



Board Meeting
June 3, 2023

Agenda

- Updates/Open Items – Frank
- GM Update - Ron
- Financial Update - Jim R
- Mailbox Timeline
- Mailbox Discussion/Concepts
- Evergreen Update/Communication - Frank
- Event/Revenue Generation Update - Nancy
- Compliance Committee Update - Sean
- Homeowner forum
- Adjourn



Updates/Open Items



- Comments/Updates
 - Newsletter
 - Fishing Derby
 - Rec Fund Balance
 - 5/30/23 - \$79,937.65
 - Paolo Wieser hired as association attorney
 - Outdoor Ping Pong Table
 - Paddleboards

GM Update

- Events/Staffing/etc.
- General Updates
- Amerigas Update – Ron
- Well Update
- Internet at clubhouse



Financial Update/Balances



- Transfer to High Yield Update
- RMA – 2nd Quarter Payment
 - Due June 30th - \$75,913.97
 - Credit applied from an audit of \$24,086.03.
- Operating Fund
 - Evergreen - \$463,635.35
 - Northway Operating Fund - \$84,771.20
- CIF Balances
 - \$220,189.20 (interest YTD - \$189.20)
 - Live Oak Bank
 - \$122,549.89
 - \$128,964.96

Mailbox Timeline



- Post office sent letter on 9/16/19 to WEA (Corey Smith)
- Last year WEA consulted district and association attorney's
 - Both confirmed that this is mandatory
 - Both confirmed that the association is responsible and must comply
- Mike, Frank and Ron met with postmaster (separately) in April 2023
 - Requirements for mailboxes
 - One mailbox for every current residence
 - Regardless of residency
 - 6 to 1 ratio for mailboxes vs parcel boxes
 - WE currently has 535 approx. residents
 - Currently - 535 mailboxes and 90 parcel boxes
 - Future expansion estimated at 700 with 120 parcel boxes
 - Gradual buildout will be allowed by postmaster
 - Mailboxes must be in one location
 - Location must meet ADA requirements
 - Mailboxes must have overhang and protection from weather for the mail carrier
 - Postal carrier must be able to pull up to mailbox location
 - Postmaster realizes that route will require a full-time carrier
 - Design needs to be submitted to postmaster for final approval
 - The postmaster will submit to regional divisions office
 - They will provide a formal approval

Mailbox Discussion/Designs

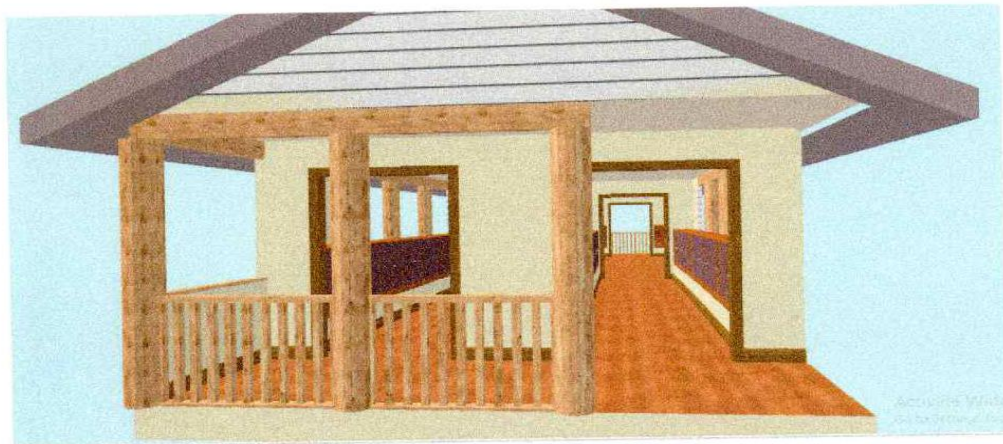


- Architect needs to be hired for Mailbox building
 - Alba Architects – North Woodstock, NH
 - Contact - Stuart Anderson
 - \$6k est. cost to design
 - Have design to us within 10 days
- Cost could exceed \$250k

