

Waterville Estates Board Meeting Draft Minutes
January 26, 2014

Present at the meeting were Mike Mahoney, Frank Marshall, Chris Fagas, Paul Axelrod, Samantha Ciaston, Penny Joyal, Anne Formalarie and Brent Smith. Mike Hering was present via teleconferencing.

The meeting was opened at 11:40 am.

Mr. Axelrod said that the Annual Meeting had gone very well. He said that Waterville Estates is a much different place from what it was 12 years ago. He said that the momentum over the last decade was due to the hard work of many people. He encouraged Board members to try to keep the momentum going to continue to grow the community. He said that there were times over the last 20 years when the Board had a hard time finding someone who wanted to be president of the Board. He said that this Board has two qualified candidates running for president. He asked that Board members cooperate to keep the momentum going forward.

Ms. Formalarie said that two people were willing to be president and that it was a difficult choice to make.

Ms. Joyal said that it is important for the Board to discuss issues at the table and to establish trust to work as a team.

Mr. Hering said that more communication is better.

Ms. Ciaston said that all of the Board members want to see the Community do well.

Ms. Joyal read the vote for president. There were five votes for Mike Mahoney and four votes for Frank Marshall.

Mr. Mahoney nominated Mr. Axelrod for Vice President. Mr. Axelrod declined due to changing circumstances that may not allow for a long term commitment.

Ms. Joyal nominated Mr. Fagas for Vice President. The Board voted unanimously to elect Mr. Fagas as Vice President of the Board.

Mr. Marshall said that there should be better communication between the president and the vice president.

Mr. Axelrod said that key personnel are invaluable. He said that they need to become more multi-faceted so that others can fill in. Mr. Fagas said that there should be Board discussion regarding succession planning. Ms. Ciaston said that the Village District does discuss that. Mr. Axelrod said that there should be more cohesion. He said that there are two governing bodies that are functioning independently. He said that all players in key positions have to interact. He said that the Village District Commission paid for the new pool construction without communicating with the Waterville Estates Association Board of Directors.

The Board voted unanimously to elect Ms. Ciaston as Treasurer and Ms. Joyal as Secretary of the Board.

The Board said that a discussion about liability waivers should be on the agenda for the next Board meeting.

Mr. Axelrod said that propane prices will have a huge impact in the next calendar year. He said that Franconia Gas was taken over by Amerigas. He said that electricity bills to pump water will also increase significantly. Mr. Fagas said that Waterville Estates is a huge customer and should work to develop a relationship with them. He said that a lot of people are participating on Constant Contact. Mr. Axelrod said that he spoke with a representative from Amerigas and was told that people should call him so that he is aware of what is going on.

Mr. Axelrod recommended that the budget line for propane and electricity be increased.

The Board scheduled its next meeting for March 15, 2014. The meeting was subsequently rescheduled to March 22, 2014 at 9 am.

As there was no further business, the meeting was adjourned at 12:11 pm.

Respectfully submitted,

Lenore Mahoney
Recording Secretary

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Board Meeting

March 22, 2014

Present for Homeowners Corner were Ann Verow and Harry Bertino.

Present from was.

Present at the meeting were Mike Mahoney, Samantha Ciaston, Penny Joyal, Frank Marshall, Brent Smith, Mike Hering, Anne Formalarie, Harry Learned, Village District Commission, Judy Kinney and Corey Smith. Paul Axelrod and Lloyd Willey, Village District Commission were present via teleconferencing.

Ms. Formalarie moved and Ms. Ciaston seconded the motion to accept the minutes from the January 24, 2014 meeting. The Board voted unanimously to accept the minutes.

Homeowners Corner – Ms. Verow discussed the local Got Lunch Program that serves children from poor families' free lunch during the school year. She said that the group meets every Monday during the summer to pack a week's worth of groceries and deliver them to the families. She said that she spoke with Corey about holding a wine & cheese fundraiser at the Summit Room in the Rec Center. She said that she spoke with Joe Campbell about providing wine & cheese at cost. She said that they would sell tickets throughout the community. Mr. Marshall discussed holding the event on Community Day weekend when more members will be around. Mike Hering moved and Ms. Ciaston seconded the motion that the Board support providing free rent with wine & beer at cost for the fundraiser at the Summit Room. The Board voted unanimously to support the event. Corey Smith said that he would draft a letter for Constant Contact

Harry Bertino, Hodgman Hill, asked to speak up about things that he had seen going on. He said that a gas power washer was being used in the pool room. He said that he could smell gas in the lobby. He said that he spoke with Cheryl at the front desk about it. He said that Cheryl did not have an answer for him. He said that he looked at OSHA Regulations and found out that the gas power washer is not allowed to be used indoors.

Mr. Hering asked if there are carbon dioxide detectors. Corey said that there are. Mr. Hering said that if the detectors were not going off, the fumes were not exceeding the limits. He said that the Board should look into spending money on an electric power washer. Corey Smith said that the windows were open. He said that he appreciated Mr. Bertino's observation. He apologized that Mr. Bertino did not feel that he was responded to adequately.

Mr. Bertino expressed other concerns that he had with personnel. The Board said that it would take Mr. Bertino's comments under advisement and discuss them in Executive Session.

