

June 10, 1996

To: Rangeley Manor Cottage Association  
Re: Minutes of Annual Meeting of June 8, 1996  
Held at Rangeley Inn

Minutes-recorded by Pam Nedik

Board of Directors Meeting  
Convened at 9:00 AM

In attendance: Norman Abbott, President  
Pam Nedik, Vice President/Collector  
Susan Weaver, Treasurer  
Jim Tully, Board Member & Head of Water System  
Committee  
Craig Raymond, Maintenance and Caretaker

Discussion of \$2000 in capitol account-whether to use it toward phase I of new water system. Also, whether necessary funding for phase I should be from dues increase or one-time assessment. Jim Tully summarized his proposal for replacement of present pump house. Jim's quote based on volunteer labor, probably over Labor Day weekend, was \$5500 for larger building (12 x 24) and would include electrical wiring and cement pad. Board accepted proposal as ready for commendation at general meeting. Norman informed the Board of the opinion of Eric Kraieski, Secretary, who told Norman by phone that he wants \$2000 in capitol account used toward Phase I. All Board members present did not agree.

Norman told Craig there's a need for some clean up and repairs at Tennis Court, discussed specifics Craig will take care of. Norman and Susan stated they will try to locate someone local to maintain the court for the summer.

Susan summarized 1996/97 budget. Discussion of some line items, including proposed \$75 special assessment to partially fund water system phase I and that several line items were trimmed, including suspending funding of capitol account for 1996/97 year in attempt to avoid large assessment.

Discussion of Lot R, whether it would be necessary to change By Laws and Covenants and Restrictions so that the Lot, if not to be developed as 2-family, will have one vote in Association. As it stands now, new owner is paying as one Lot but documents mentioned still state Lot R has 2 votes. To be addressed at General meeting- David and Paul Johnson will be consulted about how changes may be made to documents.

Collection activity summarized, including \$250 balance still owed from 2nd half of 1994 on

All dues are now current, with aforementioned the only exception. Motion to write off the \$250 was passed. The Board will determine for future how property liens can be most effectively recorded at Registry of Deeds to prevent lost revenue. Pam agreed to speak with attorney and Registry of Deeds in Farmington to find most cost-effective means to do so.

#### General Meeting

Convened at 10:15 AM

In attendance: In addition to those at Board Meeting...

Owners Paul & Jeannie Johnson, Diane Tully, David Johnson, George & Joyce Slinn  
Mountain View ERA representative Judy Vining  
Maintenance & Caretaker Craig Raymond

Norman mentioned several areas of improvement at Rangeley Manor over the 11 years the Association has met. Norman introduced Board members to owners in attendance, made mention of improvements being made to properties by new owners.

#### OLD BUSINESS:

Minutes of 1995 meeting were reviewed. With no dissent, motion to accept minutes was passed. Major expenses of 1995/96 year were mentioned...new pump and emergency water system issues. Brief mention of proposal for replacement of pump house-to be detailed later by Jim Tully. Mention of lapse in time between test of water quality, resulting in non-compliance with state regulations. Craig Raymond now does testing for Association and testing in now in compliance.

Mention of break-ins at 3 cottages in November. Craig has arranged for local police officers to swing in at Rangeley Manor as they leave last shift at night.

Mention of power outage over one weekend requiring water shut-off in cottages. No expenses incurred by the Association.

Mention of property ownership changes since last meeting and of new construction beginning at former Trailer Lot. No construction on Lot R at this time, with the exception of installation of David Johnson's private dock.

#### NEW BUSINESS:

Treasurer's Report for 1995/96 details presented by Susan. Motion was made that 1995/96 budget be accepted. Passed. Mention made that \$350 will be immediately added as "electric" expense, as CMP box attached to Manor sign on Route 4 needs replacement, as required by CMP.

Craig Raymond read report of his activity in 1995/96. Mentioned problems with culvert near Cottage D, recommends replacement-estimates cost at \$600 or \$700. Need for 2 new trash cans at beach, authorized to replace with metal cans. Said some trees are down in various locations and repairs needed on picnic tables and one dock. Craig has retrieved an escaped floating dock and repaired swing set and sand box. Mentioned unusually high snowfall, resulting in major challenges to keep roads clear. Discussion of calcium treatment to control road dust in summer. Craig will obtain estimates, thought perhaps \$100 per treatment.

Vice President/Collector's report detailed-written copies handed out, including proposal for consistent collection action. Norman suggested we add \$25 to first dunning notice, to offset collection costs and to prompt better compliance with due date, and to place lien shortly after 2nd dunning notice. Discussion resulted in motion to change what's charged for delinquent Association dues to include \$25 at first dunning notice, to be detailed at first billing notice so that owner will be aware of procedure. Motion passed. Two new signs purchased on behalf of Manor were shown. Signs state that common property for use by Manor owners/occupants only. Signs will be posted.

