

**AGENDA & MEETING NOTES for WHISPERING BROOK ASSOCIATION
MEETING: Feb 28, 2021**

- Zak Elasri (#1)
- Mary Kay Smith Gronemeyer (#2)
- Chris & Gail Doktor (#3)
- Steve & Krista Todd (#4)
- PJ & Lisa O'Hanley (#5 & #6)
- Norm & Barb Clement (#7)
- John & Ana Martin (#8)
- Ken & Sally Quigley (#9)
- Jim & Tina Hennessey (#10)
- Greg & Sheila McCourt (#11)
- John Shairs & Wendy Flemister-Shairs (#12)
 - Red = absent during meeting

Attachments:

- Budget
- Insurance communication
- 2020 minutes (notes included) – accepted with one amendment to the parking discussion that no vote was taken to change parking conditions (it was discussion only in 2020)

2021 Annual Meeting Agenda:

1. **Introductions of those attending**
2. **Review, amend & approve 2020 meeting minutes (separate attachment)**
 - a. *VOTED and ACCEPTED*
3. **Update contact info (separate attachment):** *Asked everyone to send by email their physical and mailing address and best phone contact*
4. **New officers:**
 - a. President: Gail Doktor willing to continue serving. *UPDATE: Approved.*
 - b. VP: *UPDATE: Tina Hennessy*
 1. *Nominated by Ken. Consensus vote.*
 2. *Also: Tina willing to be second signator on checks for WBA.*
 - c. Other officers: Ken Quigley has been serving. *UPDATE: Willing to continue.*
 - d. *UPDATE: Request other volunteers to serve. None.*
 - e. *Tina Hennessy has volunteered to serve as VP/Co-president or serve on board*
VOTED and ACCEPTED
 - f. Second signature on checking account: **needed** (VP/co-president or officer)
5. **Budget 2020/2021 (separate attachment)** – *Passed with 275/mo per month starting second quarter*
 - a. Changes of note in budgets
approved vs actual 2020 and proposed 20201

- b. Dues: Vote on changes – same for 2020 or increase (see attached budget for implications of increases in dues)
- c. Vote to move funds into capital reserve (number recommended)
- d. Reminder of late fee policy: approved 2020
- e. Paypal online monthly payment: ongoing/works
- f. Anticipated costs 2021 costs (outlined in project details below)
- g. Approve 2021 budget: *UPDATE: approved with agreement to increase dues to \$275/mo in second quarter. Continue goal to build cap reserve.*

ONGOING/OLD BUSINESS

6. Water Update

- i. Public water option:
 - 11/18/20: Spoke with Gary Chandler, Lower Bartlett Water Precinct.
 - Present service area stops at access road to Nordic Village. Doesn't include Nordic Village. Just tied into North Ledge system to back up. Not all of Glen Ledge.
 - They came forward with plan to extend w/ Jackson and it didn't go anywhere. Not cost effective unless they have enough units.
 - Also making same request: Bill Bestijen. President, Riverbend Association. Nordic Village, Bd of Directors.
 - Upcoming project: Rte 302/Cowhill Rd/interconnect for \$3.2m.
 - Extensions are \$200/lineal foot.
 - Projects with LB Water Precinct is eligible for partial state revolving fund. Talking to DES.
 - We can also contact Cindy @ DES to lobby for more funds on such project.
 - ii. FX Lyons will provide estimate on tank opening & tank replacement projects in April 2021.
 - iii. State Loans:

Wendy & Gail attended NH DES training on access to low-free state loans and grants for water systems and will also attend April training so we can decide when/how to apply for these financial instruments to cover upcoming projects (may file in 2022 vs 2021, depending on when we get estimates and recommendations from FX Lyons on preparing for projects to meet government compliance regulations)
 - iv. Water quality status
 1. Copper-lead resolved
 2. High fluoride
- b. *UPDATE: none.*

7. Septic update:

- a. Otis Quint maintenance scheduled for 2021: waiting for call-back on timing and plan for with them
- b. Manhole for #3 Whispering Brook: install new separate manhole cover at #3 per Otis Quint & Sons for better access (like #4)

- i. Check with Town of Bartlett for as-built or septic design
- c. *UPDATES:*
 - i. *Report from guest at #1 re odor. Gail in #3 noticed odor. Contacted Otis Quint on Sat, 2/27 — same day #1's property manager reported concern to Gail.*
 - ii. *Inquiry: Any other reported concerns or instances of odor? Anecdotally limited to units 1-4. No one else smells it.*
 - iii. *Anecdotally: Units #3-4 have noticed this smell for years, and #2 doesn't have anyone around to notice it, and #1 only has guests, so no continuity to find out if it's a longterm issue there, too.*
 - iv. *Awaiting call from Otis Quint on Mon, Mar 1. Ask them to check the report if possible this week.*
 - v. *Next steps advised by Otis Quint re odor? Cause?*