Mr. Hering said that guests should not expect the front desk personnel to take action. He said that the front desk personnel should contact Corey when there are problems. Mr. Bertino questioned who has the authority to say stop when something is going on.

Ms. Ciaston discussed the Violations Committee. She said that everything is quiet right now because of the snow on the ground. She said that it's hard to see anything. She said that any previously reported violations should be corrected soon.

Mr. Hering discussed the Building Committee. He said that there is not a lot going on. He said that they are working on one issue concerning access to the Smith property. Corey Smith said that he has had numerous conversations with the town. He said that problems stem from actions that were taken 10 years ago. He said that they are making good progress in trying to fix what was a bad situation. He said that he would be meeting with an engineer today to draw up a sketch plan. He said that they hope to have the issue squared away with the town by snow melt.

Mr. Marshall asked who will cover the expense of the road. Mr. Hering said that it will be covered by the Village District and the Smith's. He said that the Muto's and the Mahoney's have already invested in the road. He said that the Smith's have agreed to contribute \$10,000. He said that this has all come about because of bad decisions made in the past. He said that moving forward, future developments will be dealt with appropriately.

Ms. Formalarie asked about a cap on how much money will be spent on this. Mr. Hering said that it is up to the Village District. He said that the owner has agreed to contribute \$10,000.

Mr. Marshall asked if any thought had been given to bonding requirements. Mr. Hering said that the town has required bonds for road work. He said that Tom Avallone had a bond for Waterville Birches which the town has released. He said that Mr. Avallone was given permission to do tree clearing so potential homeowners could see the view.

Mr. Hering said that the Board will no longer move forward on verbal agreements.

Mr. Hering said that he has a good team with Mark O'Hara as an Engineer, Brent Smith with a lot of experience and Mike Baumann with local knowledge.

Ms. Formalarie discussed Marketing Committee business. Ms. Joyal said that people like the new logo. Ms. Formalarie said that the booklet is complete. She said that they were able to stay within budget and timeline. She said that they will be building a library of iconic graphics for the approved logo. She said that Ralph Wilbur is a printer who has offered to write up a quote. She said that they will go forward with TSM if the Committee does not hear from Mr. Wilbur.

Ms. Formalarie said that they are making progress on the website. She said that the plan is to discuss the website at the next meeting.

Ms. Formalarie said that they received a quote for the signs. Corey Smith said that there are also costs for the posts and installation. He said that Harry Learned had suggested looking into signs that are similar to the Campton town signs. He said that Marvel Signs did those signs and he could look into it.

The Board discussed types of materials for the signs and posts. Mr. Marshall said that closed cell vinyl is non porous and should last forever. Ms. Joya! said that granite posts would be the right choice. Brent Smith said that the signs should be built to be done only once.

Corey Smith asked about the need for a sign at the bottom of McLaren. He said that most people have a tendency to go straight there.

Brent Smith said that the hangers should be galvanized and painted over. He said that is something that he would be able to do.

The Board discussed branding and uniformity of signs. Mr. Hering said that it would be hard to mandate that for homeowners. He said that the town won't change its standards because emergency vehicles need to be able to see the signs.

Ms. Formalarie said that she would ask TSM for advice about where to place the new booklets. She discussed having an open house for realtors. She said that the plan is to print 1,000 copies initially. Mr. Mahoney said that the booklets are bigger than what usually fits in the kiosks. Ms. Formalarie said that they can make the booklet available digitally. She said that they looked into printing different sizes. Mr. Learned suggested having a box for the booklets in the front lobby. He said that the pictures for summer and spring look the same as fall. Corey Smith said that there are currently a limited number of high definition photos. He said that this is the first run and they plan to get more appropriate pictures.

Ms. Ciaston discussed the Treasurer's Report.

Treasurers Report as of March 19, 2014

Account Balance as of 3/19/14		Account Balance as of 3/19/13	
Northway OP Account	\$9,793.33	2013 Balance	\$13,689.17
Northway CIF Account	\$3,968.93	2013 Balance	\$2,720.81
<u>MVSB CIF Account</u>	<u>\$237,764.67</u>	<u>2013 Balance</u>	<u>\$214,870.61</u>
Total CIF Balance	\$241,733.60	2013 Balance	\$217,591.42
Funds Collected as of 3/19/14		Funds Collected as of 3/19/13	
Dues Billed	\$1,380.84	Dues Billed	\$469.86
<u>Dues Collected</u>	<u>\$4,898.25</u>	<u>Dues Collected</u>	<u>\$2,940.61</u>
Balance	\$3,517.41	Balance	-\$2,470.75
Member passes purchased	\$555	Member passes purchased	\$610
Day passes purchased	\$2,390	Day passes purchased	\$2,898
Building Applications	0	Building Applications	0
(0 CIF New Construction)		(0 CIF New Construction)	

Ms. Claston said that WEA did well for the vacation weeks. She said that some of the numbers do not look as good as they should because of the payment plan. Mr. Mahoney said that it was amazing how well WEA did on vacation weeks considering the fact that we are not advertising off site. He said that the State may allow Campton Mountain to put a sign on the area attraction signs on the highway and at the bottom of the ramps with an arrow pointing to the ski area. Corey Smith said that the permit has been approved by the State. Ms. Joyal said that it would be good to get road signs to direct people to the ski area. She said that there should be someplace to post when the ski area is open. Corey Smith said that the ski shop has sent a lot of business to Campton Mountain. He said that we should try to get the sandwich board sign out there more.