Norman opened discussion of Lot R issue, re: one Lot Dues assessment, presently two votes. Motion was made that Association will defer changes in voting right for Lot R owner, that Dues will be as one lot for David Johnson, until next annual meeting or until it can be determined that the lot may be developed into 2-family.

Motion was made to amend By Laws to read that Annual Meeting will take place in June, not July, and to add reference to date and pages of recordation of Covenants and Restrictions. Passed unanimously.

Jim Tully detailed history of his role in Water System issue. Also, summarized stages for replacing entire system, beginning with new, larger building with garage door and side entrance, which will eventually house large, above-ground storage tanks. He detailed proposal for Phase I, the building, estimated cost of materials, not including electric and cement, at \$2500. Discussed that concrete slab will be poured and, with volunteer labor from owners, new building would be built over existing pump house, small area near plumbing closed off to keep heating expense down, and old building torn down. Jim suggested Labor Day weekend, welcomes volunteers. Jim and Norm both indicate that old pump house needs to be replaced as soon as possible, that it is in very poor condition and if it fails during the winter water supply would be interrupted and related expenses could be very costly. Motion was made to accept Jim Tully's proposal for Phase I, passed with no dissent.

Discussion of Proposed budget for 1996/97, a few line items changed. In discussion of contingency reserves Norman stated Association should have a minimum of three months operating expenses in checking account. Historically (at least three years reviewed by Norman) checking account balance at beginning of fiscal year has been \$3500 to \$4500. This year the beginning balance will be \$3000 in checking, with \$2000 in capitol account. Much more conversation about whether to change proposed funding of Phase I. The \$75 special assessment was deleted, motion to accept revised Proposed 1996/97 budget was passed with authorization for Board to assess \$100 later in the year if determined necessary by the Board. Proposed budget, as approved, was a total of \$18,750, with dues assessment of \$600 each totaling \$16,200. Dissenting opinions by Susan and Pam made, as budget does not allow for sizable unexpected expenses.

Motion made and passed that dues will be payable \$400 at July due billing, remaining \$200 at January. This to generate sufficient revenue before labor Day to fund Phase I/Pumphouse Construction and to avoid later extra assessment.

Nomination of Board for 1996/97: Norman Abbott for President, Pam Nedik for Vice President/Collector, Susan Weaver for Treasurer, Eric Kraieski for Secretary, Jim Tully for Board Member and Head of Water System committee, George Slinn for Board member, David Johnson for Alternate Board Member. Entire proposed Board accepted.

Updated information for address list solicited by Norman.

Adjourned at 1:05 PM.

WINDLETT MANOR COTTAGE ASSOCIATION  
 Projected Annual Budget  
 for Fiscal Period JULY 1, 1996-June 30, 1997

CATEGORY	1995	1995 Actual	Difference	1996 Proposed	1996 Retified	Notes
Beach Maintenance	\$400.00	\$666.92	\$266.92	\$100.00		two trees, new swings two signs
Boat Dock Maintenance	\$0.00	\$0.00	\$0.00	\$50.00		needs sealer treatment
Electricity (Water, Lights & Sign)	\$1,670.00	\$1,269.18	(\$400.82)	\$1,650.00		need new electric box on sign
Insurance	\$400.00	\$400.00	\$0.00	\$400.00		
Water Pump Repairs	\$2,500.00	\$3,613.53	\$1,113.53	\$0.00		funded via spec. assessment, \$100/unit
Pump House Construction	\$0.00	\$0.00	\$0.00	\$5,500.00		this is an estimate
Caretaker, Lawn Care, Snow Removal	\$7,200.00	\$7,200.00	\$0.00	\$7,200.00		third year of three year contract
Miscellaneous Operating Expenses	\$1,200.00	\$569.88	(\$630.12)	\$1,000.00		water sys: \$276.85, office: \$292.83
Road Maintenance Materials	\$200.00	\$480.00	\$280.00	\$600.00		five extra sandings at \$75 ea
Taxes	\$1,000.00	\$1,052.93	\$52.93	\$1,100.00		
Tennis Court Maintenance	\$400.00	\$175.00	(\$225.00)	\$500.00		two new posts purchased
Trash Hauling	\$550.00	\$612.00	\$62.00	\$650.00		per load, \$12.00
Capital Reserve Fund	\$2,000.00	\$2,000.00	\$0.00	\$0.00		Fund-\$2,000/yr., \$10,000 max.
TOTAL	\$17,520.00	\$18,039.44	\$519.44	\$18,750.00		
Projected Annual Expense Assessment 27 units @		\$600.00	=	\$16,200.00		
Chkg. Acc. Bal. 6-30-96: \$3,227.16 (est.)						
Chkg. Acc. Bal. 6-30-95: \$1085.61						
Capital Reserve Fund: \$2,020.55						
Actual Income 1995-96: \$20,232.07						

