

## NF BOD Minutes & Assessment Due Date Reminder

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From: melissa . (melissa@fgpm.com)

To: melissa@fgpm.com

Date: Tuesday, September 5, 2023 at 05:07 PM EDT

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Hi All,

Here are the minutes from the July BOD Meeting.

Last week the invoice for the next special assessment of \$250.00 was emailed out to owners.

This 4th installment of \$250.00 is due by October 31, 2023.

Any questions, please let me know.

Have a good night.

Melissa

**Melissa Carr**

**Forest Glen Property Management, LLC**

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**603-383-8000**

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## Meeting Minutes

08 Jul 2023 Board of Directors (BOD), 3<sup>rd</sup> Quarterly Meeting (0900-1100)  
Northface Condominium Resort Association

1. Roll Call: The meeting was held at Forest Glen Property Management, 15 W Side Rd, Bartlett, NH.

Board of Directors/Management Attendance:

<u>Name</u>	<u>Unit</u>	<u>Position</u>
Bob Lavigne	43	President
Ben Averill	18	Treasurer
Bob Lang	19	Secretary/Clerk
Sue Thomas	09	Member at Large
Trish Rich	20	Member at Large
Melissa Carr	==	Forest Glen Property Management

Owners Attendance (at meeting): Steve Coscia (Unit 28)

Owners participating via Zoom: Unit 04 (Neves), Unit 11 (Shane), Unit 19 (Lang-Susan), Unit 20 (Wheeler), Unit 21 (Castrignano/Aragao), Unit 23 (Bellucci), Unit 24 (Haigh)

2. Opening: The President recognized owners who had participated in the mulching project on 7 Jul. Organized and led by Ben Averill (Unit 18), the result looks fantastic and these volunteers saved the Association a significant sum. Specifically, Unit 10 (Matt DeBitetto), Unit 19 (Bob Lang), Unit 25 (Nicki Feudo), Unit 28 (Steve Coscia), Unit 34 (Michael and Karen Howe).
3. Management Report (Melissa Carr):
  - 3.1. Water Shutoff: Reminder to shut unit's main water valve when departing for extended periods.
  - 3.2. Sprinkler Inspection (via Eastern Fire) Authorization: Approved.
  - 3.3. Bear Puddin Lane Road Use/Ownership: Deed not yet located to determine future action.
  - 3.4. Puddin Lane Road Regrade: To be done by Perm-A-Pave for \$1,500.
  - 3.5. Resolution of Building 1 Parking Lot Issues: To be done by Perm-A-Pave for \$5,775. This is a \$14,225 savings over the budgeted amount – as many areas can be salvaged vs replaced.
  - 3.6. Stair Repainting: No new quotes since the May Board meeting. Management will discuss options with the vendor if the balusters and decking are not repainted (only steps and landings)
  - 3.7. Maintenance Contract with Chandler: There was consensus that performance was lacking.
    - 3.7.1. Tennis Court Cleaning: FGPM to contact Chandler to conduct a surface cleaning at no additional expense to the association to bring the surface back to the condition it should be in if the weekly cleanings had been done (**Action Item 23-7-1**)
    - 3.7.2. Tennis Court Fence Damage due to Snow Plowing: FGPM to advise Chandler the work is incomplete and to rectify the situation (**Action Item 23-7-2**)
    - 3.7.3. Weekly Mowing and General Grounds Upkeep: All agreed this has deteriorated
      - FGPM will increase contact with Chandler (Squeaky wheel gets the grease). Sue Thomas took the Board lead to communicate areas requiring attention to FGPM.

- For other areas that need attention; the Board and management will do the yearly grounds walk-through in early August.
- Status of Delayed Services: Ben Averill inquired as to services which have not yet been accomplished such as lawn fertilization, weed control, and pruning. FGPM stated these have not yet been done and she will coordinate with Chandler.
- A suggestion was made to conduct Board status meetings between Quarterly meetings. The President asked Trish Rich to verify that such meetings can be conducted by phone or by teleconference. **(Action Item 23-7-4).**

