



Bob Lang <rglang80@gmail.com>

2023 Annual Meeting_11_11_23

1 message

Ted Jendzejec <universalpropmgmt-mail-system@universalpropmgmt.mailer.appfolio.us> Thu, Nov 2, 2023 at 4:59 PM

Reply-To: Ted Jendzejec

<f30949339d723792d8201bf79d927fe72284f1908cb83c03d2894b2ac0aa4093@universalpropmgmt.mailer.appfolio.us>

To: rglang80@gmail.com

Dear Northface Owners,

I hope this email finds you well. I wanted to remind you about the upcoming Annual Meeting, which is scheduled for Saturday, November 11 at 9:00 AM. By now, you should have received the necessary information via USPS.

This year's meeting will be held at the Mount Washington Observatory's Administrative building in the lower level. The address is [2779 White Mountain Highway, North Conway, NH 03860](#). In addition to the in-person option, we are also providing the opportunity to attend the meeting via Zoom (link provided below). I have attached the Zoom link to this email for your convenience. You will also find the agenda for this year's meeting, minutes from last year's meeting for approval, the proposed 2024 budget, and the snow removal policy.

One of the important items on the agenda is the election of officers. There are two positions on the board that are up for election. If you are interested in running for election, please reply to this email by Friday, November 8th, with a brief statement of your intent and the reasons why you would like to run.

Thank you for your attention, and we look forward to your participation in the Annual Meeting.

Zoom link: <https://us06web.zoom.us/j/83534951548?pwd=NLCBpaS5saXXav6Uq88G0WlwglLIPe2.1>

Best regards,

Ted Jendzejec
Property Manager
Universal Property Management
603-766-4876 x120
tjendzejec@upmanagement.org

3 attachments

 **12_Nov_2022_Annual_NF_Owners_Meeting.pdf**
662K

 **NF snow removal policy.pdf**
59K

 **Northface Agenda.pdf**
83K

NORTHFACE RESORT CONDOMINIUMS

2024 Proposed Budget

	2022 Final	2023 Actual (Jan-Sept)	2023 Est 12 Months	2023 APPROVED BUDGET	2024 PROPOSED BUDGET	NOTES
<u>INCOME</u>						
Monthly Fees	145,200.00	128,700.00	171,600.00	171,600.00	171,600.00	\$325 per unit per month
Chimney Assessment 1	0.00	33,000.00	44,000.00	44,000.00	0.00	
Chimney Assessment 2		0.00	70,400.00	0.00	0.00	
Other Income	1,855.70	100.00	100.00	0.00	0.00	\$100 - fines
TOTAL INCOME	147,055.70	161,800.00	286,100.00	215,600.00	171,600.00	
<u>EXPENSES</u>						
<u>Repairs & Maintenance</u>						
Grounds Maintenance -- (includes mowings, fertilization, sweeping, blowing, trimming, pruning, flowers, some mulch, & improvements)	17,868.00	17,156.93	20,297.80	21,500.00	22,000.00	2023 - Chandler - 19,655/yr Mulch - 642.80
Pool/Tennis Court -- (includes open/close, chemicals, repairs, court maintenance)	4,547.00	4,616.00	4,616.00	4,750.00	5,000.00	
Pool Leak Repair	0.00	0.00	0.00	0.00	4,500.00	Adding line item
Tennis Court Surface Cleaning	0.00	0.00	0.00	0.00	3,000.00	Adding line item
Snow Removal	20,050.00	15,050.00	22,050.00	21,000.00	23,000.00	Chandler - 21,000/yr plus \$2000 for loader work
Chimney Engineering	11,922.83	0.00	0.00	0.00	0.00	2022 - Bergeron Technical
Misc	9,279.27	0.00	0.00	0.00	0.00	2022 - CO detectors 2023 - paving, bear podium
General Maintenance	2,182.35	13,194.15	14,194.15	28,500.00	9,500.00	lane grading, ceiling

