

**WATERVILLE ESTATES ASSOCIATION  
BOARD OF DIRECTORS  
7/13/2024  
MEETING MINUTES**

**Call to Order:** Meeting was called to order at 9:00 am.

**People present:**

Nancy Seward, Linda Ivers, Susan Spinney, Jim Reynolds, Jack Zanini, Billy Mitchell, Dave Ketcham, Sean Slattery.

**General Business:**

Linda Ivers motioned to approve the minute meetings from 4/6/24. Dave Ketcham noted that he was not present and the minutes will be revised to reflect this. Dave Ketcham moved to accept the revised minutes. Seconded by Jim Reynolds. They were unanimously approved.

**Early access Cards:**

100 cards approved and ready to be used to access the building beginning at 7 am. Discussion was held as to whether there needed to be a fee for the passes to cover administration costs. Only people with picture passes will be allowed this pass. The proposal is to allow access at 7:00 am to use the locker room, gym and indoor pool. This will be limited to people 18 and older only, 2 people per home. There will need to be extra staff on Saturdays and Sundays coming in early at 7. Dave Ketcham made a motion to charge \$25 for an early access pass for owners with a picture pass at a limit of 2 per household. Billy Mitchell seconded the motion. It was unanimously approved.

**Update from mailbox committee:**

Jim Cahill related that the mailbox committee has been identifying full time owners who are registered in the towns to determine the number of boxes needed. There are approximately 100 full time homeowners. In addition, there are part time residents who are domiciled in the Estates. The postmaster has been very cooperative and easy to work with. It was noted that for every 10 mailboxes there needs to be 1 parcel box. An additional 21 parcel boxes would need to be purchased. This would be approximately an additional \$10,000. The original 300 mailboxes that were purchased will be enough. Applications have been written up that can be sent out through Town Square. Evergreen would collect the data. There is \$6000 available and additional CIF funds would need to be allocated for the community. The hope is to have these installed by Columbus Day weekend. The postmaster requests that mailboxes be assigned as best as possible by streets/area. Linda Ivers made a motion to have the Mailbox Committee send out the Applications upon final approval to homeowners. Seconded by Jack Zanini. Unanimously approved.

**General Manager Report - Ron Beard**

- Playground equipment has been received and will be installed soon. The playground will now be near the handicap parking area down the hill by the basketball court.
- Storage area for Summit lodge nearing completion and under budget
- Residing of the back of the building completed under budget.
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- Locke Nest event food and beverage building is completed and has been well received.
- Quote for snowmaking water tanks has been received. Two 10,000 tanks is realistic for a total of \$46,824. Lead time is about 3 weeks to have the tanks made and then shipped. There is a possibility of receiving them by the end of the summer. Ron will look to get quotes for the installation of the tanks. Originally \$110,000 had been approved for general infrastructure at the ski mountain. A motion was made by Billy Mitchell to approve the purchase of the tanks. Seconded by Dave Ketcham It was unanimously approved.

- A motion was made to approve an additional \$10,000 from CIF to pay for completion of snowmaking for the ski mountain by Sean Slattery, seconded by Linda Ivers. It was unanimously approved
- The smoking area at the rec center has been moved from the handicap gate access to the front of the building.
- There will be a new locking mechanism for the back handicap access gate. An alarm will now sound if it is not closed completely.
- Ron thanked the WEA Board for the CIF allotment that has allowed numerous projects to be completed.
- Nancy Seward noted that during the holiday week there was heavy usage and it created a lot of issues for the front desk. Some passes had not yet been renewed. It was suggested that we move the deadline for the passes to June 1 instead of July 1.
- New/reupholstered furniture for the pool area is needed. Ron will submit to the board estimates for the costs of new chairs, new fabric, new umbrellas and new tables.

### **Upcoming Events:**

July 13 - Concert on back lawn

July 27 - Western Day - chamber of commerce will have it on their website. Jennifer will advertise the event and has obtained 2 banners that will be displayed to announce the day. Tickets will be on sale beginning Monday July 15th.

