

NORTHFACE RESORT, A CONDOMINIUM AT WOODLAND HILLS

North Conway, New Hampshire

ANNUAL OWNERS MEETING --- November 16, 2013

AGENDA

1. Roll Call
2. Recitation of Proof of Notice of Meeting (Certify Proxies)
3. Reading of Minutes of Previous Meeting
4. Reports of Officers/Executive Board:
 - a. President's Report
 - b. Treasurer's Report
5. Unfinished Business
6. New Business
 - a. 2014 Budget
7. Election of 1 Director to a 3 Year Term
8. Adjournment

NORTHFACE RESORT CONDOMINIUM ASSOCIATION

ANNUAL OWNERS MEETING MINUTES -- November 3, 2012

The annual owners meeting of the Northface Resort Condominium Association was held on Saturday, November 3, 2012 at the Gibson Senior Center, North Conway, NH. 21 units were represented with Karen Bellucci also representing management.

Anthony (Tony) Almeida, as President, called the meeting to order at 10:02 a.m. and called for a moment of silence and reflection for Frank Hogg and Tony Bellucci, two long-time unit owners who had passed in 2012. Tony then introduced the members of the Board and management; and he asked each person present to introduce themselves.

A motion to waive the reading of the minutes of the previous owners meeting was made by Ut. 28 and seconded by Ut. 15. The motion carried unanimously.

Tony Almeida, as President, gave a President's report, touching upon both his and other Board members disappointment in the lack of attendance by another Board member at Board meetings and owners meetings; the disappointment with another unit owner and his wife in regard to rule adherence and bothering all unit owners with rebuttals to warnings about their rule violations; the amount of wood that had to be replaced at building 2 where, for the fascia boards, it was more beneficial to use vinyl instead of wood; the inspection of the wood at building 3 and 4, which seemed okay for now but would be inspected again after the Winter months; that the support posts on buildings would be addressed in 2013; the chimneys would be cleaned in 2013; and more landscaping would be done at the Stratford building in 2013, with Dave Bridgwood and Jan/Ray Berthiaume overseeing the project. Tony also reported on the 2012 pool concrete/fencing project which was met with great approval by all present; and the main water line break at building 2 in October 2012. Tony reminded owners that if a screen or an exterior lighting globe at a unit needs replacing, it is the unit owner's responsibility to do so; and the screens must match in color with the ones presently on the building (almond color) and the globes must also match the existing globes.. Tony also reminded those present that owners, their renters, and any guests **MUST BE** aware of snow removal efforts being made and move their vehicles so a thorough cleaning can be done expediently. Owners are responsible for their guests and renters not cooperating; and they **MUST** advise these people that their compliance is **MANDATORY** not **VOLUNTARY** because non-compliance could result in fines to the unit owner responsible.

David Bridgwood, as the Association's Treasurer, reported that as of 9-30-12, there was \$3560. in the Association's operating (checking) account, \$732678. in the Association's reserves account with Citizens Bank; and \$19845 in the painting money-market account at Citizens Bank. He also reported that the entire pool project cost had been paid in full out of the reserves account. A motion to accept the Treasurer's report was made by Unit 35 and seconded by Unit 19. The motion carried unanimously.

The 2013 Budget was then reviewed with questions from the floor fielded by Board members. A motion was made by Ut. 31 to accept the 2013 budget as presented. The motion was seconded by Ut. 25 and carried unanimously.

Under new business, additional reminders to ALL unit owners were made regarding grills being prohibited on decks (stored or used); sparklers and other fire works being used on decks; pets being unleashed and roaming decks and grounds; and not discarding unwanted items properly and leaving them just in the open areas of the basements of buildings 3 and 4 or at the dumpster. If furniture, appliances, or other large items are to be disposed, it is the unit owners' responsibility to arrange for their disposal off-site – NOT IN or AT the dumpsters. Owners were also reminded that they need to notify management of any change in mailing addresses, telephone numbers, and email addresses. Communications with the owners is to be by email; but for a number of units, the Association does not have telephone numbers or email addresses OR pets registered.

Owners have been asking for an updated owners roster to be sent out; but until management can obtain the information needed, it is senseless to send outdated information. A simple email to management at seprma@verizon.net would suffice as long as it contains the unit number, owner(s) names, mailing address, telephone numbers for both home and at Northface, email address(es), and pet information (for owners ONLY).