Corey Smith said that 2014 compared to 2013 shows that revenue is up \$3,000 but the number is really closer to \$9,000. He said that pre-paid weddings skewed the numbers. He said that ticket sales at the mountain have been great. He said that the cost of labor has been higher but the net is good because of food, liquor and beer sales. He said that with the promising numbers the Board may be able to consider a homeowners discount for the summer.

Corey Smith discussed an update on the new pool. He said that in other years they have been able to do more things at this time. He said that it was not possible this year with the weather. He said that he has moved forward with ordering the interior of the filtration room. He said that the temperature has to be consistently above freezing to move forward with the concrete and plastering. He said that they will be ready to crank when the weather turns. Mr. Marshall asked about running heavy vehicles on the roads while the restrictions are in place. Mr. Smith said that some vehicles can get by. He said that workable ground is an issue. Brent Smith said that the project should be updated on the website so that people will know when to expect the new pool to open.

Corey Smith discussed bringing assistance in on larger projects. He discussed having a clerk of the works for project management. He said that Kelly Bolger has a lot of experience with large projects.

Mr. Marshall asked about work on the lockers this year. Corey Smith said that they will have to address the HVAC system before doing anything else. Mr. Marshall asked about the water damage. He discussed going with a suspended ceiling. He said that he knows a local sales person who could get materials at cost.

Ms. Joyal discussed the Events Committee. She said that the Committee met several weeks ago. She said that there are a few projects in the works, including a couple of concerts at the Flying Monkey with transportation provided to and from. She said that participants would be responsible for purchasing their own tickets. She said that the golf tournament is in place. She said that the Committee discussed having a ladies night at Campton Mountain following a wedding on Friday when all of the supplies will be there. She said that there could be a movie for the kids and something for the guys at the Rec Center. She said that they discussed having a formal event on Columbus Day weekend, similar to the anniversary. She said that Joe Campbell was pricing a sit down dinner versus heavy appetizers. Corey Smith said that he is really pushing for detailed paper plans to lay out schedules.

Ms. Joyal said that the Committee consists of five members including Tom Clark, Penny, Kathy Fagas, Claire Smith and Kathy Sayres.

Mr. Mahoney said that he was contacted by Wendy Dropkin who runs a for profit swim group in Waterville Valley. She said that the sports complex is closing for renovations. She asked about allowing her groups to swim here. Corey Smith said that happened once before. He said that they offered the Estates free swim lessons but that didn't really work out. He said that Waterville Estates already offers swimming through the Campton Recreation Department. Mr. Hering asked about charging a fee. Ms. Claston said that opens it up to other people wanting to use the facilities. She said that it could get difficult to allow one and deny another.

Corey Smith discussed the Organizational Chart. He said that he met with the Village District Commission to discuss the need for reorganizing following the loss of Joe Campbell. He said that they could break up money from Joe's position and put it where they will get more return. He discussed creating a position for a bar & events manager. He said that Heather Chamberlain is interested in working on functions. He said that he is in negotiations with Meghan Christianson for the bar. He said that there is a new concept for an assistant manager. He said that person would not be there to do everything that Corey does. He said that they need to figure out where to reduce redundancy and figure out the essential functions of Corey's job. He said that Judy Kinney was previously the General Manager and knows the position well. He said that she can't do infrastructure. He said that Kelly Bolger is a good project manager that could be used on a consultant basis.

Corey Smith said that George Humphrey has an excellent history as a financial assistant working on spreadsheets, long term planning, and financial analysis. He was also previously the General Manager.

Corey Smith discussed the need for an Assistant Service Manager as a key holder who is here to make decisions and deal with the membership on a managerial level when Corey is not here. Ms. Joyal said that the title should be changed to a better one.

Corey Smith said that Peter Martin was the General Manager at one time but is retired.

Brent Smith asked about the building cleaning maintenance service. Corey Smith said that Cheryl gets the first requests. He said that it is a work in progress. He said that he gave Cheryl more oversight. He said that Nate needs help with cleaning and maintenance. He said that it is important that the service people have a positive attitude. Brent Smith said that it is important to keep the pool clean on heavy weekends. He said that the bathrooms should be attended on an hourly basis. Corey Smith said that he is working on putting people back when the membership is here and to have them re-focus their energy there.

Mr. Marshall said that there needs to be someone in place for situations when Corey is not available. He said that it should be more of a General Manager position. He said that person could focus more on service but still be a voice of authority. Ms. Joyal said that there should be an extended management team that works together. Mr. Marshall said that there needs to be a chain of command.

Corey Smith said that his back up needs to carry a water license and know how to deal with municipalities.

Mr. Hering said that the Assistant Service Manager would be the face of the organization on weekends.