rongman

**RANGELEY MANOR COTTAGE ASSOCIATION**  
**TREASURER'S REPORT 1995-1996**

**Income:** We generated income of \$20,232.07 this past year. Part of this income was from the annual assessment of \$600.00 per cottage for 25 cottages. In addition, during the fiscal year, two additional lots (the old trailer lot and the motel lot) were sold and paid their assessments on a pro-rated basis, depending when title was transferred. This year, we were able to collect dues on all cottages, which has not happened in some time. Our assessment in 1996 will be based on 27 cottages. We also had a special assessment of \$100.00 per unit, which helped to pay for our new pump and plumbing costs, which totaled \$3,613.53. Because of the diligence of our Collector, Pam Nedik, we were also able to collect \$1,677.41 in past dues.

We have put \$2,000.00 into a separate savings account, which we are calling the Capital reserve account. This account now totals \$2,020.55. The intent is that this account is to be built up to a maximum of \$10,000.00, to be used for major capital expenditures. This is in a regular savings account at present. We wanted to get through the winter and have it readily available, if needed, and therefore it was not put into a higher interest bearing account or a Certificate of Deposit.

**Beach Maintenance/Swimming Docks:** Two trees were planted down at the beach area as screening. Two signs were ordered for the beach and marina. The swing set was rebuilt, new logs were installed for the sand box and new sand was hauled in.

**Boat Dock Maintenance:** No work was done on the boat dock. The docks need a sealer treatment.

**Electricity:** The electric costs are down this year. This is probably due to the fact that the pump house had some insulating work done last fall to plug up leaks and holes. It is necessary to heat the pump house to prevent the equipment and water tanks from freezing. Last fall's work was a stop-gap measure, as the pump house needs to be replaced.

**Insurance:** Insurance costs stayed the same, project the same for 1996-97.

**Lawn Care, Snow Removal, Caretaker:** This was a very busy winter for Craig Raymond, due to the heavy snow fall. This is the last year of a three year contract.

**Water Pump Repairs:** Included in this line item, is the cost to Goodwin Well for a new pump, costing \$3,288.53 and \$325.00 to Dan Perkins for plumbing work, totaling \$3,613.53

**Miscellaneous:** \$55.75 was spent to insulate the pump house (labor was donated). \$221.11 was spent for state mandated water tests, fees and lab work, to insure that our water system meets current cleanwater standards. \$292.83 was spent on office supplies, state fees, phone calls, postage etc.

**Roads:** No repair work was done on the roads. Craig Raymond had to sand the roads five additional times beyond his contracted terms, at a cost of \$75.00 per sanding, for a total of \$375.00

**Rangeley Manor Cottage Association**  
**11 Maynard Road - Berlin, MA 01503**  
**(508)838-0206**

Wednesday, July 03, 1996

Paul & Kendra Williams  
(Rangeley Manor / Cottage 14)  
Grammer Street Ext.  
Stanford, ME 04073

Dear Paul & Kendra,

As you are aware, our annual meeting was held on Saturday, June 8th, 1996. Enclosed are the meeting minutes, the ratified 1996 budget, as well as a bill for the first installment of annual dues.

While the board encourages you to review the entire minutes, please be aware of the following significant decisions approved by the attending membership:

1. The association needed to decide on the repair or replacement of the existing pump house structure. Considerable discussion resulted in budgeting \$5,500 to fund the construction of a new pump house. This offered the best balance to solve the short term repair requirements while being able to accommodate future upgrades to our shared water system. The total cost estimate is based on volunteer labor with work planned around the Labor Day holiday weekend.
2. In order to assure sufficient funds on hand to support the construction project this early in the fiscal year, it was agreed that the annual dues of \$600 shall be payable on an accelerated basis with \$400 due in July and \$200 due in January, 1997.
3. A formalized collection process was discussed and approved. The process includes a late penalty of \$25 in addition to accrued interest charges. Additionally, a lien will be placed against the property upon issuance of a second late notice.

As always, please do not hesitate to share any questions, concerns, or appreciation with the board.

Thank you.

Sincerely,

*E. A. Kraieski* /wp

Eric A. Kraieski, Secretary