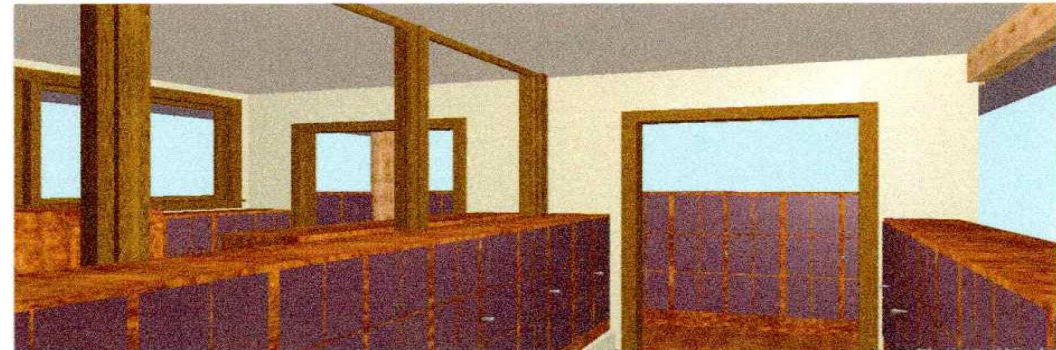
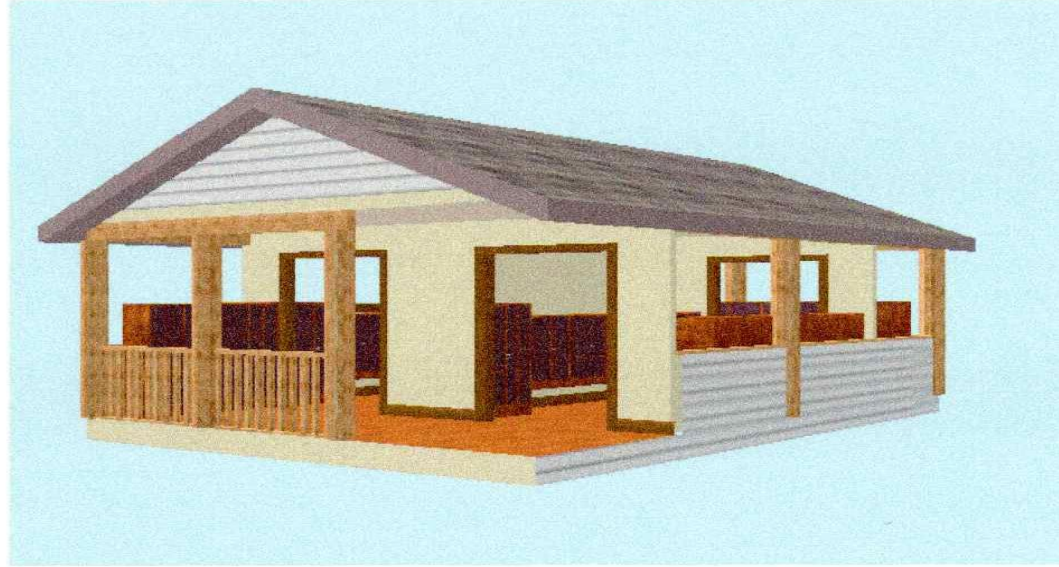
Mailbox Proposal/Design 1



