along the bayside beach. Need to remove with special substance.

### **Property manager report**

Introduction to Tony of all owners.

#### *Accomplishments this year*

- "Little rocky start". Should meet deadline for closing.
- Installed hand rail

- Repair of the deck
- Repair of laundry room area- propane tank tipped. Bolted to wall now. Cut back overgrowth for #12.

### *Recommendations*

- Boardwalk- 6-11. Sand is moving them and there is no support under the boardwalks between the cottages. Not tied together so uneven. Some were worked on. Suggestion to rebuild those walks to a width of 32" with a center support. About \$2400 for each pre-built 8 foot unit. Due to the cost we will probably will not be able to do all at once.
- Small platform for bottom of the stairs for chairs and umbrellas- he will cost out materials but probably about \$150. Would help with storms as well.
- Having trouble getting windows. Will try to get one in Nov. for replacement in the storage unit from Wilco (better company than Brasco).
- Recommend reflectors on the cottage near lower parking lot. Parking bumpers- should be on poles. Not expensive but no cost estimate now.
- Shutters on storage area need replacing. Use wood or PVC. Wood could be a problem because you can't paint them right away.

### *Discussion*

- Adam asked about closing because he has a water and propane valve in his cottage. Tony will need to turn them off later before the winter, but not before final closing.
- Let Tony know if you want screens off over the winter.
- Patty asked about smoke alarms going off in the heat. Tony said that she will need to keep windows open to avoid this happening.
- Tony has responsibility for storage room smoke detectors but not for individual units. Using WIFI ones is good. One of the recommendations from electrician was to go to battery system. Can't be all batteries. Will continue this discussion.
- Tony's cell phone 508-367-7291. Texting is best.

## **Review of Property Manager Performance**

Lynn's observation of Tony's performance:

- Work done well and competently.
- Unwilling to be accountable. Should be documenting every week and month his inspections. Has not turned in any reports. Had them at home. We pay him a set fee and he needs to be accountable. Should we be looking at a new property

manager or go forward with Tony? Has not documented anything this year until now. Brought documents with him.

- Always late but eventually is responsive.
- Prices reasonable.

### *Discussion*

- Toby said we need help from the community and need to make sure he complies.
- Billing has been on time (unlike Peters).
- Margaret - tie performance reports to his pay. Has to send report with invoice. Toby, Liz and Margaret will meet and decide who will speak with him regarding tying his paycheck to reports. Should be in his contract.

**Action Item: ??? - Amend Tony's contract.**

## **Committee reports**

### *Dune Stewardship*

- Toby-still need a generalist. Four owners will pay for generalist assessment of state of the property..
- Has not been able to reach Jim O'Connell.
- Will re-canvas committee.

**Action Item: Toby will continue to try to get Jim to respond and will reconvene committee to follow up on this.**

### *Governance*

- Toby- Percent of beneficial interest is laid out in documents.
- Beneficial interest comes into play for any vote, financial or otherwise.
- Susan - we need to be specific about what percentage is needed for certain items. Anything requiring modification of condo docs has to be approved by 100% of owners. But for other things it is 50% and 75%. Lynn would like to change to equal votes. Susan thinks it may not be legal.
- Right now the beneficial interest is market value at the time the property became condos.
- Vote to change condo docs passed by 100%.

**Action Item: Toby-Condo docs to be amended for 2<sup>nd</sup> landing way names.**

## *Electrical Infrastructure*

- Brice and Lynn-Collected money for site plan.

**Action Item: Brice will continue to push this project ahead.**

## *Building Materials*

Should ask Tony for advice. Laurie asked, do we have to change the by-laws? Determination was that the trustees can make the decision. Susan suggests that we share changes with other owners. Committee now is: Judy (chair), Nancy, Margaret, Susan. Judy will ask Tony to join committee.