TOTAL EXPENSES		143,840.35	286,100.00	215,600.00	171,600.00	
				\$408	\$325	

Monthly Fee

*Monthly Transfer to the Reserve Account would be \$__1456.00__

Approved by Executive Board _____

Northface Resort Condominium Reserve Account Balance & Projection

Balance as of October 1, 2023*					\$ 139,425.09	
Contributions Oct to Dec 2022					\$ 4,290.00	
New Sales Contributions to Reserve					\$0.00	
Chimney Assessment 1 Payment 4					\$11,000.00	
Chimney Assessment 2					\$70,400.00	
2023 Contributions					\$ 17,475.36	\$1,456/month
Projected Balance 12.31.24					\$ 242,590.45	
Less Chimney Project Cost					\$ 143,635.00	
Projected Balance 12.31.24 without any additional repairs					\$ 98,955.45	
Minimum Recommended Reserve Balance					\$ 85,800.00	6.00
Reserve Funds in Excess of Minimum					\$ 13,155.45	0.92

Repairs approved by owners

Estimate

\$ -

12 Nov 2022
Annual Owners Meeting
Northface Condominium Resort Association

The Annual Meeting was held on November 12, 2022 at the Forest Glen Property Management (FGPM) office located at 15 Westside Road in Bartlett NH with the following participation:

- Board of Directors:

Lisa Venditti	President
Ben Averill	Treasurer
Bob Lang	Secretary/Clerk
Sue Thomas	Member at Large
Bob Lavigne	Member at Large

- Management:

Melissa Carr	Forest Glen Property Management
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- Unit Owners (Present or via Proxy)

Building	Units
Building 1	1,4,5,6,7,8
Building 2	9,10,11,12,13,15,16,17,18,19,20
Building 3	21,22,23,24,26,27,28,29,30,31,32
Building 4	33,34,35,36,37,38,
Stratford	42,43,44

1. Welcome/Roll Call/Verification of Quorum:

The President opened the meeting at 0930. A roll call was accomplished with 36 owners in attendance or by proxy. With a quorum verified, the meeting began.

2. Reading of Minutes of Previous Annual Meeting: The reading of the minutes was waived by a unanimous vote of the Association.

3. Reports of Officers & Management:

- Presidents Report:

- The President introduced the Board Members. She emphasized these were volunteer non-compensated positions which involve a considerable amount of time.
- The President discussed the two major efforts conducted over this past year;
 - The new roofs are complete for buildings 1-4. They carry a 10-year warranty on workmanship through the installer (Patriot Roofing of Manchester NH) and a 35-year warranty on the shingles through the manufacturer (CertainTeed). The roof work was overseen by the managing agent and also, photographs were taken during the construction by drone to assist in any warranty claim.

- The Chimney issue is the subject of a Special Meeting, to be held on this same day. The engineering analysis is complete with the reports having been sent to owners. The implementation path has not been finalized. The Presidents goal was to come out of the Special Meeting with a direction to proceed.
- There were several questions/comments:
 - Unit 20 disagreed with the terminology that fire places are considered a secondary source of heat. Some unit owners use this as their primary source. The choice should be left to each owner as to how they heat their unit and not the Board.
 - Concerning the attorney (Nicholas Wright) who conducted a legal review sent to owners [Ref FGPM email of 4 Nov/1356 hrs];
 - Unit 23 inquired as to his qualifications in the State of New Hampshire and in condominium law. Also, if he was under a letter of engagement with the Association and being paid with Association funds. The President responded the attorney is licensed in the State of New Hampshire and qualified in condo law. The Association has paid the attorney for his efforts but there is no letter of engagement. He is the same attorney used to discuss past legal matters for Northface such as the foreclosure of Unit 10. He is a lawyer the President's firm uses.
 - Unit 20 stated this appears to be a conflict of interest and a lawyer should be used representing the entire Association.
 - Member Lavigne suggested tabling any discussion on chimneys until the Special Meeting to be conducted later in the day.