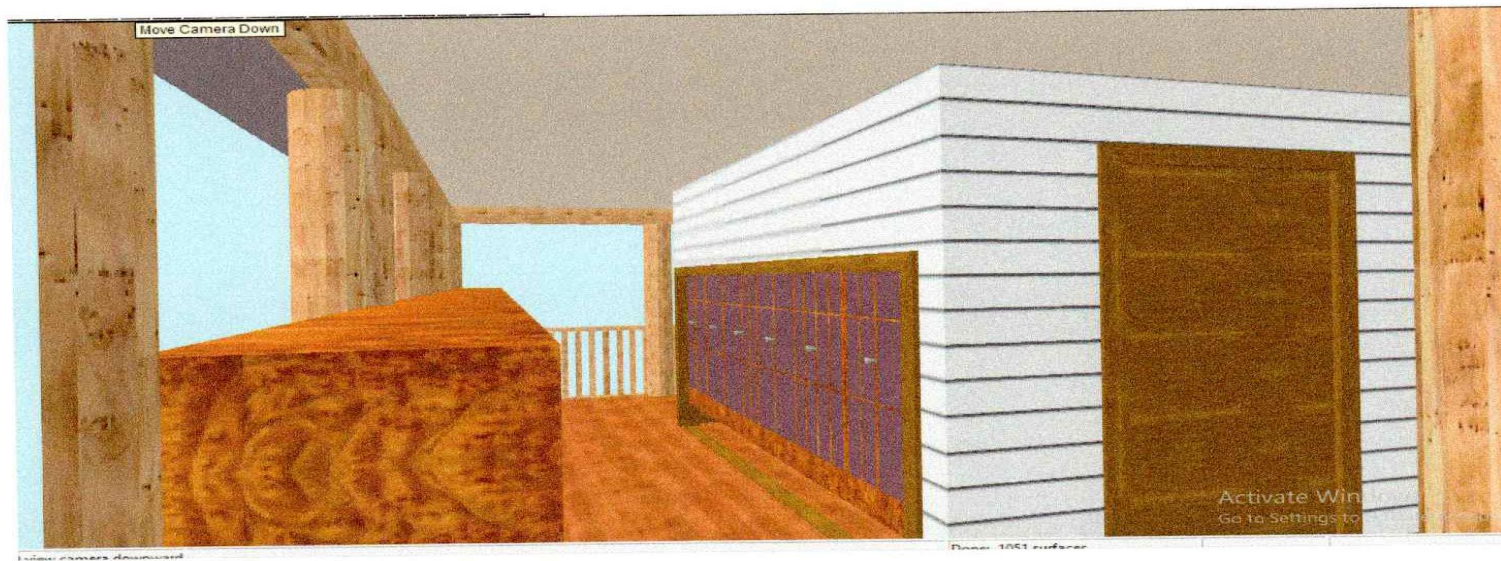
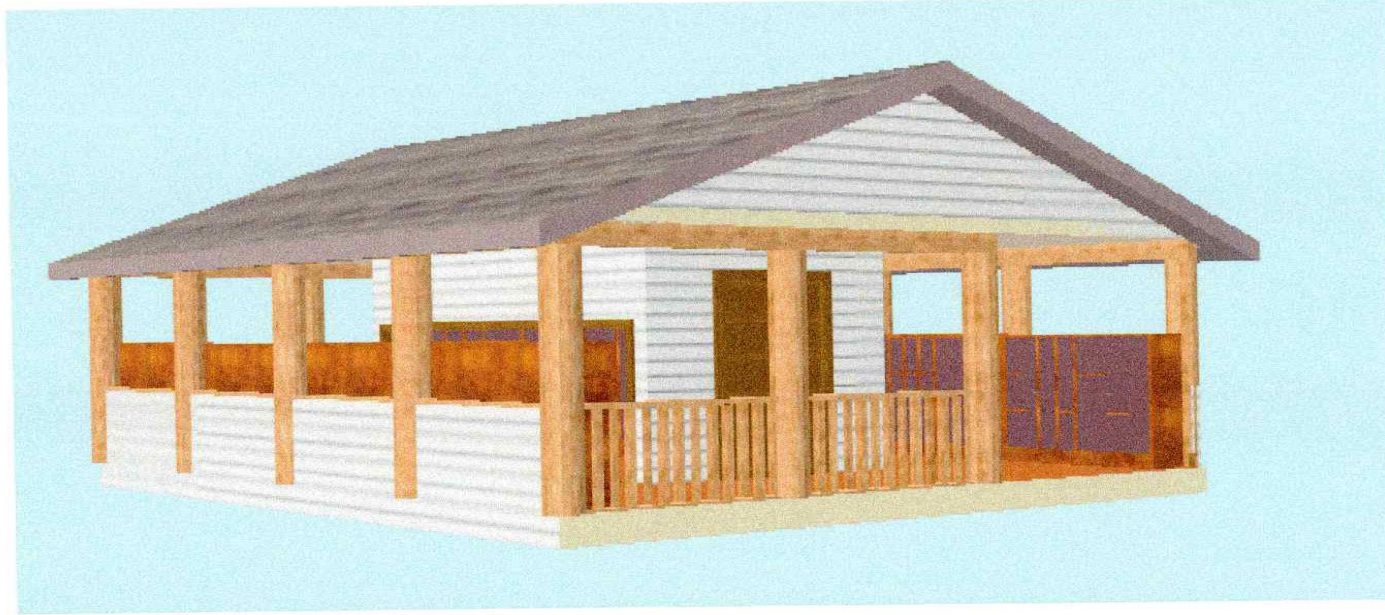
MAX.



