

# South Cove Heights Annual Meeting Minutes, September 10, 2016

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## **INTRODUCTION:**

The Annual Meeting of the South Cove Heights Condominium Association was called to order by Board President Rick Hartman. Eight (8) units were represented in person and Two (2) units by proxy; therefore a quorum was declared.

Mr. Hartman welcomed everyone, and asked everyone to introduce themselves. Mr. Hartman introduced fellow board members Jay Welsh and Don Hooper [Mr. Hooper via telephone].

Mr. Hartman introduced 2 new owners, Mr. & Mrs. Garth Rand unit (40) and Mr. & Mrs. Charles Tobin unit (28).

## **PROOF OF NOTICE**

Mr. Hartman entertained a motion from the floor to waive the reading of proof of notice which is the meeting notice that the owners received. The motion was made, seconded and passed by a unanimous vote.

## **MINUTES OF 2015 ANNUAL MEETING**

Mr. Hartman requested a motion to waive the reading of the minutes of the 2015 Annual Meeting. A motion was made, seconded and passed by a unanimous vote.

## **PRESIDENT'S REPORT**

Mr. Hartman reported the following:

- Stain-Our staining policy is to re-stain our condo units every ten years and our decks and walkways every two years. In keeping with this policy all decks, walkways and walk rails were re-stained this year. Next year Units #36, #38 and #40 are scheduled to be re-stained. Re-staining of Units #22 and #20, originally scheduled for 2017 will be done in 2018 in order to smooth out our costs. At that time, decks and walkways will also again be re-stained.

### Q & A - Comments

An owner asked about the posts being done-Mr. Hartman confirmed that has been addressed.

An owner commented that the staining was not as even this year-Terry explained that they have discussed this with the manufacturer who explained they have to completely sand the surface before staining; this would be very expensive.

An owner inquired about the "splintering" of boards-Mr. Hartman confirmed they would inspect them.

- Landscape-Our landscaping policy is to continue to contain and control our landscape by keeping our white pines and hemlocks in check, pruning shrubs and branches away from buildings and removing trees that are out of control or diseased and replacing them where appropriate. Belle Terre has just completed our annual pruning work including, unfortunately, the removal of two birch trees that were leaning on the roof of Janet and Tom Rylander's roof. Mr. Hartman explained that when they remove shrubs they like to do it with the full knowledge of the owner. Mr. Hartman commented that the cleanup and pruning by Belle Terre looks fabulous; owners agreed.

### Q& A - Comments

Owners thanked Mrs. Hartman and Mrs. Rylander for all their hard work with the common gardens.

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An owner commented that the mulching in the back looks great.

Another owner commented that when the staining was done, tarps were put down down and some of the plants have turned brown from the tarps, and wondered if there is anything else can be done. An owner commented that they don't need to leave it on as long as they do.

An owner said they lost their wine barrel and Mrs. Rylander asked around and found one from Tristan Gilson, but she is not sure where to get additional barrels.

Mr. Hooper noted he found some at Tractor Supply in Massachusetts and commented they were not that expensive.

Mr. Hartman reported the following:

- **Mulching**  
Belle Terre will continue the practice of mulching the sides and fronts of our units as part of the annual spring cleanup. Thanks to a mild winter this past year, which was kind to our snow budget, we were able to re-mulch the open area behind our units. We also planted 18 new bushes in this area to help stall further erosion and removed some unsightly bushes along the far wall. We also removed some ground juniper behind Unit #26 to improve that space and to ensure access for maintenance vehicles to the deck side area. The juniper will be replaced with a more suitable planting.
- **Siding Replacement**-We will continue to replace old siding as required. This is an ongoing effort. In this connection, siding on both sides of the front dormer on Unit 28 (our new neighbors, Todd and Betsey Tobin) was replaced in conjunction with the re-roofing of this unit.
- **Roofs**-As reported to you last year, we have embarked on a major capital program to replace our aging roofs at a cost of roughly \$6,000 per slope. This program will be funded over the next several years from our Common Area Reserves which should amount to approximately \$50,000 by the end of this year. It has been our practice to fund this reserve at the rate of approximately \$24,000 per year: \$11,900 from the annual special assessment of \$850 per unit plus approximately \$12,000 to \$13,000 from our annual budget. The selection of which slopes will be replaced will be based on an annual inspection and condition report provided by our roofing company Weathercheck Roofing.

During this past year, the first year of the program, the front and rear slopes of Unit #28 and the rear slope of Unit #30 were replaced. Next year in 2017 we are planning to replace the following 5 slopes:

Unit #24 – Front  
Unit #26 – Rear  
Unit #30– Front  
Unit #32- Rear  
Unit #34 – Rear

- **Parking**-An owner commented that it was very difficult this past weekend to park; she also noted that they need to put the cars at a certain angle to help with the parking.