Mr. Learned asked about weddings that are already booked. He said that there needs to be assurance that it is under control. Corey Smith said that Joe Campbell said that he is willing to help with short term transition. Corey said that he is sitting with key people to organize documents and get a staffing chart together with itineraries to get everyone on same page. He said that Lisa Chase, who works at the front desk has a good resume. He said that she has experience working on weddings, food and events. He said that Heather has been training under Joe for five years. Ms. Formalarie said that she will be meeting with Heather to discuss plans for a bridal shower.

Corey Smith said that Scott McGuffin reviewed the Code of Conduct and feels that it is something that is needed. He said that Scott incorporated Chris Fagas' revisions. Ms. Formalarie said that Scott worked with the Board four years ago on a Code of Conduct that was similar in intent. She asked why that version was not being used. Corey Smith said that the Board has changed. He said that he was not involved in the first version. Mr. Hering said that Board members should have to renew the Code of Conduct every year. Mr. Mahoney said that it should go out with nomination papers. Ms. Joyal asked about coordination with the Limited Liability form.

Corey Smith discussed the issue of freedom of speech. He said that this document is a statement about Board members supporting group decisions. He said that the Board meeting is a public forum where members can air their concerns. Brent Smith said that it is the responsibility of the board member to weigh freedom of speech versus membership.

Ms. Formalarie moved and Ms. Ciaston seconded the motion to make the Code of Conduct an annual policy for Board members and also be distributed with nomination papers. The Board voted unanimously to adopt the annual Code of Conduct.

The Board discussed having Community Day on May 17, 2014 at 9 am. Corey Smith said that he will come up with a list of work to be done. He said that sanding the mahogany fence will be a priority.

Ms. Ciaston moved and Mr. Marshall seconded the motion to adjourn the meeting. The Board voted unanimously to adjourn the regular meeting at 11:29 am.

The Board went into Executive Session. Also present was Mike Baumann, Village District Commission.

The Board reopened the regular meeting at 11:55 am.

Mr. Hering discussed a tree cutting violation. He said that the 10 trees would have been allowed to be cut with a permit. He said that the owner met with Mr. Mahoney prior to buying the lot and did not grasp that he needed to pull a permit. He said that he thought that he had permission to cut the trees from Mr. Mahoney. He said that the owner then met with Mark O'Hara and he knew about the tree regulations. Mr. Hering said that the question is if there was damage to the community.

Ms. Formalarie said that there should be some fine involved. Mr. Hering said that the mess should be cleaned up. He said that it can be burned at this time of year.

Brent Smith said that Tom Avallone was allowed to cut trees to show views under a bond agreement. Corey Smith said that Legacy Homes was fined for cutting trees. Brent Smith said that the owner should be given a time limit to clean up. He said that if it is removed in a certain amount of time the Board can reduce the amount of the fine. Ms. Joyal said that she was comfortable with a \$250 fine.

Mr. Marshall said that the owner did not come to the meeting to state his case.

Ms. Ciaston moved and Mr. Marshall seconded the motion to reduce the fine if the property is cleaned up by June 1, 2014 or be assessed for the full \$1500 fine. The Board voted unanimously to reduce the fine if the property is cleaned up or assess the full fine.

The regular meeting adjourned at 12:00pm. The Board resumed Executive Session.

Executive Session was adjourned at 12:31 pm.

Respectfully submitted,

Lenore Mahoney
Recording Secretary

**Board Meeting
May 17, 2014**

Present at the meeting were Mike Mahoney, Samantha Ciaston, Paul Axelrod, Anne Formalarie, Penny Joyal, Chris Fagas, Brent Smith, Mike Hering, Judy Kinney, and Corey Smith.

Also present were Jim Murphy, Harry Bertino, Harry Learned and Art Marks.

Ms. Ciaston moved, Ms. Joyal seconded the motion and the Board voted unanimously to approve the meeting minutes of March 22, 2014.

Ms. Ciaston discussed the Violations Committee business. She said that notice was sent out to a homeowner on Isaax Fox regarding resuming work on the house. She said that she will call the owner. Mr. Hering discussed the 9 month time limit.

Ms. Ciaston said that the house that had the fire is already being worked on.

Mr. Hering said that a house on Wanosha Drive had re-sided without a permit. The Board discussed sending out reminders for the need to get permits.

Mr. Hering discussed Building Committee business. He said that they resolved the issue with the Smith property. He said that there are several minor projects going on. He discussed tree cutting permits.

Mr. Hering discussed reinforcing the need for permits on the website or on Constant Contact. He said that permits are needed if they are not a change in kind. Mr. Axelrod said that there has been no consistent message from the Building Committee over the years and it can be confusing.

Mr. Hering said that there is a major new home being built on Bell Valley on a challenging lot. He said that they discussed significant changes to improve the project, including moving the water line out of the buffer. He said that the house is 17 ft below street level and is located at the back of the maintenance facility. He said that the owner signed the plans and signed off on the permit.

Mr. Hering discussed setbacks on corner lots. He questioned if it is 50 feet from the road. He said that may not be in the Regs.