Mailbox Proposal/Design 2



Mailbox Proposal/Design 3



Evergreen/Communication Update



- Process Meeting May 12, 2023
 - Evergreen Staff, Cheryl, Tanya, Frank and Ron
 - Collections occurring
 - Town Square
 - By check at front desk
 - Portal at front desk
- Bills populated on June 1st on Town Square
 - That needs to change in 2024
- 463 Town Square Members
 - Up from 408

Event/Revenue Update

- Update - Nancy
- Challenges
- Areas Needing Assistance
- Profit Committee Meeting Update



Compliance Committee

- Sean to update



Meeting Schedule



- Schedule
 - July 13, 2023 – Public meeting 6:30-8PM
 - September 16, 2023 – Public Meeting 9-11AM
 - October 14, 2023 – Public - 9-11AM
 - November 4, 2023 – Public Meeting – 9-11AM
 - December 9, 2023 – Public – 9-11AM



Homeowner forum

Notes from Meeting



Board Meeting (Public) 9AM 6/3/23

- Board Members present: Sean Tole, Mike Hering, Frank Marshall, Jared Waitkus, Jim Cahill
- Board Members not present, but on Zoom: Nancy Seward, Jim Reynolds, Mark O'Hara, Billy Mitchell
- Also present: Ron Beard
- Also on Zoom: Keith Barnes, Kim Pacheco, Stephanie Lallet-Miron, Scot Salaway, Jaime Oldmixon, Beth Ellinwood, possible others

Frank motioned to open the meeting, Sean seconded, unanimous

- Frank highlighted the newsletter, the installation of the ping pong table, and the consideration of paddleboard rentals. Our insurance company requires us to train users and ensure proper use. A board member needs to investigate whether this can be done and work with Ron to ensure that his staff can implement the details.

- Ron stated that a new AmeriGas contract was completed for \$1.94.
- Ron stated that the Internet at the rec center would be improving. He has workers coming in this week to fix the routers and mesh the different Wi-Fi devices so that service is more continuous.
- The board decided to switch to a new attorney, Paolo Wieser, because he is more available to work with us. He did work for Snowood Condo Association, who recommended him.
- The Fishing Derby was a success with many owner families attending. The cost was approximately \$1100 for the fish. We brought in \$770 in \$10 entry fees and donations to help cover some of the costs. In the past, this has been purely an expense as a community event, so this is an improvement.
- Frank clarified that the 2nd quarter RMA payment would be \$75,913 because an audit found that WEA overpaid last year by \$24,086. Frank thanked Ron for looking into this.