8. Tree Removal:

- a. Call to Saco Tree Works to schedule for late spring
- b. *UPDATES:*
 - i. *Confirming 3 days of work with cranes needed*
 - ii. *UPDATE: \$5k/day for crane and crew per Saco Tree Works*
 - iii. *Gail: Get other bids to compare costs*
 - iv. *Utility companies are doing work to clear lines: Ken, John & Anna, Jim & Tina.*
 - v. *Mark trees to be saved and to remove*
 - vi. *Notify when the work will be done*
 - vii. *OK to move forward with this schedule.*

9. Balcony safety:

- a. Reports from owners re their projects
- b. Concerns re unrepaired balconies
- c. WBA not liable
- d. *UPDATE:*
 - i. *Ken did visual inspection*
 - ii. *Metal hangers aren't particularly safe*
 - iii. *Decks and doors wouldn't meet compliance today's standards*
 - iv. *Screws for ledger board might secure them*
 - v. *Unit owners who have balcony pulling away from structure have been notified*

10. Other construction projects:

- a. Updates by owners:
 - i. *Claim for pump house:*
 - 1. *Don't make claim. Small number, might increase premium for low return.*
 - ii. *#2:*
 - 1. *Kitchen rebuild: took 2 years to upgrade*
 - 2. *Work on slider & sill this year*

- a. *Hard to find vendors – Wendy & John’s vendor to recommend to MaryKay*
- iii. #8: *Ken asked for straw poll re skylights: flexibility to repair and remove?*
 1. *Could we remove skylights? Use different skylights?*
 2. *PJ ordered two skylights: can share specs on what he ordered*
 3. *Norm & Barn mentioned that they had glass installed as insulation – even with ceiling*
 4. *Discussion re consistency of appearance: consensus to maintain consistency, even if not exact specification of same materials, so expectation to retain skylight*
- b. Recommended vendors:

11. Safety lighting on property: completed 2021

- a. Any ongoing concerns

12. Insurance:

- a. Agent = Chalmers, policy = Liberty Mutual
- b. Current policy under review as we believe we are under-insured for such properties as pump house; may increase coverage
- c. Insurance will require that owners of units with short-term rentals must (specifically this affects #1):
 - i. Name Whispering Brook Assoc as additional insured
 - ii. Owner to carry comparable commercial policy \$1m/\$2m coverage policies and supply certificate for WB records (see attached notes from Chalmers)
 - iii. *UPDATE: Circulate recommendations from Chalmers for further discussion by owners who may do short-term rentals.*

NEW BUSINESS:

13. Keys/access to all units that don’t have regular occupancy in case of emergency

- a. Water testing
- b. Power/water emergencies
- c. Other ways to handle this?

14. Recommended policies

- a. **Fireworks:** *Consensus to ban fireworks. Too dangerous.*
 - i. Last summer, due to drought and two incidents with short-term renters setting off fireworks, we asked that owners and NOT shoot off fireworks on this property.
- b. **Fire Safety (separate attachment):**
 - i. *Consensus: Use common sense. Educate renters. Designate safe spots for firepits if renting units. Must be attended. Must be put out with water. Must be distant from house and trees.*
 - ii. Use of firepits should take place away from residential units, parked cars, and overhanging trees.

