

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

- |                                  |                               |
|----------------------------------|-------------------------------|
| ○ Zak Elasri (#1)                | ○ Jim & Tina Hennessey (#10)  |
| ○ Mary Kay Smith Gronemeyer (#2) | ○ Greg & Sheila McCourt (#11) |
| ○ Chris & Gail Doktor (#3)       | ○ Roy & Marianne Coates (#12) |
| ○ Steve & Krista Todd (#4)       |                               |
| ○ PJ & Lisa O'Hanley (#5 & #6)   |                               |
| ○ Norm & Barb Clement (#7)       |                               |
| ○ John & Ana Martin (#8)         |                               |
| ○ Ken & Sally Quigley (#9)       |                               |

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Blue = absent during meeting

Yellow = In attendance via zoom

Red = action taken or pending

**Attachments:**

- Budget for 2023/2024 (proposed). **Approved.**
- 2022 minutes (notes included). **Approved.**

**2024 Annual Meeting Agenda:**

- **Introductions of those attending**
- **Officers:**
  - a. President: Gail Doktor willing to continue serving.
  - b. VP: Tina Hennessey willing to continue serving
  - c. Other officers:
    - i. *Ken Quigley has been serving.*
- **2022 meeting minutes:** *Approved by consensus from all attendees.*
- **2024 Budget (separate attachments circulated by email and shared on zoom):**
  - a. 2023 Proposed Budget vs Actual shown.
  - b. Anticipated 2024 Budget also shown: *Continue goal to build cap reserve.*
  - c. **Approved 2024 budget:** *Approved. Marianne moved, Ana seconded, approved by all attending.*

**ONGOING/OLD BUSINESS**

- **Water System Update**
  - i. **State Loans & Grants: Discussed.**
    1. **We will begin using the grant first**, and then move to the loan once bills go past initial \$60,000). First invoices now coming in (\$35,000 billed so far).
    2. **Reminder:** WBA was approved for both SRF loan (\$150,000 with 10% principal forgiveness minimum) and ARPA grant funds (\$60,000 if non-disadvantaged system).
    3. **Quick calculation:** \$715/month repayment total = \$60/pp/month once repayment begins (1.26% interest plus \$150,000 loan principal)
    4. **Need UEI number for federal loan.**  
Status: Gail has applied 5 times in last 12 months with varied

documentation (number required by federal gov't to do business including loans). Developed special documentation from town of Bartlett, NH Electric Coop and Chalmers Insurance to attempt to meet documentation standards. Have called federal help desk (no response).

- a. **Action:** Need to work with vendor to acquire UEI number since it affects ability to access loan funds. Ken will send recommendation for vendor who may be able to help with this issue.

ii. **Pump House Project Status:**

1. **Pump house construction has begun with site work**

a. **Actions:**

- i. Coordinate paving work with pump house site work by Rotten Rock (Gail).
- ii. Coordinate septic inspection and repair work with site work by Rotten Rock (Gail).
- iii. Pull building permit with help from Rotten Rock (Gail).
- iv. Sign off on submitted documents from Rotten Rock (Gail).

iii. **Water quality & treatment:**

1. **Leak detection verified NO LEAK in pipes or homes**
2. **Action:** Gail to follow up with FX Lyons for next steps re assessment of treatment system as culprit of excess water use, will likely be addressed during pump house project

• **Paving**

a. **Estimates gathered by Tina.**

i. **Scope? Priorities discussed:**

1. Holes at bottom of drive – essential to repair
2. Filling in cracks - optional

ii. **Costs? Get estimates for:**

1. Holes at bottom of drive
2. Filling in cracks
3. Order of magnitude: Cost to repave the whole campus? As an FYI for future budgeting, etc.

iii. **Next steps? Vendor from Bartlett is able to do the work.**

1. **Action:** Tina will remind us of the name of vendor.
2. **Action:** Tina will check in on cost estimates and their schedule and circulate those by email.
3. **Action:** Note: This work will need to be coordinated with Rotten Rock re their schedule of bringing equipment onto the site. Gail to help coordinate once schedule available.

• **Septic**

- a. Schedule septic system inspection: **Action:** Gail will contact the inspector Seth Turner who will do this work (must be coordinated with Rotten Rock's site work)
- **Insurance:**
  - a. Agent = Chalmers, policy = Liberty Mutual
  - b. **Action:** Gail to contact Chalmers and discuss recommended changes to policy.
- **Tree Removal:**
  - a. Schedule new round of tree work? **Action:** Gail to schedule tree vendor for maintenance visit?
- **Balcony safety:**
  - a. Pay attention as one balcony came down 1-1/2 years ago during winter
- **Other construction projects:**
  - a. **Discussion of projects by owners:**
    - i. **Jon asked: Roof replacement question?** Greg shared: Roofs were done 15-18 years ago as a group. About half the life on 30-year roofs.
    - ii. Jon: Thinking of doing the skylight?
    - iii. Painting. Two shades visible, since some owners didn't participate in updated painting last time (or weathering alters color different?). What is the current color? **Action:** Jon has a paint can with the 'green' we seem to have used. Circulate this info among owners for reference.
    - iv. Lawn status in common green and in front of homes: Could we improve its condition? Greg suggested True Green (chemicals?) – grows even with water ban, alternative: Ken recommended asking about overseed with Clover (any drought resistant). **Action:** Approved as project to pursue. Gail to request cost estimates and scope of work from Eastern Green (if they have bandwidth to pursue an extra project). Proposed costs/scope and recommended solution to be circulated among the owners by email prior to spending money or engaging them in this project.
- **Ongoing - Policies (check-in).** *Status quo, no changes discussed or raised.*
  - 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.

- e. **Nordic Village / WBA Trail System:**
  - i. Status quo.
- f. **Pets:** Pick up after yourself, especially in the summer and along the trails

**NEW BUSINESS:**

- See lawn question above.
- Action: Gail to circulate bylaws. Not everyone has copy or has seen them.

**PENDING ACTION ITEMS:**

- Email from Tina to all owners with info re paving vendor, costs and schedule.
- Email from Gail to all owners as attachment with bylaws.
- Email from Gail re. updates on water system following conversation with FX Lyosn.
- Email from Ken to Gail re vendor for UEI number as possible referral.
- Email from Gail to all owners from Eastern Green re. lawn status: upgrading its condition without need for irrigation/water, since this is a barrier for us.
- Email from Jon with paint color/info he finds on the can of paint they have on premises. If anyone else has more info specified paint color for exterior work, please share with everyone.
- Email from owners who have had skylight work completed to other owners re. vendors who worked on skylight projects, whom they would recommend.
- Email from Gail to owners re septic inspection results once completed.

**ADJOURN MEETING:.** *Approved.*