4. Treasurers Report (Ben Averill):

- 4.1. The current Balance Sheet as well as current Profit and Loss statements were reviewed in detail. There were no deltas to the budget since the last quarterly meeting, except the projected savings from the Building 1 Parking Lot project.
- 4.2. The issue of reserve interest was raised – with \$108,000 currently sitting in reserves, should not the Association invest these funds in some type of interest yielding account. Ben Averill will investigate **(Action Item 23-7-3).**

5. Old Business:

5.1. Review of Outstanding Action Items

- 5.1.1. Action item (AI) 22-11-1 (Lead - Bob Lavigne): Capital Improvements and Maintenance Committee Report: An email was sent Friday 07 Jul soliciting owner volunteers to form the committee as discussed at the Nov 2022 Owners Meeting. Status: Action open. The goal is to have the committee initial report by the next Board meeting as an input in generation of the 2024 budget (the purpose of the effort).
  - 5.1.2. AI 23-1-1 (Lead – Bob Lavigne): Zoom for Board Meetings. After review of NH condo law and the Northface Condo documents, the Board position is that Board Members must be physically present to participate in the required quarterly meetings as Board members. Any board member joining by electronic means would be participating as an owner, not as a member of the Board.
  - 5.1.3. AI 23-5-2 (Lead – FGPM): Stair Painting. Addressed under management report.
  - 5.1.4. AI 23-5-3 (Lead FGPM): Tennis Fence Repair. Addressed under management report.
  - 5.1.5. AI 23-5-4 and 23-5-5 (Lead FGPM): Bear Puddin Lane Road Repair. Addressed under the management report. Actions were closed
  - 5.1.6. AI 23-5-6 (Lead FGPM/Trish Rich): Bear Puddin Lane Road Ownership. Addressed under management report. Action is open
  - 5.1.7. AI 23-5-7 (FGPM): Insurance Discount for New Roof. FGPM reported with a commercial policy, there is no premium reduction for a new roof. Action was closed.
- 5.2. Water Heater Discussion for Annual Meeting (Bob Lang): This was a continuation from the May Board Meeting. Owners need to be reminded that water heaters have a limited life. Management stated a life expectancy of 6-8 years. There have been occurrences of water heaters leaking water into the unit(s) below. At the Annual meeting owners will be presented with an option for a composite water heater (Guaranteed never to leak) such as those used by other associations if the owner wanted to consider this option when they next replace their water

tank. Bob Lang stated he installed such a tank, purchased through a NH Coop Promotion, in 2004 with no issues the past 19 years.

### 5.3. Chimney/Flues:

5.3.1. Bob Lang stated this project continues to suffer from lack of urgency and owners should be advised the probability of using their fireplaces this winter is low. Specifically;

5.3.1.1. Nov 22 Annual Owners Meeting: Information presented was non-executable.

5.3.1.2. Jan 23 Board Meeting: Assessment that if there was not a plan in place by April, the probability of burning by next season was low. It is now July

5.3.1.3. May 23 Board Meeting: No plan had been formalized. A President Pro Tem was elected to lead that meeting and instituted weekly status meetings to create urgency leading to a path forward. The resulting 7-week effort led to identification of specific items that needed to be considered to evaluate whether an alternative to the rebuild option was viable and to determine what, if anything, needs to be done in buildings 1 and 4. We are now working those steps through. [Data available at [http://www.northfaceresort.com/Northface\\_History/chimneys/chimneys.html](http://www.northfaceresort.com/Northface_History/chimneys/chimneys.html)]

5.3.1.4. Jun 23: There are four critical actions/quotes impacting cost and schedule that remain to be resolved before a complete package can be presented to owners. The lack of urgency in completing these actions is causing a continued day for day schedule slip;

- 1) 3<sup>rd</sup> Floor venting quote with 8 inch pipe: Open action from 08 May 2023 Board meeting (FGPM)
- 2) Cost estimate for an 8" insulated ('double walled') Stove Connector Pipe: Awaiting quote since 18 May (FGPM)
- 3) Bldg 1 and Bldg 4 Thimble Replacement contingency demonstration: Board authorization to proceed on 20 Jun (FGPM)
- 4) Updated vendor quote to rout/rebuild Bldg 2 and 3 Chimneys to same footprint: Not causing day for day slip but needed prior to Special Meeting to confirm quote (Trish Rich)

5.3.2. An owner raised the issue that 'experts in the field' might foresee a possible mandated transition to 6-inch flue stoves vs 8-inch flue stoves and that we should look into this before we move forward with a 8-inch solution. He recommended that, if that is the case, constructing now for 6-inch flues, vs the planned 8-inch would save time and considerable cost and thus should be an avenue carefully explored.