4. Treasurers Report: Ben Averill addressed the profit and loss statement sent to owners.
 - The overage items of note were the replacement of all carbon monoxide detectors (\$9,279.27) and efforts towards rectifying the chimney issues (\$11,502.83); for both the engineering analysis (Bergeron Technical Services) and selective demolition to verify thimble and stud condition.
 - The managing agent has been instrumental in working with vendors to keep costs down and to stay within budget.
 - The Association stands with \$17,136 to cover operating costs (replenished via owner's monthly fees) and \$126,206 in reserves for capital improvements.
5. Manager's Report: Melissa Carr (Forest Glen Property Management) reported:
 - All roofing work has been completed.
 - Management is tracking a number of items to ensure the property is properly maintained (i.e., painting of light posts, regrading of Stratford Building driveway). If owners notice an item requiring repair, they should notify management (FGPM).
 - Heat should be maintained at 55 degrees when owners are not at their unit (From 1 Nov to 30 Apr) [Ref By-Law para 5.7m and #7 of the Northface rules/fines].
 - Management will be resending the winter parking policy as a reminder. The President emphasized the importance of adherence to the policy as the snow removal company (Chandler) is not contracted to come by repeatedly to re-plow. It was suggested that if people are traveling together for an event such as skiing on a day when snow is predicted, any cars from the group be left elsewhere such as the free North Conway parking lots to allow for clearing the Northface parking lot of snow.
 - Owners were reminded to shut off their water supply when away for more than 72 hours [Ref: #2 of the Northface rules/fines].

Questions raised:

- Unit 32 inquired as to the repainting of his ceiling due to water damage from the old roof. Management stated this would be scheduled – the first attempt to arrange for a convenient time between the painter and the owner had not been successful.

6. Old Business:

- Lights: Replacement of exterior lights for the entrance and sliders has been completed
- Roof: Already addressed – completed
- Winter Reminders: Addressed under the Manager’s report

7. New Business: 2023 Budget

This topic consumed the majority of the meeting time. Key points raised were;

- Unit 20 objected to an operational budget being presented that did not include the corrective action necessary to repair and maintain the common areas of the property. Specifically, the chimney flue common areas. She stated that it is the Board’s responsibility per the By-Laws [Ref para 3.1] to develop a budget to maintain the complex. The budget is then ratified unless 2/3 of the owners vote to reject it. Not including the repair of the flue common area in the budget she feels is an abdication of Board responsibility. The President stated the Board had included the chimneys repairs through a two-step process. This session is to review the budget with the exception of the chimney flue repair. Then, as shown on the agenda, during the Special Meeting, a second budget would be discussed which incorporated the chimney repair. However, by oversight, that second budget had been omitted from the special meeting packet sent to owners.
- There was discussion on the cost of the chimney repair where some owners might not be in a position to pay the estimated \$6,000 cost per unit. Unit 20 commented that this is the danger/tradeoff with keeping monthly condo fees low. If the operating budget is kept too low to maintain the property, then the cost has to come from an assessment – one cannot have it both ways (low monthly fees and no assessment when repairs are needed). This led to a discussion on the tax benefits of a special assessment vs higher monthly fees to maintain the property. The President stated owners should consult with their own accountant, but her understanding is that when one buys a unit, the purchase price sets the initial cost basis. When one sells the unit, the final cost basis is the sale price minus special assessments. Capital gains is determined based on the difference between the two.
- Unit 23 stated that items listed for a capital expense such as repairing a section of the parking area, or the replacement pool cover should not be – they are normal maintenance items and thus should be included in the proposed budget. Unit 23 made a motion to reject the budget. The motion was seconded. There was concurrence that since the discussion had become primarily focused on the chimneys, that the budget discussion be tabled until after the Chimneys were discussed at the Special Meeting.
- The Annual Owners Meeting was temporarily adjourned to the Special Meeting by unanimous vote of the Association.