The last item on the agenda was the election of three Board members to a 3 year term. David Bridgwood, the Association's longtime Treasurer, had decided not to seek re-election; and appreciation of David's tenure and service was extended by all present.

A ballot election was held with 4 owners having agreed to stand for election. Elected were Ray Berthiaume(44), Ron Weeks (39), and Bill Tebbetts (13). The newly elected Board will meet following this meeting to organize and elect officers.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Karen A. Bellucci
Managing Agent
Northface Resort Condominiums

KAB/b

NORTHFACE RESORT

A Condominium at Woodland Hills, North Conway, NH

| | 2013 | 2013 ACTUAL (3 Mos. Estimated) | 2014 PROPOSED |
|--|-------------------|---------------------------------------|-------------------|
| <u>INCOME</u> | | | |
| Monthly Fees | 118,800.00 | 118,800.00 | 118,800.00 |
| Other Income | 0.00 | | 0.00 |
| TOTAL INCOME | 118,800.00 | 118,800.00 | 118,800.00 |
| <u>EXPENSES</u> | | | |
| <u>Repairs & Maintenance</u> | | | |
| Grounds Maintenance -- (includes mowings, fertilization, sweeping, blowing, trimming, pruning, flowers, and mulch) | 18,000.00 | 16,001.00 | 18,000.00 |
| Pool/Tennis Court -- (includes open/close, chemicals, repairs, court maintenance) | 4,000.00 | 3,837.00 | 4,000.00 |
| Snow Removal | 14,200.00 | 14,200.00 | 14,200.00 |
| Chimney Repair/Cleaning | 2,000.00 | 0.00 | 2,000.00 |
| Painting | 12,000.00 | 12,000.00 | 12,000.00 |
| General Maintenance | 5,100.00 | 5,672.00 | 5,250.00 |
| Total Repairs & Maint. | 55,300.00 | 51,710.00 | 55,450.00 |
| <u>Operating Expenses</u> | | | |
| 24 Hr. Emergency Service | 1,800.00 | 1,800.00 | 1,800.00 |
| Electricity | 3,200.00 | 3,450.00 | 3,500.00 |
| Water | 1,400.00 | 1,100.00 | 1,400.00 |
| Insurance | 17,000.00 | 19,909.00 | 19,500.00 |
| Trash Removal | 7,000.00 | 8,228.00 | 8,000.00 |
| Fire Sprinkler Testing | 300.00 | 600.00 | 300.00 |
| Alarm/security System | 5,500.00 | 4,561.00 | 4,500.00 |
| Total Operating Expenses | 36,200.00 | 39,648.00 | 39,000.00 |

| | 2013 APPROVED | 2013 ACTUAL (3 Mos. Estimated) | 2014 PROPOSED |
|---------------------------------------|--------------------------|--|--------------------------|
| <u>Administrative Expenses</u> | | | |
| Legal | 100.00 | 0.00 | 100.00 |
| Tax Return Preparation | 500.00 | 500.00 | 500.00 |
| Management Fee | 10,560.00 | 10,560.00 | 10,560.00 |
| Annual Meeting Expenses | 200.00 | 200.00 | 200.00 |
| Office Expenses | 750.00 | 956.00 | 900.00 |
| Bank Charges | 50.00 | 6.00 | 50.00 |
| Corporate Taxes | 100.00 | 0.00 | 0.00 |
| Miscellaneous | 40.00 | 0.00 | 40.00 |
| Total Administrative | 12,300.00 | 12,222.00 | 12,350.00 |
| <u>Capital Improvements</u> | 0.00 | 28,760.00 | 0.00 |
| <u>RESERVE ACCOUNT</u> | <u>21,000.00</u> | <u>21,000.00</u> | <u>15,000.00</u> |
| TOTAL EXPENSES | 118,800.00 | 147,340.00 | 118,800.00 |

**2014 Association Fee Income Based on 44 Units @ \$225.00 per month
(\$225. x 44 Units x 12 months = \$118,800)**

***Interest Income from the savings accounts is to be kept in the Savings Accounts -- Actual other income reported represents monies collected from late charges and fines.**

