

**Black Bear Lodge COA
Waterville Valley, NH**

**August 4, 2018
Quarterly Meeting @ BBL 10:00 am**

COA meeting August 4, 2018 10:00am Function Room

Called to order 10:00am

Adjourned 12:20pm

MINUTES

Attendance: Donna Hansel, Phil Wharton, Elyse Fila, Doug McDermid, Stacey Metivier, Tom Coates **Absent:** Ed Lyons. ***Owners:** Jackie Lydon #306, John & Diane Kelly #304, Johanna Lawson #207, Mike Aronson #216, John Gramuglia #205 & #220, Marc Dupuis #214, Louise Waite #223.

Donna welcomed everyone and gave a brief update.

Secretary Report-Elyse-**Minutes*; Requested the Annual Meeting minutes be approved by the Board for presentation to the owners at the next Annual Meeting for acceptance. Donna Hansel made a motion to approve the minutes as presented by the secretary for presentation to the owners. Phil Wharton Second the motion. Vote taken and the motion passed. The Board approved minutes will be sent to owners prior to the Annual Meeting for review. **Law suit update*; The slip and fall is still being negotiated. The Plaintiff did not accept the Insurance Company's counter offer. He is now seeking to have addition medical tests run, an MRI. (Mike Aronson owner/realtor stated that the Board must notify owners and the Real Estate community if there are any claims against the lodge. He was told that owners were told at the Annual Meetings held.) **FYI freeze claim*; Still open and per Susan Pickering our insurance agent, if any additional damage is found a supplemental claim can be submitted. The HWH on 1st floor, rm.105, that leaked is being inspected by the plumber to determine if it is freeze related.

Treasurers Report-Phil

Preliminary end of year COA June 2018

Operating Revenue on track with the removal of the insurance proceeds, carried over into 2018/19's budget

Budget vs Actual - Good

\$341267 vs \$343,197.78

Profit of \$2032.78

Operating Expenses

Administration

B \$85,130 vs \$82,362.15

Under \$2757.86 After insurance proceeds expenses removed.

M & R

B \$63,675 vs \$52,254.02

Under \$11,430.98

Utilities

B \$111,800 vs \$111,002.57

Under \$797.44

Common Service

B \$68132 vs \$64,725.68

Under \$3406.32 due to reduced services to COA by LLC staff reductions unable to profits work for COA

MM income on budget

B \$75,000 vs A \$75,000

MM expense

B \$87,490 vs A \$123,287.13 - Over \$35,887.13

*Good offset MM overspending by excess in operating, roof restricted fund, emergency fund, covered by motions.

Reasons:

*Roof error by contractor largest difference. Used restricted roof funds to cover roofer's error, pulled off middle front section which was not due until 2018/19.

*Public laundry needed to replace two machines this year instead of one \$684 over budget.

*Projects moved from 2017/18 into present budget approved by motions:

1) Exterior siding and staining \$6500

2) Sidewalk replacement \$3400

3) Outdoor furniture \$1496.70

Emergency spending not on budget all \$5000 + of emergency funds spent +

Elevator pump \$10,975

Stairwell heater \$550.00

MM Project moved into 2018/19 budget by motion made at the Annual Meeting.

*Pool Glass \$10,000 (to be used in pool renovation)

All additional expenditure was cover by roof restricted funds (motion), emergency funds used for elevator, motion on moving monies from 2017/18 budget into present on the above mentioned, withholding pool glass expense and moving into pool renovations (motion)

*Special Assessment update - 13 owners owe the initial \$1000 and about 30 owners have paid the additional \$500 second installment. Doug prepared two cost charts for the

Range of \$180,000 vs \$220,000 cost

Deluxe unit \$1625.84 vs \$1987.14

Superior unit \$1492.38 vs \$1824.02

Loft unit \$2091.75 vs \$2556.59

Suite unit \$2870.70 vs \$3508.64

*Pool Project Cash Flow Report - on track

*Five year plan to be developed by the Board.

Old Business

*TV/Internet update Project completion date expected by end of August to mid Sept

*Pool update with timeline-Leak found at drain in bottom of pool. Pipes replaced. Expected completion date is end of Sept., at latest Oct. 5th.

*Outside Dryer vents repair- Stacey reported repair to be finished by next week.

*Front Rot-Bottom row of siding to be replaced with composite material trim board

*Outside lighting project update - Stacey has ordered new lights for the sign at end of the road, main entry, secondary entry and pool area. Project expected to be complete by end of August/September.

*Tree Removal - Classons Tree Removal proposed \$2500 to cut and remove approx.10 trees. One days work. **Motion** made by Elyse Fila to Accept the \$2500 proposal from Classons Tree Service to cut and remove approx. 10 trees in front of BBL and parking area. Work to be completed in one day. **Motion second** by Phil Wharton. **Vote taken:** the motion passed.

*Roof - Contractor, Kevin, resubmitted his bid \$29,000. His initial proposal of \$45,000 included work he already had done (in error) and was invoiced and paid.

*Action List- Most work completed by outside contractors due to short Maintenance staff. Hallway Flooring outside housekeeping poorly installed by Tom Coates and must be replaced. Suggestion made to paint floor or lay utility mats/rug. TBD.

New Business

*Apartment – Tenant, Brandon Murray, is former employee and has not paid rent and is in default of lease agreement. Stacey asked to inspect unit and entered with Tom. She found Brandon's girlfriend was living there and there was another person in the apartment. Stacey asked to issue an eviction notice to the tenant.

*Maintenance issues – Pool, hallways, & flooring.

*Air conditioner unit 422 – owner, Ken Diegel requested approval to install 3 A/Cs in his unit. **Request was not approved** for product presented. Donna to call and advise Ken that the Board would try to find another solution that could be offered to all owners and not compromise the appearance of the exterior of the building.

*Building: Unit owners' air conditioners are failing – Memo to owners to be proactive regarding replacing their AC/heat units or air conditioners. **Do not have to use** maintenance dept. for replacement.

*Leaking pipe in housekeeping hallway – A plumber is coming to inspect next week.

*Snow removal search for new company – Stacey is waiting for names from JDT and Donna to assist getting contractor referrals (Johnson).

Open discussion

Owners shared their thoughts and concerns;

*Mike Aronson concerned with communication and disclosures. Discussion had and Mike now knows where to find information.

*John & Diane Kelly suggested ceiling fans be installed in bedroom to help create circulation and air flow.

*John Gramuglia asked about Moviebeam/Spectrum upgrade. How will it be an improvement. Stacey explained and clarified the change being made.

*Jackie Lydon questioned LLC fees when purchasing a unit and having it in the Rental Program, will speak to Stacey after the meeting to review expectations.

*Marc Dupuis – Asked about stump removal when trees are cut down. And, he said his son may have an interest in bidding on the snow removal contract. Also, Marc has volunteered to be a Board member at large. The Board welcomed him and has assigned him to special projects regarding maintenance. He comes with handyman experiences.

***Hallway painting** needs to be done by December. Wrong paint was used and must be corrected. Tom to do one section of hallway on the 2nd floor with a product recommended as appropriate for commercial use. The **4th floor lobby** by the elevator has chipped and banged up moulding, some still painted blue. Maintenance needs to do a better job of recognizing and addressing building maintenance needs. Elyse, tongue in cheek, suggested making the hallway paint project a communal effort by owners who like to paint and be social. (painting party with food)

***Hallway Lighting project** – Put on hold so maintenance can focus on improving the condition of the building.

Meeting adjourned at 12:20pm

Respectfully submitted by,
Elyse Fila, Secretary, BBL COA