

**AGENDA & MEETING NOTES for WHISPERING BROOK ASSOCIATION  
MEETING: Feb 7, 2022**

- 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)

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Red = absent during meeting

Yellow = In attendance via zoom

**Attachments:**

- Budget
- 2021 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)
- NH DES approval of loan
- NH DES forms to be approved for borrowing and authority to sign

**2021 Annual Meeting Agenda:**

- Introductions of those attending
- Review, amend & approve Feb 28, 2021 meeting minutes (separate attachment): PJ motioned, Krista seconded. No discussion: passed.
- Officers:
  - a. President: Gail Doktor willing to continue serving.
  - b. VP: Tina Hennessy willing to continue serving
    - i. *Tina to serve as second signator on checks for WBA – need to set up at bank*
  - c. Other officers:
    - i. *Ken Quigley has been serving.*
    - ii. PJ O'Hanley nominated to serve as additional officer for Water Project \_ Norm OK'd. No objections.
    - iii. Norm moved slate of officers: Second by Greg. No objections.
- 2022 Budget (separate attachment)
  - a. Changes of note in budgets: *no capital projects currently included*
  - b. Dues: *Maintaining 275/mo per month fees*
  - c. Anticipated 2022 costs
  - d. Approve 2022 budget: *Continue goal to build cap reserve.*
  - e. Plan to open money market account to hold capital reserve.
  - f. Accept budget: *Norm, PJ second. No objections. PASSED.*

**ONGOING/OLD BUSINESS**

- Water System Update

**i. State Loans & Grants: Discussed.**

1. As noted in attached letter, which was circulated to all owners in prior communication, the WBA was approved for both SRF loan (\$150,000 with 10% principal forgiveness minimum) and ARPA grant funds (\$60,000 if non-disadvantaged system and \$150,000 if disadvantaged community system).
2. Amounts will be determined based on eligibility as 'disadvantaged system' (income based) and 'community system' (50% or more fulltime residency - verifiable)
3. Quick calculation: \$715/month repayment total = \$60/pp/month once repayment begins (1.26% interest plus \$150,000 loan principal)

**ii. Action items:** *Norm moved, Krista second. No objection.*

1. Approve authority to borrow: *PASSED.*
  - a. SRF – loan up to \$150,000 over 20 years or more  
*Norm moved, Krista second. No objections.*
  - b. ARPA – receive grant up to \$150,000 (\$60,000 if we don't meet certain criteria) — *Greg motion, Norm second. Lots of laughter, no objections.*
2. Approve authority to sign in order of priority based on availability at time of signing: *PASSED.*
  - a. SRF: Gail Doktor (1), Tina Hennessy (2), Ken Quigley (3), PJ O'Hanley (4) – *Norm moved, Krista second. No objections.*
  - b. ARPA: Gail Doktor (1), Tina Hennessy (2), Ken Quigley (3), PJ O'Hanley (4) — *Norm moved, MaryKay second. No Objections.*

• **Tree Removal:**

- a. Completed by Barry's Tree Works – removed 162 trees in 4 days

• **Balcony safety:**

- a. Reports from owners re their projects
- b. Concerns re unrepaired balconies:
  - i. Report by owners with current balcony damage (#7) – Norm & Barb contacted contractor who can restore the deck. Interior work. Disappointed in contractor who put up deck and assured them it was still sound. Ken initiated discussion about the case to file an insurance claim?
  - ii. Reminder by Greg to remove snow and reminder by Gail to continue to pay attention to structural integrity

• **Other construction projects:**

- a. Updates by owners:
  - i. Replacing sills (siding, doors, sills) on #5 & #6

- ii. When replacing deck, may need to replace cedar shakes including vapor barrier on #4
  - iii. Bathroom remodel on first floor: #7 make sure to coordinate with #8 re access to water. Discussion of shut-off valves.
  - iv. Low flow toilet
- **Paving**
  - a. Minor repair made by private owners at base of driveway
    - i. Minor repairs and seal coat of paving?
    - ii. Major repaving project: estimate?
    - iii. Ask Steve re contractors?
  - b. Get estimate? Schedule project or postpone one year?
- **Septic**
  - a. Put away funds in cap reserve
  - b. Ask for simple test / review – Otis Quint for
- **Insurance:**
  - a. Agent = Chalmers, policy = Liberty Mutual
  - b. Need to add insurance certificate for Water Project
  - 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) – *Zak Elasri needs to provide this documentation*
- **Recommended policies (check-in)**
  - a. **Fireworks:** *Consensus to ban fireworks. Too dangerous.*
  - b. **Fire Safety:** *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.*
  - c. **Avoid Excessive Noise & Late-Night Activity after 10pm** (opt for 11pm):
    - i. *NH default is 11pm.*
    - ii. *Work it out as needed.*
  - d. **Parking Courtesy & Signage:** *Talk to neighbors, revisit as needed.*
    - i. Signage?
    - ii. Limit vehicles/unit?
    - iii. Status quo?
- **Nordic Village / WBA Trail System:**
  - Who uses trails now? How much have you used?
  - Work day on trails if needed?
  - Trail upkeep and extensions ongoing
- **Pets:** Pick up after yourself, especially in the summer and along the trails

#### NEW BUSINESS:

- **Trail system: insurance** – *being listed as named insured on Nordic Village's insurance & revisit the shared use of facilities — PJ O'Hanley has been approved to check on this*

**ADJOURN MEETING:** *Norm- moved, Lisa seconded. No objections.*