5.3.3. The President suggested he might implement additional status meetings such as had been done by the team that developed the plan.

### 6. New Business:

6.1. The President notified management that there was a rotted board on a Stratford building deck between units 42 and 43 that required attention.

6.2. The President stated he would schedule a walkthrough of the property with Management. Other members can join if they are available.

With all business completed, the meeting was adjourned at 1100.

Respectfully Submitted, 31 Jul 2023

A handwritten signature in blue ink that reads "Robert Lang". The signature is written in a cursive style with a large initial 'R'.

Bob Lang, Secretary  
Northface Board of Directors

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Supplemental Information (Unabridged Minutes)

**ATTACHMENT 1**

**Supplemental Information (unabridged Meeting Minutes)**  
Board of Directors (BOD), 3<sup>rd</sup> Quarterly Meeting, 08 Jul 2023  
Northface Condominium Resort Association

This was the third 2023 Quarterly BOD Meeting as required by NH State law. Specifically, Board Open Meetings are for the Board to conduct Board Business with owners invited/welcomed to attend to "...be afforded a reasonable opportunity to comment on any matter affecting the association." (NH Condo Law, Chapter 356-B:37-c).

1. Roll Call:

The meeting began at 0900 at the office of Forest Glen Property Management (15 West Side Rd, Bartlett, NH).

Board of Directors/Management Attendance:

<u>Name</u>	<u>Unit</u>	<u>Position</u>
Bob Lavigne	43	President
Ben Averill	18	Treasurer
Bob Lang	19	Secretary/Clerk
Sue Thomas	09	Member at Large
Trish Rich	20	Member at Large
Melissa Carr	==	Forest Glen Property Management

Owners Attendance (at meeting): Steve Coscia (Unit 28)

Owners participating via Zoom:

<u>Unit</u>	<u>Name</u>
04	Neves
11	Shane
19	(Susan) Lang
20	Wheeler
21	Castrignano/Aragao
23	Bellucci
24	Haigh

2. Opening: The President recognized owners who had participated in the mulching project on 7 Jul. The result looks fantastic and these volunteers saved the Association a significant sum.

<u>Unit</u>	<u>Name</u>
18	Ben Averill – Organizer and Lead
10	Matt DeBitetto

19 Bob Lang  
25 Nicki Feudo  
28 Steve Coscia  
34 Karen Howe  
34 Michael Howe

3. Management Report (Melissa Carr):

- 3.1. Water Shutoff: Management wanted to remind owners to shut their unit's main water valve when departing for extended periods of time. *[Note: This was a Board meeting, so this reminder was to a limited audience. To ensure the message is conveyed to all, water shutoffs will be addressed at the Nov 2023 annual meeting (ref item 5b below)].*
- 3.2. Sprinkler Inspection (via Eastern Fire) Authorization: The Board had previously approved this item *[Note: This item was already part of the CY 2023 budget for management to implement so no Board action was necessary].*
- 3.3. Bear Puddin Lane Road Use/Ownership:
  - 3.3.1. *[Note - Background: This was action item 23-5-6 assigned to FGPM and Trish Rich at the May 2023 Board meeting. Specifically, to determine why Northface bears the full cost of maintaining this road. There are only 4 units in the Northface Association's Stratford Building. There are twelve units, occupied by full-time residents, in the other Association's building, accounting for most of the road use. Melissa took the action to locate and forward a copy of the Northface deed to Trish Rich for her review to determine the true situation and responsibility.]*
  - 3.3.2. Status/Discussion:
    - 3.3.2.1. Management reported that they had been unable to locate a copy of the deed based on-line search through the County Registry of Deeds; there are deeds for the individual units but not for the complex as a whole. Trish related one often has to go down in person and ask to find these type documents. The deed has to exist and we should find it.
    - 3.3.2.2. Bob Lang stated that regardless of the deed situation, we should approach the other association about a maintenance cost share for the road and to explore paving the road. (This perhaps will be identified in the capital improvements / maintenance committee report). The other association has a vested interest, as they are the primary users of the road – and we can see they are interested in the road quality as individuals of the other association have been filling the holes to the point where the road is passable. The road is currently in better shape than it was in April and May, however the temporary fill will wash out, so we need to proceed with the regrading.
    - 3.3.2.3. The action remained open.