8. Special Meeting:

- The President began with a history of the chimney situation, noting the problem surfaced in Oct 2021 when the chimneys were being cleaned by Safety Sweep. Safety Sweep identified Chimneys in Buildings 2 and 3 shared a common flue (three units each on a single flue). Code requires a separate flue for each solid fuel-burning device. Verification with the North Conway Fire Department resulted in a ‘no-burn’ order on 27 Oct 2021.

- In addition to common flues, two other code violations were identified by Safety Sweep. For resolution, the association is responsible for repair of common areas which include the flue. Basically, everything behind the brick/stone wall is an association responsibility and everything from the brick/stone wall including the hearth (stone floor on which the stove sits) into the unit is an individual owner’s responsibility. It was further noted by the Board that this issue was not identified during the initial inspection of the chimneys, or during any other regularly scheduled cleaning or inspection until the 2021 notice.
- Specifically, the three problems and responsibility to correct them were;
 - Building 2 and Building 3: Separate flues are needed for each solid fuel-burning device. Flues are a common area and thus an association responsibility.
 - Buildings 1-4: All units have inadequate clearance from the stovepipe connector (Pipe from the stove to the thimble in the brick/stone wall connecting to the chimney). Code requires a distance of 18” to combustible materials. For Northface, this is the distance from the wood studs behind the brick/stone wall to the chimney connector pipe. In most units, the current distance is 6” or less. Responsibility for this issue is split. Thimbles are considered common area and thus they’re an association responsibility. The chimney connector pipe clearance issue is an individual owner’s responsibility.
 - Many units lack adequate clearance from the stove itself to combustible materials (i.e., from the sides of the stove to the studs behind the brick/stone wall and the distance in front of the stove to combustible materials). This is an owner’s responsibility.

The information above is summarized in the following table;

#	Buildings	Issue	Responsibility
1	2 and 3	Common Flues	Association
2	1 - 4	Thimbles	Association
		Connector pipe clearance	Owner
3	1 - 4	Stove clearances to combustibles	Owner

- For resolution of the Associations’ responsibilities, various options were considered with the most viable being sent to owners in the Special Meeting notice of 02 Nov 2022. This entails demolition and reconstruction to code of the four (4) chimneys of Buildings 2 and 3. Chimney repair work will include replacement of all thimbles in Buildings 1 - 4.
 - The quote for the above work came to an estimate cost of \$276,442 or \$6,283 per unit owner [as shown in the information send in the Special Meeting notice]. Elimination of the cost to begin the chimney project in February (\$18,704) reduced the overall cost to \$257,738 or \$5,858 per unit owner. It was noted that the above quoted prices were from a single vendor to scope the effort and that additional bids would be sought to determine final price and schedule.
 - The discussion then addressed a possible second option which was sent to owners via FGPM email of 04 Nov/1356 hrs. This proposed conversion of all units to pellet stoves. The cost was significantly less as pellet stoves require less clearances and a smaller flue size. Specifically;
 1. The thimbles in buildings 1 and 4 would not have to be replaced.
 2. The chimneys in buildings 2 and 3 would not have to be rebuilt. The existing chimneys could accommodate the smaller 4x4 flues to service the

first and second floors. However, there is inadequate space in the existing chimneys to also accommodate the third-floor flue so these 8 third floor units would require new separate flues that would go vertically from the stoves through the attic and roofs.