Mr. Hering said that the buffer is 15 feet around the perimeter of the lot. He discussed deeded rights of way for the power lines. He said that they added an addendum in the buffer restriction to say that when abutting a power line, the buffer is 15 feet around the conductor. He discussed adding language for 15 feet out from the power line.

Corey Smith discussed a change to the Tree Policy encouraging people to plant trees. Brent Smith discussed working with nurseries to encourage the planting program. Mr. Fagas said that the problem is more seasonal when everything is more visible in the winter. He said that there was a break in on Aspen Drive, so some sight lines should be maintained for safety. The Board discussed sending out a Constant Contact to explain the Board's goals.

Corey Smith said that something could be posted on the new website. He said that there could be a form from the Building Committee for people with questions. He said that the message should be that, when in doubt, check to see if a permit is needed.

Corey Smith said that Waterville Birches is in Phase 2. He said that the road that is being built should be a complete loop and should be built to the town's specs and be accepted by the town. The Board discussed town specs, WEA regulations and influence of the Village District.

Ms. Formalarie discussed the Marketing Committee business. She thanked her Committee members for their work on the logo, brochure, signs and website.

Ms. Formalarie said that the brochure will not be standard size and the plan is to distribute it instead of putting it in kiosks. She said that Campton Visitor's Center can display non standard size brochures.

The Board discussed having an open house with realtors.

Ms. Formalarie discussed the new signs. She thanked Corey Smith for leading the effort. Corey Smith said that the signs have been ordered and the stakes are in. He said that the plan is to start with the main signs with the work ongoing through the summer.

Ms. Formalarie thanked Mike Baumann for the great job he has done keeping the website up. She said that the new website is a work in progress. She said that the target is to launch on Memorial Day.

The Board discussed things that may be helpful to add to the website including providing more information for residents during the week and off peak times, adding a message board, the ability to fill out building permits online and the ability to pay online.

Ms. Joyal discussed Entertainment Committee business. She said that the Event Calendar is out. She discussed Memorial Day events including the fishing derby. She discussed plans for July 4th weekend. She discussed the formal party on Columbus Day weekend. She said that the schedule will be distributed. Corey Smith discussed having a written statement to membership on Constant Contact from the Event Committee.

Ms. Joyal said that the plan is to continue with Pirates Day and Western Night because people like to see those events again and new people enjoy them.

Ms. Joyal said that Claire Fisher is on the Event Committee and along with Steve Smith is interested in outdoor activities. She said that if people are interested they could post on Facebook about group hikes. She said that she could prepare a statement for Constant Contact.

Mr. Mahoney said that it might be helpful to list all hikes in the area on the new website.

Mr. Mahoney said that the State will not allow Campton Mountain Ski Area signs on the highway. He said that the ski area needed to be open 7 days a week, have a ski school & rentals. He said that he was looking into the possibility of having it listed from a historical perspective.

Ms. Ciaston discussed the Treasurer's Report. She said that CIF balance is larger this year than last year at this time. She said that was due to home sales. Mr. Hering said that there has been new construction. Ms. Kinney said that the bulk of the funds were put in Meredith Savings Bank which has a better interest rate.

Ms. Ciaston said that the bills just went out for dues.

Treasurers Report as of May 10, 2014

Account Balance as of 5/10/14

Northway OP Account	\$5,764.14
Northway CIF Account	\$17,689.25
<u>MVSB CIF Account</u>	<u>\$241,887.90</u>
Total CIF Balance	\$259,577.15

Account Balance as of 5/10/13

2013 Balance	\$10,793.72
2013 Balance	\$5,720.95
<u>2013 Balance</u>	<u>\$211,984.76</u>
2013 Balance	\$217,705.71

Funds Collected as of 5/10/14

Dues Billed	\$261,075
<u>Dues Collected</u>	<u>\$3,698.01</u>
Balance	\$257,376.99

Funds Collected as of 5/10/13

Dues Billed	\$257,139.86
<u>Dues Collected</u>	<u>\$3,656.76</u>
Balance	\$253,483.10

Member passes purchased	\$740
Day passes purchased	\$2,860
Building Applications	\$1,450
(0 CIF New Construction)	

Member passes purchased	\$640
Day passes purchased	\$3,368
Building Applications	0
(0 CIF New Construction)	

Corey Smith discussed the Managers Report including increased income & expenses with electricity, staffing and landscaping. He said that some expenses will transfer to the district.

Jim Murphy asked about the new catering service.

Corey Smith discussed updates to the pool, deck and sound system. He said that the plans is to plaster over the next 2 weeks, install the final plumbing, water in the pool in 3 weeks, and decking in 2 weeks.

Corey Smith said that more landscaping may be needed at the parking area. He said that it may be capped off with ledge pack. He said that burying the electric lines is under discussion.

Corey Smith said that the budget is on track with the pool. He said that drainage cost a lot of time but was done in house. He said that the decking is over budget.

Brent Smith asked about furnishings. Chris Fagas said that he found some stools that should work. Corey said that there will be stainless tables and plastic chairs. He said that more high top tables are needed.

Corey Smith said that the Board should consider its policy on the new pool regarding adults only. He said that there can be a gate at either end with signs for adult only. Ms. Ciaston moved, Ms. Joyal seconded the motion, and the Board voted unanimously to have the new pool and patio be for adults (21 and over) only from Memorial Day to Labor Day.