Jim Reynolds went over the financials:

- Evergreen has \$463,635 and Northwest has \$84,771. These comprise the Operating Fund. We had \$229 in Evergreen at last month's meeting, so about half of Evergreen income is from new dues.
- The CIF balances are:
- \$220,189, \$122,549, \$128,964.
- Jim moved the \$220,189 into a new account at Live Oak Bank that gives a higher yield.
- Comments were made regarding putting some of the Operating Fund into a similar account.

Frank went over the history of the mailbox project.

- A long discussion occurred about the challenges with the request from the local postmaster.
- Some issues discussed: snow and rain protection, 6:1 mailbox to parcel boxes, ADA compliance, singular location, enough boxes for every property (regardless of full time status)
- The total expense for a separate building was estimated to be around \$250K.
- Frank asked Mike to make a proposal to the postmaster with Jim Cahill
- He said that a poll will then go out to owners via Townsquare
- Frank said that he will ask Paolo's legal opinion about our requirements to fulfill the request
- Frank said that we will use Alba Architects to draw up the plans.
- Ron suggested securing the new mailbox site to be deemed free of use at the District level.
- It was stated that we have now increased the Evergreen member signups from 408 to 463.
- They are going to fix the delayed billing issue.

Notes from Meeting



- **Update on Events:**

- Nancy outlined that we will be open poolside the 3 Saturdays from Memorial Day through Opening Day on 6/24 as a trial and weather dependent.
 - The present plan is to have 3 public events this summer: Fireworks on 7/8, Country Western Day on 7/15, and a ticketed concert at the Lodge on 8/12.
 - Sam is also investigating a Beer Walk at the end of summer.
 - Nancy has been talking to Ron about setting up a lower-level bar to increase beverage sales.
 - In order to investigate reducing staffing for light traffic times, Ron and Sam met with the liquor license board to fully understand our liquor/food requirements. It was learned that we don't need a chef on staff every time we are open. We are going to try hot dogs and nachos on those occasions when we open to a light crowd.
 - Nancy asked that the Board refrain from criticizing/complaining to any staff member about policies and changes. She also mentioned that we are going to try new things this summer, so we can anticipate some wins and some losses.
 - Frank re-iterated that only Ron can direct the staff.
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- There was some discussion of public access to the Summit Bar. Mike Hering clarified that the original policy was geared toward bringing our renters into the Summit for food and beverage sales, not full public access. Ron mentioned that public access couldn't be policed by our staff. There was discussion of how to prevent the use of the pools and how to protect the building. There was discussion of a 21+ policy to reduce unattended children in the building and to target the revenue generating audience. It was determined that public access was best for events on the back lawn and not the rec center building.
 - Sean suggested a reduced guest fee after a certain hour to bring in more renters for dinner. Nancy was tasked with investigating and making a recommendation via email for the Board to decide.

- **Sean went over Compliance Committee issues.**

- -Doe Run shed
- -Aqua trim on Hodgeman house
- -Briarcliff appliances and broken windows-there was some discussion of an odor from the building

- **The floor was opened to the public for comment:**

- -Scot Salaway asked if Waterville Realty Office has an exception to run as a business. It was explained that their business was part of the original charter of Waterville Estates.
- -Stephanie Lallet-Miron remarked that the Homeowner comments on TownSquare were being deleted. She had asked about the pass policy. Frank explained that after the question is answered, it is deleted.
- -Beth Ellinwood asked if the Board would revisit the pass policy. She feels the policy adversely affects those who rent and favors full time owners. Frank explained that the Board had just discussed the policy and is moving forward with the same policy and considering a reduced fee after 6PM.
- -Kim Pacheco responded to Beth Ellinwood that all owners were affected to some degree. She liked the reduced pass policy after 6PM.
- Sean made a motion to adjourn, Frank seconded, unanimous.

Notes from Meeting





Adjourn