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**From:** SPM <seprma@verizon.net>

**To:** 'SPM' <seprma@verizon.net>

**Sent:** Wednesday, June 27, 2018 4:02 PM

**Subject:** Northface Meeting Minutes & Reminders

To All Northface Resort Unit Owners:

Attached are the minutes of the 2017 annual owners' meeting and the April 2018 Board meeting for your files.

At the Northface Board meeting held this past Saturday, several issues were discussed that, it was decided, require reminders being sent to everyone; and owners that rent out their units or use a rental agent must advise their renters/rental agents of these recent infractions, as fines for violations are going to be assessed, going forward, to the unit owners ultimately responsible.

1. Owners should be providing a copy of the Association's rules and policies to anyone (guests, rental agents, and renters) in their unit. **The Summer season has just begun & the following issues/violations have already occurred:**
  - a. Grills cannot be used on decks or close to a building per national fire laws. The grill must be at least 10-15 feet away from the building/wooden structure when in use.
  - b. Quiet hours are from 10 p.m. to 8 a.m.; and there should be no music, raised voices, loud TV volume, etc. either inside of a unit, and especially outside of a unit on decks/patios of units during these quiet hours.
  - c. Lockouts are a unit owner responsibility. If you or a guest/renter of your unit become locked out of the unit, Steve Richardson is willing to help; but Steve is to be paid for this assistance at the rate of \$25 per lockout response at the time this service is provided. Just so you are aware, a renter was observed recently destroying a kitchen window screen because they locked themselves out of the unit!!!!
  - d. There is NO parking in the walkways leading to units, except for a few minutes (30 minutes maximum) to load/unload a vehicle.
  - e. Children under the age of 16 are not allowed to be at the pool without being accompanied by an adult; NO GLASS is allowed at the pool; and the pool skimmer, hoses, and furniture are not pool toys!!!

- f. Only owners can have a dog on the premises; no renter is allowed to have a dog or other pet on the premises.
- g. The staircases on the lawn/pool side of Buildings 2 and 3 are for EMERGENCY egress only. Access to the pool and lawn areas for the upper units in these two buildings is by the staircases on the parking area sides of these buildings.

2. Personal items (furniture, mattresses, lamps, toys, etc) are once again accumulating in the open common areas of the basements of Buildings 3 (very bad) and 4 (not too bad). These areas are not an extension of a unit's assigned storage "room"; nor are these areas a pseudo "thrift store". If you don't want your item(s) any longer, take the item(s) home and dispose of it there; or take the item(s) to the Town dump; but not the Association's dumpster. If you DO want these items, put them in your unit or in the storage "room" assigned to your unit. Otherwise, any items not removed from the open common basement areas by 7/22/18 will be discarded without further notice; and if the owner(s) of the item(s) being discarded is identified, they will share in the cost of the disposal.

3. Although the Association has a master insurance policy to insure the buildings and common elements, every unit owner should have a homeowner's insurance policy, known in the industry as an HO-6, which is a policy for condominium owners. This HO-6 policy must contain coverage for the Association's deductible of \$2500 per occurrence, as well as have loss assessment coverage & betterments/improvements coverage. For those owners that rent out their units on a vacation-rental basis, the HO-6 should also contain special endorsements to protect the unit owner and the Association. For those owners that rent out their units full-time year-round, , there is a policy similar to an HO-6, whereby the unit owner can have the same coverages provided in an HO-6; however, the full-time renter should also have renter's insurance for contents & liability issues.

Thank you, in advance, for addressing the above, if needs be, and for cooperating moving forward!!

Regards,

**Karen**

**SELECTIVE PROPERTY MANAGEMENT**

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# Northface Resort, A Condominium Association AT WOODLAND HILLS

## Annual Meeting – November 11, 2017

Board Members Present      President Anthony Almeida  
                                         Vice President Joe Mooney  
                                         Treasurer Lisa Venditti  
                                         Secretary Gary Page  
                                         Member at Large Rupen Gulenyan  
                                         SPM Karen Bellucci

Meeting was called to order at 10:00 AM

### Roll Call

Present were 27 units and additional certified proxies of 7 brought the total to 34.

### Reading of Minutes of Previous Meeting

Tony made a motion to waive the reading of the minutes from the previous meeting in September. One of the owners seconded it. Motion was accepted.

### Reports of Officers/Executive Board:

#### President's Report

The decks are almost finished. The front decks of Building 1 and 4 are schedule for April and May.

#### Treasurer's Report

As of October, the association has \$78 in the bank.  
Reserves total \$36K. This does not include October Special Assessment.  
Painting current has \$13K.

### Unfinished Business

#### Capital project update

Lisa provided a hand out that visually described the condition rating, the schedule of what is completed and projects to complete thru 2019, the estimated cost and the actual cost. Lisa pointed out that we are a little ahead of schedule and spending.

Unit 22 asked about replacement of her first level steps. They are in rough shape. It will be added to Steve's list.