An owner noted that they should only be allowed to park 2 cars and put the rest in the overflow.

An owner inquired about parking in the winter and how it works. Terry explained that Eastman has large plows and owners have to leave room for the truck to make a pass. Owners should also move

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their cars to the other side when the Belle Terre plows come through.

An owner asked if they have to take care of their own driveways and walkways and Mr. Hartman confirmed that Belle Terre takes care of this for the Association.

- Chimney Inspections-Only chimneys with active wood burning stoves or fireplaces will be inspected annually and cleaned as needed. In accordance with past practice, all chimney inspections will be paid for by the Association while any required cleaning or repairs will be paid by owners. Owners must reply to the email notice if they want to participate. The week of October 4<sup>th</sup> is scheduled-more information to follow to follow at a later date.
- Chimneys-Mr. Hartman noted some units have stainless steel liners.  
An owner explained that theirs is not the same after having the liners done.  
An owner inquired if they can install propane instead of wood and Mr. Hartman confirmed they could. Mr. Hooper confirmed his propane stove works great noting he has an Avalon stove.
- Website-Belle Terre's website has been up and running for several years now. We encourage you to visit it at <http://www.belleterreus.com/> - You will find updates, policies, resolutions and other information pertinent to our Association. Belle Terre welcomes any suggestions for information you would like to see included.
- Insurance-The Association's deductible on the master policy is \$5,000 per occurrence which is the responsibility of the unit owner that suffered the loss. Check with your own homeowner's policy agent to be sure you have the coverage you are comfortable with.
- Closing Units - Remember proper procedures for closing units. There were several major losses throughout the various Associations during the past few years due to freeze-ups. All absentee owners (even short trips) should remember to shut off the main water supply. We had a major insurance claim this last year due to a leaking ice maker. This could have been averted by simply turning off the water. A by-pass can be installed to allow water to the furnace but prevent it from flowing through the entire system. With the high cost of fuel, we are finding more of our seasonal Owners are completely winterizing their units.
- Propane-As some of you will remember, we had a propane outage this past winter due to an early cold snap. We suggest that owners maintain contact with Suburban Propane and inform them of changes in rental status that could affect changing heating needs. Contact Suburban Propane at 603-448-4708. Owners should have their propane systems inspected and serviced annually as needed.
- Fall Cleanup-The Association will conduct a one day only clean-up of the common area during the fall which allows for removal of dead flowers from barrels, etc.

### **TREASURER'S REPORT**

Mr. Welsh presented the following Treasurer's Report:

Cash on hand at September 10<sup>th</sup> is approximately \$18,856.

At this time, there are no delinquent owner(s) owing more than one month of common charges.

The Common Area Reserve balance is approximately \$45,243 and the Operating Reserve balance is

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approximately \$8017.

Mr. Welsh request the following:

In accordance with IRS Revenue Ruling 70-604, we request the following:

## RESOLUTION OF SOUTH COVE HEIGHTS

RE: EXCESS INCOME APPLIED TO THE FOLLOWING YEAR'S ASSESSMENTS REVENUE RULING 70-604

WHEREAS, the SOUTH COVE HEIGHTS ASSOCIATION is a NH corporation duly organized and existing under the laws of the State of NH and

WHEREAS, the members desire that the corporation shall act in full accordance with the rulings and regulations of the Internal Revenue Service;

NOW, THEREFORE, the members hereby adopt the following resolution by and on behalf of the SCH Association:

RESOLVED, that any excess of membership income over membership expenses for the year ended December 31, 2016, shall be applied against the subsequent tax year member assessments as provided by IRS Revenue Ruling 70-604.

This resolution is adopted and made a part of the minutes of the meeting of the SCH Condominium Association.

The motion was made, seconded and approved by the unanimous vote of the members.

Mr. Welsh confirmed that everyone should have a copy of the budget; please note an increase to the operating budget of approximately \$840 over the year. An owner asked about the insurance, Terry explained that the insurance is just a guesstimate as it is too early for the final quote. The Board approved proposed budget was approved by the membership.

## **ELECTION OF A DIRECTOR**

Mr. Hooper's term expires this year. The floor was opened for nominations, Mr. Hooper was nominated and the nomination was seconded. Mr. Hooper agreed he would serve another term if elected. There being no other nominations; therefore, the floor was closed to nominations. Mr. Hooper was elected to serve a three year term by a unanimous vote of the members.

An owner thanked the Board of Directors and Belle Terre for all their hard work.

## **ADJOURNMENT**

There being no other business to conduct, the meeting was adjourned.

Respectfully Submitted,

*Lori Pare, Recording Secretary*