3.4. Puddin Lane Road Repair.

- 3.4.1. *[Note – Background: This was action items AI 23-5-4 and 23-5-5 that had been assigned to FGPM at the May 2023 Board Meeting. The road was in need of immediate repair and there were no funds allocated for this effort in the approved 2023 budget].*
- 3.4.2. Status/discussion:
- 3.4.2.1. Management had inquired as to the possibility of the town grading the road but the response from the town was negative (AI 23-5-4). This action was closed.
  - 3.4.2.2. Management had received a quote from T&D Excavating on 25 May for \$5,000 that included an additional 80 tons of base material to raise the road.
  - 3.4.2.3. A second quote of \$1,500 was received from Perm-A-Pave for regrading. No additional base was needed unless the road was to be paved. Gene of Perm-A-Pave estimates the regrading would sustain the road for two years before needing to be regraded again.
  - 3.4.2.4. The Board had previously approved the Perm-A-Pave effort (Board approval needed as effort not in the approved budget). This action was closed.
  - 3.4.2.5. Management did not have a date as to when Perm-A-Pave will start.
- 3.5. Resolution of Building 1 Parking Lot Issues:
- 3.5.1. *[Note: This entailed correction of pavement undermining at the retaining wall near Unit 4 as well as the deteriorating pavement near the tennis court entrance. Rectification of this issue had been approved by owners at the Nov 2022 Annual meeting at a budgeted cost of \$20,000].*
- 3.5.2. Status/Discussion:
- 3.5.2.1. Management received a bid from of \$5,775 from Perm-A-Pave. This will result in a \$14,225 savings to the Association over the budgeted amount.
  - 3.5.2.2. Trish Rich raised the issue of multiple bids. Just like the regrading project previously discussed, multiple bids had resulted in a substantial price decrease through competition but here we only have a single quote.
  - 3.5.2.3. FGPM stated it is doubtful that other paving companies would even respond this summer, since the project is so small. FGPM said in the past, they had gotten quotes from Bryant Paving (Meredith NH) for other associations and Bryant's price is typically 2/3 higher (than Perm-A-Pave). Also that Bryant does not like to do any of the grading preparation work unless it is a large job – they like that to have the prep work completed by someone else so they can just come in with their equipment and pave. Management said the same was true with GMI paving. Management said they could try to get other quotes if the Board wanted to hold off on starting the project.
  - 3.5.2.4. Management also explained the cost of the effort could have been closer to the \$20,000 figure if more of the area had to be repaved as initially thought. But after inspecting the area, Perm-A-Pave, who did the paving ~30 years ago, felt that much of the area was fine resulting in a smaller scope of work thus lower price.
  - 3.5.2.5. The President recommended the Association move forward and there was no objection.



3.5.2.6. Trish Rich stated that while she concurred, we as an Association need to reevaluate our bid/quote process (to receive multiple bids). Bob Lang agreed using the Bear Puddin Lane Road Regrading Project as an example – a vote was being called for to begin that project at the single quote \$5,000 price. It was only when Board members with experience in this area said ‘no, the price was far too high’, that obtaining the second bid was forced - resulting in a large savings to the Association.

### 3.6. Stair Repainting

3.6.1. [Note: This project was approved by owners at the Nov 2022 Annual Meeting for an anticipated cost of \$6,000. This action was assigned at the May 2023 Board Meeting to obtain additional quotes as only a single bid has been obtained at a quote of \$12,200].

#### 3.6.2. Status/Discussion:

3.6.2.1. Management reported that no additional quotes had been received.

3.6.2.2. Management stated that obtaining quotes for work in the Valley is difficult as there are limited vendors and they are all busy. Management suggested working with the one vendor who did bid and suggested that we reduce the scope of the project by only painting the stair treads and landings (and forgo painting the balusters - which are time consuming, and the decking - which appears to be in good shape). Obtaining quotes for work projects is a management responsibility. The Board did not object with this approach.