- iii. People should have water on-hand in case of emergency, and should douse with water any fire (in a container such as firepit) to be sure it's completely extinguished.
- iv. Fires must be attended at all times.
- v. On a case by case basis, if a firepit situation appears unsafe, due to proximity to cars, buildings, over overhanging canopy or dry groundcover such as dry leaves, the Association officers may ask occupants to relocate or put out the fire. Or report it to fire dept.
- vi. *Technically, fires require permits from Bartlett.* See link: <http://www.townofbartlettnh.org/download/fire-permits-2020/?wpdmdl=2707>
 - o From permits, for everyone's info: "There are three categories of fire permit you can obtain and these are:
 - a. Category 1: A small controlled campfire CONTAINED inside up to a 24" fire resistive ring. These fires can be burned anytime conditions are safe to do so and must be completely extinguished before leaving the fire unattended. A Cat 1 fire pit MUST be no less 25' away from all buildings, structures, decks, porches, and over hangs.
 - b. A Category 2: A small controlled fire contain in a fire resistive ring larger than 24" up to 48" in diameter. A Cat 2 fire can only be lit after 5pm daily and MUST be extinguished before 9am the next day or before leaving unattended or unless it is ACTIVELY RAINING. A Cat 2 fire pit MUST be no less than 50' away from all buildings, structures, porches, decks, or overhangs.
 - c. A Category 3: ANY fire not contained in a fire resistive ring. A Cat 3 fire can only be burned after 5pm and extinguished by 9am the next day or when left unattended unless it is ACTIVELY RAINING. A Cat 3 fire MUST be no less than 50' away from all buildings, structures, decks, porches, or overhangs."
- vii. *What recommendations does WBA make?*
- c. **Avoid Excessive Noise & Late-Night Activity after 10pm** (opt for 11pm):
 - i. We ask all owners and occupants to be courteous about late-night outdoor activity and noise. Owners should also advise renters to observe this guideline and maintain only a quiet outdoor activity after 11pm. *NH default is 11pm.*
 - ii. *Should this be a binding decision? NO. Courtesy request. Not a bylaw. 11pm as courtesy but expect some amount of activity and deal with it. Don't eliminate all late socialization, just try to be thoughtful of neighbors. Work it out as needed.*
- d. **Monitor Water Use & Check Faucets when Closing Up:**

- i. Owners and occupants are asked to check, or have their renters check, all faucets (indoor and outdoor) when they leave.
 - ii. This concern raised b/c open, running external faucet at one home emptied communal well over a weekend last summer
 - iii. *What is WBA recommendation? UPDATE from PJ: It was a bear that opened/broke valve outside. PJ replumbed so it can be shut off from inside and won't drain the system if a bear gets to outside! Belongs in bear safety.*
- e. **Bear Safety:**
- i. We have bears actively visiting our yards in summer. They come to eat fruit from our trees and investigate other sources of food.
 - ii. We urge owners to educate short-term renters about basic bear safety such as not leaving food or garbage in cars, cleaning up BBQs, locking cars and doors, and making sure all food, coolers and garbage is kept inside the interior household door (instead of the vestibule) or bears may break into cars and homes.
 - iii. Also, people should not feed or approach bears. Last year our wildlife visitors included a mother with two cubs, she might be more aggressive to protect cubs.
- f. **Parking Courtesy & Signage:** *Talk to neighbors, revisit as needed.*
- i. Signage?
 - ii. Spots allocated to each unit?
 - iii. *WINTER UPDATE: Up to 5 vehicles per unit, and so far, we have worked it out. #1 & #2 may be exception.*
 - iv. Snow removal and egress
 - v. Visitor parking: doesn't exist
 - vi. Map/education of visitors – responsibility of unit owner
 - vii. Overnight limit on cars/unit?
 - viii. Leave negotiation between units owners who share driveways?
 - ix. Parking on common area? Summer vs winter?
 - x. *Question raised: FX Lyons access via #6 driveway: has this been an issue? Not to our knowledge.*

15. Trails:

- Nordic Village resident and trail-maker Tim Pifer completed substantial work
 - Approved work and covered costs by Nordic Village Condo Association (NVCA)
 - Note: Work approved by NVCA without discussion with adjacent property owners: WB and town transfer station)
- Who uses trails now? How much have you used?
 - Feedback
- NV points of contact:
 - NV Condo President Chuck (email: tmcmbreen@comcast.net)
 - Tim Pifer (email: pifersnh@comcast.net)
- Send thank you to Tim Pifer

- Work day on trails if needed?
- Checking on our insurance co for any requirement t/b named as additional insured on Nordic policy
- Trail upkeep and extensions ongoing
- New possible project: Extension of Nordic/WB trail extension to reconnect with Jxn trail system in discussion with Ski Touring Foundation (wb ungroomed but opened and maintained if we can make it work across town land, would prob involve crossing transfer station road)
- Mapping trail system?
 - Contact Tim Pifer and explore resources
 - Leslie Schomaker has capacity: did it for Tin Mine?
 - *UPDATE:*
 - *Send kudos to Tim Pifer for work he's done*
 - *#7's son also did much trail maintenance last summer independently, cutting and trimming and clearing*
 - *Ask re coverage on insurance: additional insured for Nordic Village*
 - *PJ volunteers to learn more and perhaps negotiate with Nordic Village in case we can restore some shared privileges*

16. Other New Business?

- a. **PETS:** *Consensus: Pick up after yourself, especially in the summer and along the trails*

UPDATE: THANKS from attendees for meeting.