- Several owners have pellet stoves and spoke to their advantages and drawbacks. Other owners spoke of their preference for wood and this being one of the reasons they purchased at Northface. The decision was made to proceed with the chimney repair to allow wood burning. The choice remains with owners to choose to use either solid fuel burning device, a pellet stove or a woodstove.
- It was suggested to establish a committee of owners, to include the Board Treasurer and to report the Board, to identify options and associated costs to address the chimney issue. A request for volunteers will be sent in the immediate future. It is intended to solicit competitive bids and engage a contractor to complete the chimney work prior to the next winter season (2023-2024).
- Other discussion points raised were:
 - Unit 7 (Building 1) asked for clarification of what he should be doing now. The response was it would be best to do nothing until the thimbles are replaced. Since the thimbles will remain in the same location, owners should familiarize themselves with and refer to their stove's owner's manual for clearance requirements in order to understand what work they may have to do to. Owners need to have their chimney connector pipe replaced with a 'double-walled' pipe. ***Unit owners should work directly with the Fire Department. The Board is requiring each unit owner to have their final configuration inspected by the North Conway Fire Department (cost currently \$60) prior to use.*** This will ensure code compliance and documented verification for the insurance carrier, if needed.
 - There was a question as to why this problem was not identified earlier as the fire department had previously issued a no-burn order in 2005 for building 3 and then signed off as compliant after work was done to the common flue [Ref 2005 Annual Owner's Meeting Minutes]. The response was the building 2 and 3 chimneys were never built to code. There is no record of code inspection. Verification of code compliance over the years was lax to non-existent, but in recent years has become more scrutinized. For example, Chimney Sweep, the vendor who identified the common flue problem in October of 2021 had previously given Northface a clean bill of health when they inspected/cleaned the fireplaces in 2005 [Ref Selective Property Management letter to owner's, 9 Nov 2005].
 - There was a question concerning the statement in the material sent to owners that "Brick walls are not code compliant – lack 1 inch gap ad openings at the base and ceilings". A board member stated this statement was incorrect. There is no known code compliance issue with the brick walls nor is it mentioned in any of the engineering reports. The situation deals with clearance issues. Specifically, the 18-inch clearance code requirement from combustibles to the chimney connector pipe. As previously stated, no Northface unit meets this requirement. The code does allow for reduction of the clearance requirement by 66 2/3% (only 6 inches) through one of two mitigation methods. The first method would be if the brick/stone walls were constructed with at least a one-inch gap between the brick/stone wall and the (Sheetrock) wall behind it, but Northface walls were not constructed in this manner. The other method, the one proposed, allows the same

66 2/3% reduction per code through the use of a 'double walled' chimney connector pipe.

- ***The Board proposed a special assessment of \$250 per quarter starting in January 2023. It was acknowledged that this amount alone will be insufficient to complete the chimney project and another assessment will be levied once the final cost is determined.*** The \$250 assessments start accumulating the project funds and allow the chimney rectification to be entered into the budget. In addition, there may be options to use funds from the reserves to lower the initial assessment cost per unit. The motion passed unanimously.
- The Special Meeting was adjourned back to the Annual Owner's Meeting after a brief recess.

9. New Business: 2023 Annual Budget (continued)

Ben Averill (Treasurer) continued a line-by-line review of the budget. There were no questions until the "Capital Improvements for Special Assessment consideration by owners" section.

- Unit 23 stated these were not capital improvements and thus should not be coming from the reserves. These items were routine maintenance and thus should be reflected in the operating budget. This was agreed and discussion of these listed items was:
 - Pool Cover (\$6,000): It was agreed to remove this item from the budget and readdress the issue in the Spring. Several owners familiar with pools thought the cost excessive for a stock safety cover. Management stated this was not an actual quote, but an estimate.
 - Paint Stair Treads (\$6,000): Owners approved this amount to maintain the relatively new (replaced and painted 4 years ago) steps. Unit 4 recommended a high-quality paint specifically designed for this purpose such as one containing sand which he has used with great success.
 - Paving repairs - Building 1 area (\$20,000): Owners approved this amount to correct a serious washout/undermining problem that has occurred in the parking lot near the retaining wall (located at the parking lot end near the Stratford Building).
- To accommodate this additional \$26,000 into the operating budget, ***owners agreed to an increase of \$50 in the monthly maintenance fee (from \$275 to \$325/ per month) effective 1 January 2023.*** A Board member stated we could readdress the monthly fee again next year once these projects have been completed and then recommended the formation of a Capital Improvement and Maintenance Committee to plan out future projects in an orderly fashion [Such as the building 3 drainage issue deferred at the 2021 Owner's Meeting.]