3.6.2.3. This action remains open

3.7. Maintenance Contract with Chandler: There was general consensus that Chandler performance was lacking. Discussion crossed multiple area with key points being;

3.7.1. Tennis Court Cleaning: Trish Rich began by stating the contract calls for weekly cleaning of the tennis court. This has not been done resulting in the current state of the surface, which now needs a thorough cleaning. FGPM said that the weekly cleaning was only for blowing off debris. Trish disagreed stating that might be what they are doing, but we should be following what the contract specifically cites, which is “weekly cleaning.” FGPM said that pressure washing was an additional task. Trish disagreed stating that the contract called for weekly cleaning and if that involved pressure washing, then that is what should be done. There was some disagreement on this point, that even with weekly cleaning, at some point a surface cleaning (specifically with a surface cleaner attachment to a pressure washer) is usually still periodically required (e.g., it is a shaded area and some environmental buildup is to be expected). Yet the fact remained the tennis court is not even being cleaned weekly. We should not be paying extra for services already specified in the contract. FGPM took the action to contact Chandler to conduct a surface cleaning at no additional expense to the association to bring the surface back to the condition it should be in (**Action Item 23-7-1**)

3.7.2. Tennis Court Fence: Greg Wheeler (Unit 20) inquired as to progress in repairing the tennis court fence since the last Board meeting. A couple of the strong steel supporting cross bars remain on the ground. One is completely missing. There remains a rip in the

- fence. The point being that Chandler damaged the fence with their plowing. They have insurance and they should rectify the situation. FGPM said Chandler had been out and worked on the fence since the last Board meeting. FGPM took the action to advise Chandler the work is still not complete and to rectify the situation (**Action Item 23-7-2**)
- 3.7.3. Weekly Mowing and General Grounds Upkeep: All agreed this has been lacking. Sue Thomas (full-time resident) stressed she lives year-round at Northface and she sees the problems every day. She emphasized that we once had such a beautiful community and so it is discouraging to live here now with the current conditions. We have had problems with plowing, mowing, and cleaning. This led to multiple discussion points;
- 3.7.3.1. FGPM stated it would be helpful to know owners expectations. Chandler is doing the same work that they have been doing since FGPM began as the property manager two years ago but it seems owners' wants and needs are changing. Trish said it is not the owners' expectations; it is what is in the contract. Sue Thomas said the Chandler service of two years ago was much better than the Chandler service of today. For instance, Chandler used to have a wonderful person who kept the grounds clean and trimmed. The mowing and especially the blowing of debris was routinely done and kept in very good condition.
- 3.7.3.2. Discussion turned to how to raise performance to meet expectations – that the “squeaky wheel gets the grease”.
- 3.7.3.2.1. FGPM will increase contact with Chandler (e.g., weekly calls) to manage expectations. Sue Thomas will take the lead for the Board to communicate areas that require attention to FGPM.
- 3.7.3.2.2. Bob Lavigne cautioned that we want to be careful with Chandler as when the Association last put the maintenance contract out for bid, we only received two quotes and the other was twice as expensive. Trish Rich cautioned that less expensive is not always better. FGPM stated that it is a small valley and while there are other maintenance/lawn service companies, many would not be a good fit for Northface with their a la carte fees and pricing.
- 3.7.3.2.3. Bob Lang emphasized using discretion in dealing with Chandler to build and improve a good working relationship (e.g., firm but realistic). He reminded the board that Northface used to have a fantastic maintenance contractor, Steve Richardson, who took pride in keeping the complex in pristine condition for over a decade. The point being that almost every owner who knew him wishes we still had Steve Richardson as our maintenance contractor. Regretfully, the 2018 Board created such a rift with Steve Richardson that he opted not to renew his contract, resulting in what we have today.
- 3.7.3.3. Other Northface areas that need attention:

- 3.7.3.3.1. Bob Lavigne stated that we still need to do the yearly grounds walk-through (stipulated in the management contract) to identify and maintain a list of areas (building/grounds) requiring attention.
- 3.7.3.3.2. Bob Lang suggested that we engage as many full-time residents as there are willing to participate. Full-time residents are the eyes and ears of the complex and may be aware of many things that the rest of us are not.
- 3.7.3.3.3. FGPM took the action to coordinate schedules with both Bob Lavigne and Sue Thomas, and then to send a notice to Board Members and all full-time residents for participation.