Owners raise questions about wood replacement. Lisa assured them that Steve has a list. This will be done prior to painting.

There were questions from the owners related to painting or clear coating the decks and choosing the colors for the buildings. One also expressed concerns over no having a vote on the color. Karen reported paint color was up for

discussion at the last owners meeting in November 2016. The consensus was to keep the colors the same.

### **New Business**

The 2018 Budget was accepted as proposed.

### **Proposed Amendment – Two Month Entrance Fee for Resales**

New buyers will pay two months of condo fees at the time of purchase. This money will go into the reserve account. This will be implemented on January 1, 2018.

This has been in the condo documents since the very beginning. No new amendment is needed.

### **Rules and Regulation changes regarding rental units**

The Condo document addresses rentals. There is a 30 day minimum rental. The Board suggested changing to minimum of three days. One of the owners stated that we can't change the 30 day minimum because it violates what we have submitted to the State.

Karen reviewed the list of recent violations by renters and the rules for renters that are currently in place. We discussed the following rules and regulations for owners who rent.

Provide proof of renters insurance to the association

No personal website for renters using the Northface Resort Condominium brand

Collect security deposits by owners

Security Deposit of \$500 from owners for repeat offenders of the rules and regulations by renters. This money will kept in a separate account by SPM.

A two day rental minimum

Renters are not to use wood stove. This includes owner who rent to family members even when the power goes out.

Possibly institute an occupancy rules no more than eight people for two bedroom unit.

The board will take the above list under advisement.

Owners want more communication to know what is going to be discussed at meeting.  
Send out the items to be discussed at least a week before the annual meeting.

### **Bike Path**

Lisa presented the information of the proposed MWW Recreation Path Corridor from Hemlock Lane to Cranmore Mountain Resort. This path will be located behind our parking area.

**Election of 1 Director to a 3 Year Term**

Robert Levine expressed an interest in running for the position. A vote was taken. He was voted in by the owners.

**Bear Pudding Lane**

Marcel wanted to know whether or not we collect fees from the Woodlands Hills Condominiums for repairs, maintenance, and snow plowing of this road. Also the road was asphalt at one time. The road was dug up for water or sewer work. Why it was never repaved? Lastly, the Northface website is no longer available. Has it been replaced?

Karen pointed out in Condo documents that Woodlands Hills Condominium has an easement to Bear Pudding Lane.

**The Proposed Dates/Times of the Quarterly Meeting as follows**

Saturday March 24, 2018 at 9:00am

Saturday June 23, 2018 at 9:00am

Saturday September 22, 2018 at 9:00am

Annual Meeting Saturday November 10, 2018 at 10:00am

With no further business, the meeting was adjourned at 11:55 am.

Respectfully Submitted,

Gary Page, Secretary

**Northface Resort, A Condominium Association AT WOODLAND HILLS**  
North Conway, New Hampshire

**Executive Board Meeting – April 27, 2018 – 6:30 PM – Telephone Conference**

**MINUTES**

**Board Members Present**      Treasurer Lisa Venditti  
                                         Secretary Gary Page  
                                         Member at Large Rupen Gulenyan  
                                         SPM Karen Bellucci

**Review & Acceptance of Minutes of 11/11/17 (Board and Owners' Meeting)**

The minutes were reviewed and accepted. Karen will send out the minutes to the owners

**Review & Acceptance of the Financial Reports for the period end 3-31-18**

The financial report was reviewed and accepted. Karen reported as of 4/27/18 the Total Asset is \$110,000. Lisa reported we are financially in good shape. The second deck will come out of that amount.

**Old Business**

**a. Deck Replacements (Bldgs. 1-4 front)**

The deck replacements on Bldgs. 1 and 4 have been completed in April as planned.

**b. Wood Repairs**

No all of the wood repairs that be completed. Lisa reported from what she has seen the first floor trim has been completed. Karen will speak to Steve about his intension completing the wood repairs. If not, Karen knows of an out of state painter with a carpenter on staff.

**c. Rules regarding rentals**

The discussion of rules regarding rentals is table for the next Board meeting in June.

**New Business**

**a. Building painting RFPs'**

The painting plan is to begin with Bldgs 2-3 in August and Bldgs 3-4 in October of this year. Lisa suggested the exterior walls under the deck roofs have on coat of paint. The paint on those walls is in good shape. The gable ends are more weathered and can use two coats of paint.

Karen will write up the RFP for paint for painting the buildings. Karen reported that she has gotten repeated calls from the previous painter about when we plan on painting the buildings again. She also knows of another painter with a carpenter on staff. Lisa will contact the local Benjamin Williams store of names of painters.

**b. Confirm June meeting date**

The June meeting will be held on Saturday the 23<sup>rd</sup> at 9:00 am.

**Adjournment**

Meeting adjourned at 7:25 PM

Respectfully Submitted,

Gary Page

Secretary