10. Election of Board Members: Four owners sought election to the Board for two open positions. Elected to the Board for a three-year term were Bob Lavigne (Unit 43) and Trish Rich (Unit 20)

With all business completed as to the published agenda, the meeting concluded at 1330

Respectfully Submitted



Bob Lang
Secretary/Clerk

Northface Resort Condominium Association
2023 Annual Meeting
November 11, 2023 at 9:00 am
2779 White Mountain Highway, North Conway, Nh 03860

Agenda

1. Welcome
2. Roll Call
3. Recitation of Proof of Notice of Meeting (Certify Proxies) & Verification of Quorum
4. Reading of Minutes of Previous Annual Meeting
5. Reports of Officers & Management
 - President's Report
 - Treasurer's Report
 - Manager's Report
6. Old Business
 - Chimney/Flue Status
 - Winter Reminders – Snow plowing procedure – Heat at 55° degrees – Water off when departing
 - Fire Alarm Operation – hard wired – no owner maintenance - do not adjust or will activate alarm
 - Capital Projects and Grounds Committee
7. New Business
 - Modernization of Association By-Laws
 - Ratification of 2023 Operational Budget
 - Election of two Board of Directors positions – Ben Averill and Bob Lang terms expiring
 - Open Discussion
8. Adjourn

Northface Resort, A Condominium at Woodland Hills

PROXY APPOINTMENT

Annual Meeting Saturday, November 11, 2023

I am the sole owner or designated voting owner of Unit #_____.

I appoint _____ as my proxy to represent me on the issues to be discussed at the Annual Owners' Meeting of Northface Resort, A Condominium at Woodland Hills, to be held on November 11, 2023, at the office of Forest Glen Property Management in Bartlett, New Hampshire and to vote on my behalf on the issues submitted at this meeting or, in the event a quorum shall fail to attend, at such time and place as the adjourned meeting shall be resumed. This proxy shall remain in full force and effect until such time as it shall be revoked by me in writing.

Please check the items below you would like your proxy to vote on your behalf.

_____ Unlimited (All votes to which this unit is entitled at the association's annual meeting to be held Saturday, November 11, 2023 at @ 9:00 am.

_____ Limited (Quorum Only)

_____ Other

Sole Owner/Designated Voting Owner Signature

Unit / Control no:

Snow Removal Parking Policy

Northface owners are responsible to make sure they (owner and their guests) have a parking tag hanging from their mirror. If you do not have a parking tag, the management company can issue you a set for your unit.

At the completion of a storm, our snow vendor will clear the parking lot areas closest to the buildings.

Once this is complete, all vehicles should be ***immediately*** moved to the newly cleared space. It is your responsibility to do this, our vendor will not notify you if it is time to move.

Our vendor will then clear out the parking space area – and salt/sand this area.

Vehicles may then return to the parking areas.

If your vehicle is not moved, it may be blocked in or towed. You will be responsible to remedy this.

PLEASE

- Do not park in the front of the stairways/unit entrances. This must be kept open for emergency personnel.
- Do not leave your vehicle in the parking lot if you are leaving the property during a snow clearing day. You may move your vehicle to the public parking lot on Depot Street (right on North South Rd – then first left) or leave your keys with a neighbor who agrees to move it for you.
- Please clear the snow off your vehicle completely before moving it
- Do not ask our vendor to clear snow from your car or move it for you.

For questions/issues, please contact:

Universal Property Management

603-766-4876

tjendzejec@upmanagement.org