****Monthly Savings Transfer to the Reserve Savings Account would be \$1000 with this budget**

Northface Resort Condominium Association
Balance Sheet
As of October 31, 2013

| | <u>Oct 31, 13</u> |
|---------------------------------------|-------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Citizen's Bank 2213-MM Reserves | 65,361.50 |
| Citizen's Bank Ck-7063 | 5,689.58 |
| Painting Checking Account -3587 | <u>28,808.79</u> |
| Total Checking/Savings | 99,859.87 |
| Accounts Receivable | |
| 41 - Accounts Receivable | <u>-5,850.00</u> |
| Total Accounts Receivable | -5,850.00 |
| Other Current Assets | |
| 42 - Undeposited Funds | <u>1,325.00</u> |
| Total Other Current Assets | <u>1,325.00</u> |
| Total Current Assets | <u>95,334.87</u> |
| TOTAL ASSETS | <u><u>95,334.87</u></u> |
| LIABILITIES & EQUITY | |
| Equity | |
| 48 - Retained Earnings | 97,685.62 |
| Net Income | <u>-2,350.75</u> |
| Total Equity | <u>95,334.87</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>95,334.87</u></u> |

Northface Resort Condominium Association
Profit & Loss Budget vs. Actual
 January through October 2013

| | Jan - Oct 13 | Budget | \$ Over Budget | % of Budget |
|--------------------------------|-------------------------|--------------------|-------------------------|----------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 01 Assessment Fees - Monthly | 98,775.00 | 118,800.00 | -20,025.00 | 83.1% |
| Total Income | <u>100,106.87</u> | <u>118,800.00</u> | <u>-18,693.13</u> | <u>84.3%</u> |
| Gross Profit | 100,106.87 | 118,800.00 | -18,693.13 | 84.3% |
| Expense | | | | |
| 10 · Management | 8,966.88 | 10,560.00 | -1,593.12 | 84.9% |
| 11 · Office Expense | 726.55 | 750.00 | -23.45 | 96.9% |
| 12 · Bank Charges | 10.00 | 50.00 | -40.00 | 20.0% |
| 13 · Taxes—Corp | 0.00 | 100.00 | -100.00 | 0.0% |
| 14 · Accounting | 0.00 | 500.00 | -500.00 | 0.0% |
| 15 · Legal | 0.00 | 100.00 | -100.00 | 0.0% |
| 17 · Electric | 2,824.06 | 3,200.00 | -375.94 | 88.3% |
| 18 · Alarm/Security System | 4,824.64 | 5,500.00 | -675.36 | 87.7% |
| 19 · Water | 1,687.48 | 1,400.00 | 287.48 | 120.5% |
| 21 · Trash Removal | 6,870.68 | 7,000.00 | -129.32 | 98.2% |
| 22 · Landscaping/Grounds Maint | 15,201.55 | 18,000.00 | -2,798.45 | 84.5% |
| 23 · Snow Removal | 9,466.64 | 14,200.00 | -4,733.36 | 66.7% |
| 24 · Pool/Tennis Expense | 3,837.47 | 4,000.00 | -162.53 | 95.9% |
| 26 · Maintenance - General | 1,672.30 | 5,100.00 | -3,427.70 | 32.8% |
| 28 · Chimney Cleaning & Repair | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| 29 · 24Hr. Emergency Service | 1,500.00 | 1,800.00 | -300.00 | 83.3% |
| 30 · Painting | 0.00 | 12,000.00 | -12,000.00 | 0.0% |
| 31 · Annual Meeting Expenses | 0.00 | 200.00 | -200.00 | 0.0% |
| 40 · Reserves | 0.00 | 15,000.00 | -15,000.00 | 0.0% |
| 50 · Fire Sprinkler Testing | 580.00 | 300.00 | 280.00 | 193.3% |
| 51 · Miscellaneous | 0.00 | 40.00 | -40.00 | 0.0% |
| 60 · Insurance Expense | 16,504.66 | 17,000.00 | -495.34 | 97.1% |
| Total Expense | <u>73,697.16</u> | <u>118,800.00</u> | <u>-45,102.84</u> | <u>62.0%</u> |
| Net Ordinary Income | <u>26,409.71</u> | <u>0.00</u> | <u>26,409.71</u> | <u>100.0%</u> |
| Net Income | <u><u>-2,350.75</u></u> | <u><u>0.00</u></u> | <u><u>-2,350.75</u></u> | <u><u>100.0%</u></u> |