

NORTHFACE RESORT CONDOMINIUMS

NORTH CONWAY, NEW HAMPSHIRE

NEWSLETTER

September 2016

CAPITAL IMPROVEMENT SPECIAL ASSESSMENT

A copy of the minutes of the special owners' meeting held on August 20, 2016 are attached to this newsletter.

At this special meeting, a special assessment of \$2500 per unit was passed to replace the decks/staircases on Buildings 1-4; repair and crackfill/sealcoat the asphalt at Buildings 1-4; and paint the buildings.

These projects are to be spread over a 3-4 year time period; and the \$2500 per unit special assessment will be due and payable as follows: ***\$500 is due on October 1, 2016*** and the remaining \$2000 payable in ***quarterly installments of \$250 each*** (1/01/17, 4/01/17, 7/01/17, 10/01/17, 1/01/18, 4/01/18, 7/01/18, and 10/01/18).

All installment payments will be subject to the same 10 day grace period as the monthly fee payments are and subject to the same \$25 late charge for payments received after the 10th of the month the quarterly payment is due.

Should an owner want to accelerate payments by paying the special assessment in full or by paying multiple quarters at a time, this is possible. Management has the capability of accepting and tracking such payments.

As with all payments due the Association, the checks must be made payable to ***Northface Resort Condominiums*** and sent to management at ***P.O. Box 299, Greenville, RI 02828-0299***

To date, the decks on the front (pool/lawn) sides of Building 2 and 3 have been replaced; and the asphalt work is scheduled to be done in September 2016. This work was afforded by using the Association's funds in their painting and reserve accounts.

Any further work will progress per the schedule outlined in the recent capital improvement summary sent to all Northface unit owners.

REMINDERS & IMPORTANT INFO

Attached to this newsletter are several pages of information that should be reviewed by everyone, with a copy kept in every unit as an advisory to guests and renters of a unit.

We'd appreciate it if you would read through this information for your own benefit and advise any guests or renters to your unit of the content, as you, as the unit owner, are responsible for the actions of your guests and renters. Thank you.

ASPHALT WORK

As part of the capital improvement projects facing the Association, work is scheduled to be done to the asphalt areas at Buildings 1-4. During the ***week of September 12, 2016***, two areas of asphalt that are sinking (at the rear of Building 1 and on the driveway between buildings 3 & 4) will be repaired, heavy duty crackfiller will be applied to asphalt areas so needing, and all of the asphalt driveway, parking and walkway areas will be sealcoated. This project should take approximately 2-3 days to complete with the paving firm doing the work by dividing the areas into halves so there will always be access to buildings and to parking areas. Fortunately, Steve Richardson has volunteered to work with the paving firm to coordinate the project. If you are to have guests or renters at your unit during this time period, please advise them of the work being done and that they must adhere to the traffic cones and caution strips displayed.

DECK DIVIDERS

Several owners have asked about the deck dividers and privacy panels on the decks of buildings 2 and 3 after the decks were replaced. All deck dividers have been replaced and are built to meet the current building codes. As far as the privacy panels that were built on some of the dividers, only those units who had privacy panels prior to the deck replacement on these buildings will be receiving replacement privacy panels. It should be understood that these privacy panels were installed some time ago at the expense of the unit owner after obtaining the permission of the Board prior to having these panels installed per a proto-type plan. Should owners now want a privacy panel installed, they need to contact management for the necessary Board permission application form and also contact Steve Richardson for a price as Steve is the only contractor permitted by the Northface Board to do the work.

FIREWOOD STORAGE

All Northface Resort owners are reminded of the Association's long-standing policy of storing firewood on the decks of the units, whether it be on the new decks or the original decks or whether it be in the front or rear of the units. ***Firewood storage is limited to 1/5 cord on the front deck and 1/5 cord on the rear deck. More than these amounts will be removed at the owner's expense and be disposed at the Board's discretion.***