Mr. Learned said that the adult only area will be restricted & fenced. He said that opens the possibility of having an outdoor cabana. Corey Smith said that a tiki bar was not in the original scope but now there is an extended area where it can go. He said that will be part of Phase 2.

Mr. Fagas said that there will still be 3 fully open pools for those who cannot use the adults only area.

Corey Smith said that the Goose Hollow Realty Trust has been progressing. He said that it is now owned by the town and will be auctioned. He said that, because of the Buckholtz case, the lien that the Association has will survive.

Corey Smith discussed the insurance claim for a frozen pipe. He said that the carpeting will be replaced. Mr. Bertino asked that residents be alerted when the work is to be done to avoid inconvenience. He suggested that it be listed in Constant Contact.

Corey Smith discussed upgrading the ceiling tiles in the fitness room to a non porous product. He said that the floor is on the to do list.

Corey Smith said that people have been reconfiguring the equipment in the fitness room and staff have to put it back where it's supposed to be.

Mr. Hering said that he could not find a lock on the family changing room door. He asked about adding a lock or providing an "In Use" sign.

Mr. Learned asked about the closet by the game room. Corey discussed an issue with water coming in. He said that it will just be fixed up aesthetically now and the bigger issues associated with it will be tackled next year.

Ms. Formalarie asked about the men's locker room. Corey Smith said that will be looked at next year. He said that the plan is to deal with the HVAC system this year.

Corey Smith discussed the Organizational Chart. He said that a 30 page RFP was sent to six different companies for food service. He discussed a maintenance position. He discussed Rec Center cleaning. He said that scheduling is a problem. He said that they would rather have it done while the staff is here.

Mr. Smith said that Peter Martin was previously the General Manager and may be interested in playing some role when Corey is not here.

Mr. Smith discussed water system needs.

Jim Murphy asked about temp cleaning services. Mr. Smith said that they could not maintain the Rec Center during the day.

Mr. Smith discussed the food service. He said that he is close to having Sodexo for the summer. He said that the up and down nature of the food service fits in with what Sodexo is already offering at Plymouth State. He said that Sodexo would be responsible for the food, kitchen and utensils. He said that the licensing would be kept in house. He said that there are six small events for Plymouth State that they don't want to have on campus. He said that there is a possibility for a cooperative venture with the school to use the Rec Center.

Mr. Smith said that Tony, of Tony's Restaurant, is also interested in running the food service but would want to be an employee.

Mr. Smith said that he heard from families that they want food that is affordable and some fresher, healthier alternatives.

Mr. Learned discussed concerns about kitchen cleanliness. Mr. Smith said that Sodexo would be coming in this week to set up their style. He said that when they leave at night it will be clean.

Mr. Smith discussed the Community Clean Up Day. He said that a lot of mulching and fence work was done.

Mr. Axelrod discussed propane service. He said that Amerigas is unwilling to discuss the price until summer. He said that it is still expensive on the wholesale market. Mr. Smith said that he got feedback that fewer homes did not get their gas. He said that Amerigas has been good about filling tanks & service.

Mr. Smith discussed new uniforms for the staff.

Ms. Claston moved and Ms. Joyal seconded the motion to adjourn the regular meeting and go into Executive Session. The Board voted unanimously to go adjourn the regular meeting and go into Executive Session.

Respectfully submitted,

Lenore Mahoney
Recording Secretary

**Waterville Estates Association Board Meeting
August 9, 2014**

The meeting was called to order at 9:15 am. Present at the meeting were Mike Mahoney, Samantha Ciaston, Penny Joyal, Art Marks, Brent Smith, Anne Formalarie, Paul Axelrod, Judy Kinney, Corey Smith.

The Board voted unanimously to accept the minutes of the June 28th meeting.

Homeowners Corner - Corey Smith read a document that Sue Weltman had submitted. He discussed prioritizing services, new speaker system and events surveys.

Sue Weltman discussed Pirates Day and working with Campton Recreation volunteers. Corey Smith said that Plymouth Park & Recreation has helped with the fishing derby. He discussed the possibility of using them more.

Harry Bertino (renter) asked about a trial camp and doing something more for Waterville Estates kids.

Corey Smith said that the website is a work in progress.

Ms. Joyal discussed Entertainment Committee business.

Ms. Weltman asked about scheduling events such as art, kickball or waffle ball that will not tie up key staff.

Mr. Mahoney read an email from Bob Haskins (homeowner).

The Board discussed a Survey Committee.

Ms. Weltman discussed signs for no smoking or diving at the pool.

Pat Learned discussed a smoking policy at the Rec Center.

Ms. Ciaston discussed the project at 62 Isaax Fox Road.

Brent Smith discussed Building Committee business, including issues on Goose Hollow and Holland Trail. The Board discussed the need for a clear policy with respect to building permits. Mr. Marks discussed the possibility of an instructional video.

Corey Smith discussed the possibility of promoting a Boogie & Blues getaway weekend.

Ms. Ciaston discussed the Treasurer's Report.