**Action Item: Judy will lead to continue this discussion.**

## *Alternative Energy*

- Rachel Pachter spoke with one company. \$38,000 outlay for solar work. Gain in year 25 is \$80K. All the building panels would be on 5 and 12. Conduit solar. Well respected is a well-respected company but would need to do a site visit.
- Judy-Can we lease the panels? Do not know. Should we wait for the upgrade of the electrical first? Rachel should contact Brice directly.
- Have to look at the structure of the roof. Susan- can it be on the land?
- Amy asked about electric car charging stations. Will look into it on the electrical infrastructure committee.
- Do we want this committee to continue ? Community voted to continue exploring this.

**Action Item: Liz and Rachel will continue to explore this issue.**

## **New Business and Follow-up from last year**

### *Dog Pilot*

- Judy- 2 complaints- One walking the dog in the parking lot. One dog here in August and barking, so as to wake up other owners.
- Three dogs belonging to owners passed away this year.
- Vote on continuing dog pilot extension-Vote carries to continue the pilot- one abstain and one no vote.
- Susan brought up fines. Discussion- how do you enforce fines- when the person woiing the fine sells?. Vote number 2- should there be fines? - 3 in favor and the rest no- Does not pass and trustees will continue the discussion.

### *Parking Space Allocation*

- Amy Cerel very concerned; no room for unloading in front of her house. Concerned about our liability as well.
- Amy 's proposal: 1. Clearly designate parking spots 2. Assign spots for each cottage.
- Cost associated with temporary signage is a factor. Should we have assigned spots just for SLW? Who gets which spots? Because this is common land we will need a beneficial interest vote to make this change.
- Margaret - put cottage numbers on the parking permits. Beneficial interest vote on just Second Landing Way doing pilot- 52%-48% against. The designated parking space proposal did not pass.

**Action item: Nancy- Put cottage numbers on parking passes.**

### *Storage Room allocation*

- Rooms on left side are for all owners.
- Over the summer some owners' items were moved by other owners. Owners should not move or otherwise access any items that are not their own.
- Should we allocate space for each owner? Vote to allocate space did not pass.

### *Insurance Renewal*

- Judy reviewed costs and what is covered.
- Going to get an assessment of replacement values so we are up to date. Paul from Tram Construction will be doing it but we will have to pay a fee.

**Action Item:- Lynn- Contact Paul and arrange this to be done.**

### *Emergency Preparedness*

- Lynn- We need to put some policies together for when there is any kind of emergency.
- Committee for writing a procedure : Nancy (chair), Toby, Judy, Liz.

**Action item: Nancy - Create document and come back to trustees by March.**

### *Trash lids*

- Nancy said that the lids are not being put on tightly and animals are getting in and strewing garbage.
- Solution-Write on lids so renters and owners alike remember to close tightly.

**Action item: Susan - write on lids.**

### *Smoking policy for owners*

- Do we allow smoking on the porches?
- Put it on agenda for next year.

### **Budget recommendation/ Condo Fees**

- Trustees discussion resulted in 10% increase in condo fees. ~\$6000 additional revenue. Half will go to reserves and half to special projects.
- Margaret walked through proposed budget sheet.
- We need \$6000 for special projects. \$7000 if we do the walkways.
- Judy moved to approve the FY 22 CHCCA Budget. Damon seconded.
- FY 22 Budget was approved
- Margaret will send invoices with condo fee increases to all owners.

### **Other items**

- Sand in dryer and washer- please make sure that you shake out all laundry before washing and drying.

### **Prioritization of Special Projects**

- Beach stairs erosion- 14
- Boardwalks between the cottages-12
- Light sensors-10
- Parking signs-9
- Repair pot holes on upper driveway SLW-9
- Parking bumpers-4
- Sand in front 10SLW-4
- Repair walkway to 10 SLW-2
- Platform at the bottom of the beach steps-1

### **Wrap up and Meeting Evaluation**

- Need better speakers for those on the phone
- Great job
- Committees handle most things well and getting reports ahead of the meeting is very helpful.

**Meeting Next Year- October 15, 2022**

**Presentation to Lynn for appreciation of her 10 years of service. Lynn resigned as of 1:15 PM.**

**Meeting adjourned at 1:15 PM.**