IMPORTANT INFO or REMINDERS – September 2016

1. Most NFRCA communications are sent by email. If you are new to the Association, or if you have changed your email address or server, please send an email to management, Selective Property Management (SPM), at seprma@verizon.net to be included in all emailings.
2. Unit owners, who change or want to change the locks to their units (deadbolt and/or doorknob) or to their storage area, must coordinate the change with Steve Richardson BEFORE having the work done. The changed locks must be keyed to the Association's master key system; and two copies of the unit keys or storage room keys must be submitted to either a Board member, management, or Steve Richardson. One of these keys is to be given to the North Conway Fire Chief to be kept in a secured Knox box on the premises; and the other key is to be kept in the Association's secured key box also kept in a secure location on the premises. ***If compliance with this policy is not received, and emergency access to your unit is needed, you need to know that the local fire department will just break down the door. YOU, as the unit owner, will then be responsible for immediately replacing and painting a new door. If you have changed your lock and haven't already coordinated the change with Steve Richardson, we advise you to do so immediately.***
3. The key to your unit or storage area kept by the Association is used for emergency access that may not require the fire department; or for inspections of the fire alarm systems, chimney/stovepipe cleaning, etc. If you or your guests/renters require assistance for a lockout, Steve Richardson or a Board member is available to assist in the situation; ***however, there is a charge associated with such assistance, which will be added to your account and invoiced to you, if you do not pay the person providing the lockout assistance.***
4. Only unit owners are allowed to have pets on the premises. These pets must be registered with the Association via management beforehand; and the unit owner MUST be present when their dog is on the premises. Pet owners MUST walk their pets in the woods surrounding the property and must immediately cleanup should after their pet, especially if an "accident" occurs on the Association's property. Unit owners' pets MUST be on a leash whenever the pet is outside of a unit, including on the decks of units. ***Remember, having a pet on the premises is a privilege; and abuse of the long-standing pet policies can result in having this privilege revoked.***
5. Personal items can only be stored INSIDE the storage area assigned to each unit. Any items left outside of a storage area are subject to disposal without further notice and without any liability on the Association's part. ***As of this writing, there are quite a few personal items (mattresses, headboards, bikes, toys, etc) stored in the open areas of the basements in buildings 3 and 4. If these items are not removed and stored properly by Saturday, September 24, 2016, the items will be removed and discarded without further notice.***
6. Unit owners are responsible for maintaining the appropriate insurance on their units; whether the unit is occupied by the unit owner on a full-time basis, as a second home, or as a rental. Per the insurance industry, each unit owner should have an ***HO6 homeowners policy*** with a loss assessment clause of at least \$5000 per occurrence. Such a policy will provide coverage for all that a unit owner is responsible inclusive of liability coverage, contents, damages to their unit and adjacent units caused by appliances (including hot water tanks, dishwashers, washing machines, ice makers, woodstoves, and plumbing in the unit). ***The Association's deductible, which is \$2500 per occurrence for standard occurrences and \$5000 per unit for ice damming occurrences, will be passed onto the unit owner for claims against the master policy.*** If you are unsure if you have the proper coverage, you should contact your insurance agent for clarification or assistance in this matter.
7. Unit owners should inspect the hot water tank and washing machine/ice maker hoses in their units periodically. The lifespan of an average hot water tank (if not the marathon style HW/tank offered by NH Electric) is approximately 8-10 years MAXIMUM, regardless of use. With the units at Northface being 25 years old or more, hot water tanks in every unit should have been replaced twice already; and serious consideration should be given to changing any tank that was last replaced in 2009 or earlier. Hoses for washing machines and ice makers should be the stainless steel flex type.
8. Per National and State fire codes, and per the Association's long-standing policy, NO grills with open flames (charcoal, hibachi, wood) are permitted; and any gas grills may NOT be used unless the grill is at least 10 feet away from a building and/or staircase. Grills cannot be stored in walkways when not in use.

9. No long-term or overnight parking is allowed in the walkways leading to units. Short-term parking in these areas is allowed for loading and unloading purposes ONLY.
10. Unit owners are responsible for the windows and doors (including any glass slider doors) at their unit. If a unit owner desires to change their windows and/or doors, they MUST complete a Northface Home Improvement form and submit the completed form for Board permission PRIOR to any such work commencing.
11. Birdfeeders of any type are not permitted; and only one seasonal wreath/deco may be affixed to the building adjacent to the entries at each unit.
12. The staircases on the front (lawn side) of Buildings 2 and 3 are for EMERGENCY USE ONLY. Regular access to units on the upper floors is by the staircases located on the parking lot side of these two buildings.
13. The Association has the chimneys at all buildings inspected and cleaned on a regular basis; however, unit owners are responsible for any stovepipe affixed to the chimneys or any chimney for a fireplace in their unit. ***The chimneys on all buildings were inspected and cleaned this year already; however, unit owners should clean their stovepipes or have them cleaned prior to wood burning season. If you need assistance, please contact Steve Richardson.***
14. Unit owners are also responsible for having their dryer vents cleaned, both from the interior of the unit and from the exterior of the unit. ***This is something that should be done annually. If you need assistance, you can contact Steve Richardson.***
15. All units are now connected to the new fire alarm system. Per the fire codes, each unit has the required amount of heat detectors, strobe lighting/horns, pull stations, and smoke detectors. Unit owners are encouraged to have at least a 2.5lb fire extinguisher readily available in their unit. The heat detectors, strobes, pull stations are all connected to the main panel at each building, which is monitored by a central station connected to the North Conway fire department. This equipment is tested annually at the Association's expense. **The smoke detectors in the sleeping quarters (bedrooms) of a unit are also connected to the main panel for a building; but the other smoke detectors in a unit are not.** These smoke detectors are considered "locals", meaning that if they go off for some reason, they sound in the unit only and will not send a signal to the Fire Department/central station. In essence, because the smoke detectors in the sleeping quarters are connected to the main panel, it is recommended that the doors to the sleeping quarters be closed when cooking. Should smoke from something being cooked enter the bedrooms/sleeping quarters, the smoke detectors will sound as well as alert the local fire department and the fire department will respond. Such situations, if they occur, will be considered a false alarm by the fire department and the Association will be charged a false alarm charge. This false alarm charge WILL be passed on to the unit owner responsible for the unit in which a false alarm occurred. Unit owners are also responsible for the smoke detectors in a unit that aren't connected to the main panel. **These smokes, which are hard-wired with battery backup, do fail after a time and must be replaced. If you change the batteries in the smoke detector in your unit that has been giving out a warning "beep" and the beeping continues, it may mean that you need to replace the entire smoke detector.** The same type of smoke detector must be used when replacement is necessary. The Association uses Pope Security for the testing/maintenance of the systems; and unit owners are encouraged to utilize Pope Security's services for equipment that is a unit owner's responsibility.
16. Although air conditioner season is nearing its end, Northface owners are reminded that air conditioners can only be placed in the kitchen windows of a unit. Should a unit owner want to permanently mount an air conditioner in the wall under the kitchen window, prior permission of the Board is required to insure the proto-type for this work is followed.
17. To prevent pipes freezing during the Winter months, all thermostats must be set at a temperature of not less than 45 degrees from November 1st to April 30th, each year.
18. The property shall be maintained QUIETLY between the hours of 10 p.m. and 8 a.m. each day.
19. Only 1/5 cord of wood can be stored on the front and rear decks of each unit.
20. When emptying the ashes from a fireplace or woodstove, please dispose the ashes/embers in the metal cans provided at the staircases of each building.