Treasurers Report as of August 4, 2014

Account Balance as of 8/4/14

Account Balance as of 8/4/13

Northway OP Account	\$5,820.91	Northway OP Account	\$8,714.41
Northway CIF Account	\$18,765.11	Northway CIF Account	\$7,543.77
<u>MVSB CIF Account</u>	<u>\$238,971.22</u>	<u>MVSB CIF Account</u>	<u>\$225,158.14</u>
Total CIF Accounts	\$257,736.33	Total CIF Accounts	\$232,701.91
Funds Collected as of 8/4/14		Funds Collected as of 8/4/13	
Dues Billed	\$259,459.98	Dues Billed	\$259,784.60
<u>Dues Collected</u>	<u>\$251,439.64</u>	<u>Dues Collected</u>	<u>\$251,370.84</u>
Balance	\$8,020.34	Balance	\$8,413.76
Member passes purchased	\$17,461	Member passes purchased	\$19,845
Day passes purchased	\$5,256	Day passes purchased	\$5,853
Building Applications	\$1,700	Building Applications	\$225
CIF New Construction	\$4,000	CIF New Construction	\$0.00

Corey Smith discussed the Manager's Report. He displayed a video.

Corey Smith thanked Ms. Weltman for her input.

Corey Smith discussed change of involvement on water issues.

Corey Smith discussed the Winterbrook Road dam. He commended Ray Marden He discussed a thank you letter to the Town of Campton for work on the dam and the roads.

Corey Smith said that the new signs are in the process of being installed.

Corey Smith discussed the Goose Hollow property.

Mr. Marks discussed weddings, expos, wedding website and planning guide. Harry Bertino (renter) asked about interference with residents and diminished services. The Board discussed issues associated with weddings.

The Board discussed positive revenue generating changes over the past 12 years.

New business – The Board discussed changes to the Recs and/or bylaws to give the Board more leeway in dispensing penalties when owners or their renters are in violation of certain policies, including 30 day suspensions.

The Board discussed ways to attract qualified personnel.

The Board commended Heather Chamberlain for her hard work on the Golf Tournament, which raised \$4,731, with 44 participants. The Board expressed thanks to Autoserv of Tilton, NH as well.

The Board discussed control of funds.

Mr. Axelrod discussed the propane contract for the upcoming year.

As there was no further business, the Board voted unanimously to adjourn the meeting at 11:45 am.
The Board voted unanimously to schedule the next meeting for October 4, 2014.

The Board entered into Executive Session.

The meeting was adjourned at 12:15 pm.

Respectfully submitted,

Lenore Mahoney
Recording Secretary

WATERVILLE ESTATES ASSOCIATION

MEETING OF MINUTES, OCTOBER 4, 2014

Present at the meeting were Anne Formalarie, Samantha Ciaston, Paul Axelrod, Mike Hering, Brent Smith, Lloyd Willey, Art Marks, Mike Mahoney, Chris Fagas, Corey Smith, Judy Kinney and Lenore Mahoney. Also present were Jim Murphy (guest) and Harry Bertino, (guest).

The Board discussed homeowners and renters lighting off fireworks in Waterville Estates. The Board discussed a noise policy and setting time limits for fireworks. Ms. Formalarie read Section 3, WVA Rules & Regulations, September, 2008. The Board discussed sending out a constant contact message regarding fireworks policy to homeowners.

Ms. Ciaston discussed Violations Committee business. She said that there is an unfinished house on Isaax Fox Road. The Board discussed sending the homeowner a letter regarding fines unless the work is completed by a certain deadline. The Board discussed an unfinished property on Holland Trail. The Board discussed the possibility of having new Recs for new construction and renovations including enforceable time limits and exterior changes.

Mr. Hering discussed Building Committee business. He said that the Smith project is moving along. He said that there is one firm building application for Hodgman Hill Road.

The Board discussed rules for occupancy including multi-families and in-law apartments.

The Board discussed simplifying the Building Permit Application and the Tree Cutting Permit and adding a requirement for digital files.

The Board discussed the Entertainment Committee and events. The Board discussed a survey for homeowners, everyday activities and local activities outside of Waterville Estates. The Board voted unanimously to appoint Brent Smith as Chairman of the Entertainment Committee.

Ms. Ciaston discussed the Treasurer's Report.

Account Balance as of 9/29/14

Northway OP Account	\$1,121.55
Northway CIF Account	\$34,872.57
<u>MVSB CIF Account</u>	<u>\$214,097.75</u>
Total CIF Accounts	\$248,970.32

Funds Collected as of 9/29/14

Dues Billed	\$259,459.98
<u>Dues Collected</u>	<u>\$258,070.78</u>
Balance	\$1,389.20

Account Balance as of 9/29/13

Northway OP Account	\$16,703.11
Northway CIF Account	\$8,544.13
<u>MVSB CIF Account</u>	<u>\$231,224.07</u>
Total CIF Accounts	\$238,768.20

Funds Collected as of 9/29/13

Dues Billed	\$259,784.60
<u>Dues Collected</u>	<u>\$259,407.26</u>
Balance	\$377.34

Member passes purchased	\$19,632	Member passes purchased	\$21,555
Day passes purchased	\$8,592	Day passes purchased	\$8,053
Building Applications	\$2,250	Building Applications	\$400
CIF New Construction	\$1,350	CIF New Construction	\$0.00

Mr. Corey Smith discussed the Manager's Report including financials.