3.7.3.4. Status of Delayed Services:

- 3.7.3.4.1. Ben Averill inquired as to the status of other maintenance services which have not yet been accomplished such as lawn fertilization and weed control. FGPM stated these have not yet been done and she will coordinate with Chandler. It was important to note that in June the valley had rain for 26 of the 30 days in the month.
- 3.7.3.4.2. Ben also inquired if management had obtained the quote to surface clean the tennis court (in the event Chandler would not be doing it as previously discussed). FGPM stated they had not yet received a quote.
- 3.7.3.4.3. Pruning. Ben pointed out that the Chandler contract calls for a mid year pruning – that this might take care of many of the tree/limb work that had been mentioned

3.8. Management reported there were no violations reported or fines assessed during this period

4. Treasurers Report (Ben Averill):

- 4.1. The current balance sheet as well as current Profit and Loss statements were reviewed in detail. There were no deltas to the budget since the last quarterly meeting, except the projected savings from the building 1 Lot Rectification.
- 4.2. As all was well within parameters, this topic was purposely kept short due to the length of time taken to discuss the maintenance issues and to set aside adequate time for the upcoming chimney discussion.
- 4.3. The issue of interest on reserve funds was raised – with \$108,000 currently sitting in reserves, should not the Association invest these funds in some type of interest yielding account (such as a high interest checking account or short-term Certificates of Deposit)? Ben Averill took the action to investigate (**Action Item 23-7-3**).

5. Old Business:

- 5.1. Review of Outstanding Action Items

- 5.1.1. Action item (AI) 22-11-1 (Lead - Bob Lavigne): Capital Improvements and Maintenance Committee Report:
  - 5.1.1.1. Bob Lavigne reported an email was sent to owners yesterday (Friday 07 July) soliciting owner volunteers to form the committee
  - 5.1.1.2. Bob Lang stated progress is too slow - that this action had been initiated 7 months ago at the Nov 2022 Annual meeting to help plan for the 2024 budget (to be presented at the Owners Meeting in November) and help stabilize maintenance projects over the years in the budget. The goal is to have the committee up and running with their initial report by the next Board meeting.
  - 5.1.1.3. Bob Lang suggested the Board meet monthly, if even for few minutes, to status items between quarterly meeting. The President asked Trish to verify in the bylaws and NH Condo law to ensure these monthly meetings can be conducted by phone or by teleconference. Also, if the Board sets a regular cadence and distributes this to owners, there would be no need for additional notifications **(Action Item 23-7-4)**.
  - 5.1.1.4. Action remains open awaiting committee report to the Board
- 5.1.2. AI 23-1-1 (Lead – Bob Lavigne): Zoom for Board Meetings.
  - 5.1.2.1. After review of NH condo law and the Northface Condo documents, the Board position is that Board Members must be physically present to participate in the required quarterly meetings as Board members. Any Board member joining by electronic means would be participate as an owner, not as a member of the Board.
- 5.1.3. AI 23-5-2 (Lead – FGPM): Stair Painting. Addressed under the management report. Action remains open
- 5.1.4. AI 23-5-3 (Lead FGPM): Tennis Fence Repair. Addressed under the management report. Action remains open
- 5.1.5. AI 23-5-4 and 23-5-5 (Lead FGPM): Bear Puddin Lane Road Repair. Addressed under the management report. Actions were closed
- 5.1.6. AI 23-5-6 (Lead FGPM/Trish Rich): Bear Puddin Lane Road Ownership – Previously discussed under the management report. Action is open
- 5.1.7. AI 23-5-7 (FGPM): Insurance Discount for New Roof
  - 5.1.7.1. Background: At the May 2023 Board Meeting, Carlos Neves (Unit 4) suggested the Association check with the insurance company for a premium reduction due to installation of the new roof. Carlos stated he received a 10% reduction on his policy after installing a new roof on his home
  - 5.1.7.2. Status/Discussion: FGPM reported they contacted the insurance agent and that, with a commercial policy, there is no reduction for the new roof.