NORTHFACE RESORT CONDOMINIUM ASSOCIATION

Minutes of the Special Owners' Meeting – August 20, 2016

Board Members Present: Tony Almeida, President; Joe Mooney, Vice President; Lisa Venditti, Secretary; Ray Berthiaume, Treasurer; and Gary Page, Member-at-large; with Karen Bellucci representing Selective Property Management.

The meeting was called to order at 10:20 a.m. by the President of the Association, Tony Almeida. 22 units were represented by presence or proxy statement and a quorum was met. Mr. Almeida introduced the Board members and management; and then asked each owner present to introduce themselves.

Mr. Almeida then turned the meeting over to Lisa Venditti, who had prepared a video presentation of the condition of the Northface Resort buildings and the capital improvement projects facing the Association, such as, but not limited to deck & staircase replacements-front & rear of buildings 1 through 4; asphalt crackfilling, sealcoating and sinkhole repairs for Buildings 1-4; wood trim and siding replacement/repairs on Buildings 1-4; and the painting of the buildings, staircases, and decking on Buildings 1-4. Cost projections were also included in the presentation and in the handout that was emailed out to all owners prior to the meeting.

These improvements had been prioritized based on need; and a multi-year plan had been developed. The decks on the fronts of building 2 and 3 had been replaced this year using the Association's painting savings account; and because of the need, the asphalt repairs, crackfilling, and sealcoating would be done in early Fall of this year using the Association's reserve account. This reserve account and the annually budgeted painting allocation would be used to partially fund the remaining capital improvements needed. The balance of the funds would have to come from a special assessment of \$2500 per unit, which would be paid in 3 installments of \$500 due October 1, 2016; \$1000 due in quarterly installments of \$250 each in 2017; and \$1000 due in quarterly installments of \$250 each in 2018.

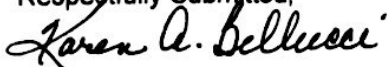
Following conclusion of Ms Venditti's presentation and further discussion on the improvements needed and the payment plan of the \$2500 per unit special assessment, a motion was made by Unit 28 to pass the special assessment of \$2500 per unit and the capital improvement plan as presented. This motion was seconded by Unit 8; and the motion passed unanimously.

A question from the floor was raised with regard to firewood storage on the decks of the units and the concern that unit owners have more than the allowable amounts being stored on the decks. Those present were advised that the Association's long standing rule is that absolutely no more than 1/5 cord of wood can be stored on the front decks (lawn/pool side) and no more than 1/5 cord of wood can be stored on the rear decks (parking side) of the buildings. Reminders of this obligation and other owner obligations are to be sent to all unit owners.

An owner of a unit in the Stratford building raised the question of why the decks on the upper units of the Stratford building are the responsibility of the owner to maintain and replace as needed. This unit owner was advised that this policy is in compliance with the Association's condominium documents. This owner, and another Stratford building unit owner, then requested that Northface Executive Board change the condominium documents in this regard; and the Board members advised these owners that any amendment to the Association's condominium documents requires a 2/3 approval vote of the Association's ownership, if such an amendment is legally permissible and could not be done at this meeting.

With no further business, the meeting was adjourned at 11:12 am.

Respectfully Submitted,



Karen A. Bellucci
Managing Agent
Northface Resort Condominiums

KAB/b