Mr. Smith updated the Board about installation of the new signs.

Mr. Smith discussed equipment work and testing at Campton Mountain. He discussed the possibility of creating a glade at a lower corner.

Mr. Smith discussed the hammer head on Taylor Drive and its impact. Mr. Hering said that he had spoken with Mr. Horigan.

Mr. Smith discussed paving work on Taylor Drive and Winterbrook Road. He thanked Mr. Willey for his hard work in getting the work done. The Board discussed areas of concern for paving.

Mr. Smith thanked Heather Chamberlin and Art Marks for their hard work with weddings. He said that they participated in a Portsmouth expo that resulted in bookings.

Mr. Smith discussed meeting with Total Scope Marketing to brainstorm about the website.

Mr. Smith said that Skip Evans is selling fire wood in Waterville Estates, some of which is processed in Waterville Estates.

Mr. Smith said that Eric Wooster has been researching snow cats for Campton Mountain. He said that he found a 2000 Bombardier for sale. He said that Tim Smith, Operations Manager at Waterville Valley, is knowledgeable and thinks that a pre-computer era machine is better. He said that the snow cat costs \$20,000 and comes with all maintenance records. The Board voted unanimously to approve \$20,000 for the purchase of the Bombardier Snow Cat.

The Board discussed possible sale of the Thiokol.

Mr. Smith discussed bears dragging bags of garbage from the Rec Center dumpsters.

Mr. Smith discussed Manager Request forms. He said that there was a request from Stanley Jujowski regarding the tennis courts.

Mr. Smith discussed the cost of pool covers at \$18,000.

Mr. Smith said that the Briarcliff sign cannot be seen.

The Board discussed New Business including current and future vacancies on the Board.

Mr. Smith discussed initial investment and eventual replacement with magnetic conduction lighting.

The Board discussed getting feedback from homeowners regarding Recs for membership privileges.

The Board discussed having a Facebook Policy. Mr. Smith said that because Waterville Estates is a quasi-municipal organization, it is subject to public meeting laws. The Board discussed alternative ways for homeowners to bring their concerns and issues to the Board and Management.

The Board discussed having a Smoking Policy at the Rec Center and the need for a designated smoking area. The Board voted unanimously to designate the low traffic part of the upper deck above the hot tub and under the overhang as the smoking area. It will be identified with new wooden signs.

The Board discussed having a bus for events and functions. Mr. Smith said that the insurance company said that staff should not drive it. The Board discussed adding a question to a homeowner survey regarding expenses and various possible uses.

The Board discussed having a waterproof hand stamp for people using the Rec Center. The Board was told that there have been issues with people sneaking in. Mr. Fagas suggested finding some other alternative, or possibly using invisible ultraviolet ink if we could find no alternative to hand stamping. The Board discussed sending out a constant contact and posting a sign.

Mr. Smith discussed changes to food operations and bar service. He discussed taking exterior space to create more space to relieve the bottle neck in the kitchen. He said there is a need for more bar and food output space. He displayed a design that would have more of a cabana feel.

Mr. Smith said that an additional air conditioning unit is needed.

Mr. Smith discussed conceptual changes to the layout of the Ski Lodge including the kitchen area. He discussed doubling the bar space by expanding onto the existing deck and moving the existing deck to the side.

Mr. Marks volunteered to chair a committee to look at increasing use of the Ski Lodge. Mr. Bertino asked about handicapped accessibility.

Mr. Brent Smith said that there should be a rail at the area of the new pool where the high tops are at the swinging doors. He said that there is a gap where the decking meets the tiling. He said that the access door needs a spring load to close it.

Mr. Axelrod discussed the propane contract. He said that there is a new manager and new office. He said that the initial quote was \$2.15 but that contract was not received. He said that when WEA pressed for a contract, it came in at \$2.10. He said that Bob Haskins negotiated. He said that people should watch their bills.

The Board discussed a joint meeting with the Village District Commission on November 22, 2014 at 9 am. The Board discussed having a Candidates Night the first weekend of December.

The Board discussed scheduling the Annual Meeting due to Board member conflicts. The Board discussed having the Annual Meeting on January 11, 2015 at 10 am, with the Board meeting at 9 am.

Waterville Estates Association
Minutes – Joint Meeting of Village District Commission and WEA Board
November 22, 2014

Present at the meeting were Mike Mahoney, Lloyd Willey, Samantha Ciaston, Chris Fagas, Art Marks, Brent Smith, Mike Hering, Harry Learned, Mike Baumann, Judy Kinney, Corey Smith & Lenore Mahoney. Paul Axelrod was present via telecommunication. Others in attendance were Jim Murphy and Harry Bertino.

The meeting was called to order at 9:00. The board and commission went into executive session for the remainder of the meeting. The joint meeting was adjourned at 12:05 PM and the BOD meeting was adjourned at 1:30 PM.

Respectfully submitted,

Lenore Mahoney
Recording Secretary