5.1.7.3. Disposition: Action Item was Closed

5.1.8. AI 23-5-11 (Trish Wheeler): Chimney quote – Masonry Unlimited and AI-23-5-12 (FGPM): Chimney – 3<sup>rd</sup> Floor Venting Quote. These items are both open with discussion deferred to the upcoming Chimney agenda item.

5.2. Water Heater Discussion for Annual Meeting (Bob Lang):

5.2.1. This was a carryover from the discussion at the May Board Meeting where the Association will at some point need to assess the age of the unit water heaters [*Note: This is one of the top items expected in the Capital Improvements/Maintenance Committee report discussed earlier*]. Owners need to be reminded that water heaters have a limited life expectancy. Management stated a life expectancy of 6-8 years. There have been several occurrences of water heaters leaking and doing damage to the unit(s) below. While the leaking owner is responsible for the rectification costs, the damaged party still needs to arrange for fixes, replace items, etc.

5.2.2. Bob Lang said that since the last Board meeting he has done the research for the purchase and installation costs for composite (i.e., no metal ‘plastic’) water heaters which are guaranteed to never leak. He will compile the information into a fact sheet for Board review at the next quarterly meeting and then for discussion at the Annual Meeting. He has had such a composite tank (Rheem Marathon) for almost 20 years. The Marathon tanks are no longer produced but the next generation Rheem water heater (Gladiator) is available. This will give owners an option if they are replacing their tanks now and desire a viable long-term worry-free solution.

5.2.3. Greg Wheeler (Unit 20) suggested some wireless security platforms (such as Ring or Simply Safe home alarms) can be supplemented with a wireless water detection monitor that one can place in the water heater catch pan to provide an alert in the event of a leak.

5.3. Chimney/Flues:

5.3.1. Bob Lang stated this project continues to suffer from a lack of urgency and consequently owners should be advised the probability of using their fireplaces this winter is low. Specifically;

5.3.1.1. Information presented to owners at the Nov 2022 Annual meeting has been found non-executable (i.e., the quote for bldg 2 and 3 chimney work was actually for a 2024 start, not 2023 as presented. Also bldg 1-4 chimneys may need more than a thimble replacement).

5.3.1.2. At the 07 Jan 2023 Board Meeting, the board recognized that if the Association did not have a plan in place by April, the probability of burning by next season was low. It is now July

5.3.1.3. At the 08 May 2023 Board Meeting, no plan had yet been formalized. A President Pro Tem was elected to lead that meeting (due to absence of the Board President). The President Pro Tem instituted weekly status meetings to create urgency until the path forward was determined. The resulting 7-week effort led to identification of specific items that needed to be considered to evaluate

whether an alternative to the rebuild option was viable and to determine what, if anything, needs to be done in buildings 1 and 4. We are now working those steps through. [Data available at This information should be communicated to owners (available at [http://www.northfaceresort.com/Northface\\_History/chimneys/chimneys.html](http://www.northfaceresort.com/Northface_History/chimneys/chimneys.html)).

- 5.3.1.4. While the objectives from the May 2023 meeting have been achieved, before the plan can be finalized with costs to present to owners at a special meeting, there remain four critical actions for specific quotes.
  - 5.3.1.5. With some of these four actions in work for over two months, there remains no leadership sense of urgency to come to closure. We are in a day-for-day slip until those critical actions are completed
- 5.3.2. There was a request for clarification of the four items. Bob Lang emphasized this supports his comment; the fact some do not know the critical items testifies to the lack of urgency. The items have been discussed for weeks and included in the meeting notes (available at the link above). Those items being;
- 5) 3<sup>rd</sup> Floor venting quote with 8 inch pipe: This was assigned as an action item at the 08 May 2023 Board meeting due to its criticality to the effort. Now, 8 weeks later, we still await a quote.
  - 6) Cost estimate for an 8” insulated (‘double walled’) Stove Connector Pipe: While this is an owner’s responsibility (pipe going from an owner’s stove to the thimble in the chimney wall), when presenting options, we need to let owners know a ballpark price (i.e., \$100 or \$2,300) for owners to make an informed decision on options. Awaiting quote since May.
  - 7) Bldg 1 and Bldg 4 thimble replacement contingency demonstration: The issue is that only three (3) of the sixteen (16) thimbles in Bldgs 1 and 4 meet the distance requirements to combustibles (for wood burning use – pellet stoves have much different clearance requirements). We know this from the inventory conducted from the weekly status meetings. Intervale Stove has proposed an option where the existing thimble space would be used and replaced with a class A thimble, angled to achieve the required distances. The plan, approved by the Board on 20 Jun, was to do this demonstration as soon as possible.
    - A) It would be done in three stages:
      - i. Intervale would first coordinate the approach with the North Conway Fire Department to verify code compliance before the expenditure of funds
      - ii. Intervale stove would do the modification in Unit 38 as a test case for all Bldg 1 and 4 units
      - iii. The NCFD would inspect the final installation and provide the burn permit.

