



**PINEWOOD VILLAGE UNIT OWNERS' ASSOCIATION**  
**July 21, 2021**

**Hello Pinewood Village:**

The Pinewood Board met on July 21<sup>st</sup>, 2021. This letter will give a summary of the topics covered and the resulting actions.

**Present at meeting were:**

Board Members: Ilana Grallert (President), George Blike (Treasurer), Roger Clarkson (Secretary), Linda Barton (Member-at-Large)

Unit Owners: Linda Barton (Unit 8), George Hilton (Unit 7), George Blike (Unit 9), Jan Bent (Unit 3), Barbara Pringle (Unit 6), Mort Wise (Unit 30), Ellen Raber (Unit 10).

Moseley Associates: Kara Moseley

**Covered Agenda:**

June 2021 minutes were approved.

**Financials:**

We are currently around \$20,000 under budget for operations. This is due to the decision to only do minimal landscaping this year, because of the siding project. Unit owners can expect to see general landscaping maintenance, as well as cutting back vegetation so that the contractors can get access to the siding. We also expect some repairs to landscaping will be needed after the siding project is completed.

George also reported that our reserve budget looks good as well. All owners have made choices on siding payments and that cash is now available to offset costs and provide a financially stable path forward with reserve funding. Currently, the Association has \$528,000 at its disposal for the siding project. George presented the financial reports which were approved and are available to owners on request.

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## **Siding Update:**

Most things are progressing according to schedule. The three storage containers have now arrived on site at Pinewood all the siding material has been loaded into them by Poanessa. This was supervised by our project manager Brian Roy. It was a bit hectic since both containers and siding arrived at about the same time, so we apologize for any confusion. The four owners with units abutting to the trailers will each receive a \$500.00 rebate for the inconvenience.

The schedule for the windows has been problematic. Tony Poanessa collected all the window orders from owners and the windows have been ordered. However, the order went in later than anticipated and the arrival of the windows has been delayed. Therefore, the order of units to be worked on had to be shifted to be able to maintain the start date. As Unit 12/10 and Unit 1 are not getting any windows, those units were chosen to be worked on first. Poanessa will work on one building at a time. Anticipated start date is August 9. Units with windows will follow and we will update you on that proposed schedule, at which time you can contact the Board if you need a change. As far as the amount of time the contractors need for each building, we will have a better idea after the first one is done.

We want to provide you some additional information regarding this project:

1. The Board made a decision regarding the sheathing material that is expected to be under the current siding. The expense of replacing all sheathing was an additionally large expense and not considered necessary. Therefore, our plan is to have Brian Roy inspect/supervise and only replace the sheathing material that is damaged due to moisture and/or mold. If anyone has concerns on this or would like additional information, please contact Brian Roy directly.
2. Another question that was raised pertained to the soffits. They will all be replaced as part of the project.
3. The Board also realizes that once the contractors start there will be disruption to the Village. Since they will be working one section at the time, it would be an issue for the Upper Village first. The Upper Village can expect contractor cars, dumpsters, and a port-a-potty. So, for the duration of the construction, regular parking rules will not apply, and owners can park in the circle and/or on the grass if necessary. But please be careful.
4. Lundy, our landscape person has been asked to take care of the vegetation that will need to be trimmed or removed for access and to provide any necessary replacement.

## **Mylar Update:**

Linda Barton again updated the Board on the project which is nearing completion. The Board will maintain a zip file with all the drawings and will file the plans with the Grafton County Recorder. Each owner has now received their file and is responsible for contacting Kara with any updates required. If you did not receive your Unit's updated Mylar, please contact Kara. No response will mean that the drawing is assumed correct prior to the filing date with the County. Linda explained that these drawings have a date attached to them when they were completed and that changes which happened after that date, will not be on this filing but will have to be added at a later date.

The Board then discussed and approved an addition to the Rules and Regulations that now requires owners who make changes to the footprint of their units that need to be reflected on the Mylar financially responsible to have the Mylar updated and refiled. However, this current, completed update was paid for by the Association.

The Board thanked Linda again for all the work and the many hours she had put into this project.

## **Chimney Inspections:**

Kara reported that all the inspections were done, and no cleanings were necessary.

## **Propane Installation and Furnace Cleaning:**

The Association would like to remind owners about the need to check when their furnace was last inspected and cleaned and schedule such a service with their individual providers. Oil users own their unit's oil tank, but propane owners do not as the propane tanks remain the property of the provider. The need for inspection of newly installed propane heating was discussed and it was decided to add a section to the Rules and Regulations requiring an inspection of newly installed propane furnaces by the fire department as required by law.

A question was raised as to which units are still on the Moseley monitored Irving Oil fuel plan. Kara will provide that information, as those owners should contact Irving Oil directly as there is about a month lead time to schedule an inspection.

## **Garage Doors:**

The Board discussed who is responsible for the repair of the garage doors and their respective mechanisms. Currently, the Association has been responsible for

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the door and the owner has been responsible for the mechanism. The Board will be changing that to the benefit of owners and amending the Rules and Regulations such that the Association will be responsible for both the door and the mechanism. [The light bulb and clicker will remain the responsibility of the owner.]. This change was supposed to have been made in 2013, so if any owner has paid for a mechanism repair or replacement since that time, please contact the Board directly.

Also, regarding the issue of rust at the bottom of some garage doors, Kara is checking to see if those doors are still under an extended warranty. We will let owners know our findings and how we plan to address this when we have some additional information.

### **Off-Site Parking:**

Reminder: owners needing a third parking spot can rent one from Wellspring Church, through Kara. The owners are paying Mosley \$50 per month per vehicle, which is then sent as a donation to Wellspring since they are a non-profit. However, this is not a permanent solution, and the Board is still looking into where on our site it would be possible to add a couple of more spaces for permanent parking. Contact Kara directly if you need a third spot. We will be revisiting this again late summer to look for alternatives on Pinewood property.

Again, the Board would like to remind everyone to use their garage and their driveway for their cars and not the guest parking spaces which are for temporary parking only.

### **New Pinewood Village Website:**

The Board is very excited about the new website that Ilana is working on for Pinewood Village. She has purchased a domain name for us **pinewoodvillagenh.com**. The website is not live yet, as the content is currently being reviewed by the Board members. The website has a main page which will introduce our village and additional pages, including *Things to know before buying into a Condominium Community*, with information every prospective buyer should have, as well as a map, contact information for Moseley and the Board. We will also add our By-Laws, Rules and Regulations and some other informative documents as PDFs to the site so that every prospective buyer has access to them, even before they make an offer. The Board hopes that the website will help with some of seller disclosure issues we had recently. Ilana is looking for high resolution photographs of our Village over the years for the website, so if owners have any, please send them to her. We will send out the link to the webpage as soon as it is live, hopefully in the next couple of weeks.

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## **New Board Members Still Needed:**

As mentioned in last month's newsletter, the Board is going to put together a nominating committee to find 2-3 new board members. Expect a special notice this month. However, if you are interested in either role, it would be greatly appreciated, and you are welcome to contact me or any Board member directly to discuss.

*Thank you all. If anyone has concerns or questions, please feel free to contact me or any member of the Board. And please if you have any suggestions for us regarding our community, we welcome your input.*