It was suggested that the music on the lawn sound gets adjusted so that people in the pool area can hear it.

### **CIF:**

Discussion was held as to when to vote on the increased CIF funds and fee structure and when it would be effective. It was suggested that a ballot be sent out for voting in August with a 2-week voting period. A motion was made by Sean Slattery, seconded by Dave Ketcham to put out the vote for CIF increase and fee structure on or about August 15 for a 2-week voting window to end September 1. This was unanimously approved.

### **Treasurer:**

Jim Reynolds presented the current monies in the accounts at three different banks. A payment of \$150,000 was recently paid to the Village District per the RMA.

The Bank Balances are as follows:

- CIF: Bank of New Hampshire \$243,56, Live Oak Bank \$239,792, Pacific Premier \$121,598, Total CIF \$604,951
- Operating Account: Bank of New Hampshire \$313,413.58, Pacific Premier \$374,428.81, Northway \$84,000, Total Operating \$771,843

Nancy reminded everyone that the majority of these funds are dedicated to the \$600,000 RMA payment that we make to the District for recreational services.

CIF projects:

- ADA Compliant Playground: \$25,000 approved, \$11,942 spent to date. The rest is due upon installation
- Storage Area in Summit Lounge: \$5,000 approved, \$3,322 spent to date. Project not yet completed.
- Replace Rear Building Siding: Up to \$50,000 approved, \$29,597 spent. Project complete.
- Locke Nest Beer Shack: \$30,000 approved, \$30,468 spent. Project complete.
- Phase 1 of the mailbox project ongoing. The Board has approved \$30,000 for this phase, \$16,333 has been spent for the mailboxes. So far, the Board has only paid for the mailboxes. Once the projects are complete, The Board will receive one bill to reimburse the Village District.

**Updates on passes:**

85 vouchers were purchased. 10 Guest passes were lost to vouchers, but 5 new guest passes were purchased. At this time, there was an approximate loss of \$2500 from people choosing vouchers over guest passes, but we still have 10 more months in which to sell more guest passes. The vouchers seem to have pleased a select group of owners with family or guests that don't fit into our policy definitions.

Very few midweek public passes have been purchased. It was noted that these need to be marketed better. Linda Ivers suggested an email blast through the chamber, although there is a cost to that. Nancy reminded the Board that the midweek public pass program is an important revenue source which will not be dependent upon revenue changes we may see due to changes in the short-term rental market. It also utilizes our facilities during the down time and keeps our staff engaged.

Nancy Seward presented that the most usage of the facilities was on Friday, July 5<sup>th</sup> with over 363 entries. Ron provided hourly photos of the pool area over from 7/5-7/8 and the adult pool area was the only area showing crowding (between the hours of 3-5PM on all 4 days). Nancy compiled the entry data for Thursday, July 4<sup>th</sup> through Saturday July 6<sup>th</sup> and reported that less than 50% of our passholder entries are from guest pass holders. On 7/4, we had 194 passholders enter, with 70 entries via guest passes and 86 paid entries (likely guests of guest pass holders). This equates to >280 total occupancy when including guests of owners. On 7/5, we had 250 passholders enter, with 122 entries via guest passes and 113 paid entries (likely guests of guest pass holders). This equates to >363 total occupancy when including guests of owners. On 7/6, we had 242 passholders enter, with 74 entries via guest passes and 79 paid entries (likely guests of guest pass holders). This equates to >321 total occupancy when including guests of owners. \*\*\*\*\*It should be noted that unpaid guests of owners are not recorded in our system, so we cannot calculate the total occupancy on a given day.

**Website:**

Dave Ketcham has been working on the website. He has removed the outdated information and simplified the site with the intent of making it more user friendly.

The next public meeting will be held on October 19, 2024.

A motion to adjourn the public portion was made by Dave Ketcham, seconded by Billy Mitchell. Unanimously approved.

Respectfully Submitted,

Susan Spinney  
WEA Board Secretary