- B) The question was asked how we would know the Unit 38 solution would translate into an acceptable implementation for all other Bldg 1 and 4 units? This is because Unit 38 is the optimal test case;
  - i. The current clearance of the Unit 38 thimble represents the worst-case scenario with only one inch to the side wall (i.e., every other unit would be equal or better)
  - ii. Unit 38 already has a doubled walled stove connector pipe which would validate use of this approach (reducing clearance of the pipe to combustibles from 18 to 6 inches per code)
  - iii. The thimble (common area) in Unit 38 has to be replaced anyway due to a crack in the mortar/water seepage.

- 8) Updated quote from Masonry Unlimited – not causing day for day slip but needed at some point to confirm the actual implementation of using the existing chimneys or chimney footprint. Thanks to Greg Wheeler (Unit 20), we have an option which can 1) save a substantial amount of money and 2) accomplish the work this year. This item is on the list as the vendor was up at Northface in January. Good contractors get busy fast and the vendor might take on other work thinking that Northface is not serious since there has been no action for 6 months

5.3.3. Greg Wheeler (Unit 20) raised a key point for consideration for overall project cost and timing. That point being that ‘experts in the field’ see potential mandated movement in the transition to six-inch flues which also burn cleaner and operate on a different technology for air flow than the ‘old technology 8-inch flue stoves. His concern was that there might be a time when 8-inch flues are not allowed. So why would we spend all the additional funds to fix Bldgs 2 and 3 for 8-inch flues when we might have to go to 6-inch flues eventually anyway – constructing now for 6-inch flues would save a substantial amount of money as there would be no need to vent the 3<sup>rd</sup> floor through the roofs as the current chimney footprint could house all six, of the 6-inch flues (according to the vendor).

5.3.3.1. FGPM brought up an often-overlooked point. When owners get their stove installations inspected by the Fire Department, the fire department will need to see the clearance requirements unique to that stove. If owners do not have their manual, they will probably have to purchase a new stove anyway in order to obtain a permit.

5.3.3.2. Bob Lang stated the problem we would face is restricting the common area of certain owners. How would one address the question “how come if I were in Bldg 1, 4, or Stratford, my stove would be fine, but you want to save some money by forcing me to spend \$4000 for a new stove”

5.3.3.3. The counter argument to this is if everyone would be saving \$2,000 on the overall assessment (again – don’t have real numbers until the quotes for the 4

critical items are received), then an impacted bldg 2 or 3 owner is only paying \$2,000, not \$4,000 and getting a newer stove with increased safety

5.3.3.4. Bob Lang stated the only way he sees this working is if reparation is provided to owners required to purchase a new woodstove. Otherwise, two problems;

5.3.3.4.1. Some owners threatened a legal case when the past Board leadership was advocating for a mandatory move to pellet stoves (with only a 4-inch diameter flue required). It is the same situation – just different size flue requirements

5.3.3.4.2. If holding a vote of owners as has been discussed, having a majority rule especially in regard to restricting certain owners equal rights in common areas sets a dangerous precedent (i.e., ‘next time they might be coming for you’).

5.3.4. The President suggested he might implement additional status meetings such as had been done by the team that developed the plan.

6. New Business:

6.1. Bob Lavigne notified management that there was a rotted board on a Stratford building deck between units 42 and 43 that needed attention

6.2. The President stated he would schedule a walkthrough of the property with Management. Other members can join if they are available.

With all business completed, the meeting was adjourned at 1100.

Respectfully Submitted, 31 Jul 2023



Bob Lang  
Secretary  
Northface Board of Directors