

Windsock Village Property Owners Corporation Meeting

SEPTEMBER 19, 2017

4 APACHE LANE

MEETING STARTED 6.30PM

ATTENDANCE

Ben Brown
Bob Pustell
Carl Tyler
Greg Howard
Lisa Maggiolo
Meriel Mingori
Paula Moore
Stanley Brothers
Ted Roberts
Guests:
Bruce Hutchings

Approve minutes of August 15, 2017 meeting

Motion to accept minutes, motion was accepted.

Treasurer's report

Checking a/c balance: \$1,248.
Savings a/c balance: \$160,964.

Total outstanding dues are \$30,303; \$16,271 of this balance is over 90 days past due. 3 of the accounts have been sent to collections. The collection agency is trying to locate one of the three former owners, is working on a payment plan with another and will most likely file a small claim against the third.

Tax returns for 2016 have been filed. No tax is due. The tax accountant has been paid.

See Appendix A for P&L Budget vs Actual

Motion to accept Treasurer's report, motion was accepted.

As WVPOC is a non-profit a discussion took place as to if taxes only need to be filed every five years

Old Business

- **C&R Violations, continued**
 - 34 Captains Way, loam has been spread
 - 24 Captains Way, back in March we were told some portion would be loamed and seeded, nothing has happened.
 - 12 Captains Way, Plans had been made, but nothing has been done
 - 16 Navajo Trail, no action on vehicle, but chipper was moved behind building out of sight.
 - 23 Old Mill Road, July 11 final notice was sent, July 15 Postal return receipt received. Vehicle is still there. Discussion took place around contacting

lawyer regarding final notice. A motion was made to use lawyer to take action, motion was accepted.

- 25 Old Mill Road, Camper trailer usage was investigated by town, found to be used only on a day at a time basis.
- 20 Red Baron, storage box on property, owner is looking to have modular home built by winter, storage box is for tools and equipment for construction. WVPOC will continue to monitor.
- 31 Navajo Trail, Shed was built within building setback, town responsibility.

A motion was made to send letters to residents out of compliance of their responsibilities. The motion was accepted.

- **Outstanding Balances**

2 Apache Lane- Currently working with the attorney to put together a payment plan Barb Clifford (Treasurer) requested permission to add this year's dues to the amount the collection agency are collecting. A motion was made and the motion was accepted.

A discussion took place regarding how some property owners pay late and incur charges, waiting for things like tax returns, or making monthly payments to pay. Currently 3 people have outstanding balances from last year. All have promised payments. A motion was made to send them a letter, informing them of the new collections policy so they are aware of potential collections activity. The motion was accepted.

- **Policy Development- Outstanding Accounts – Review Draft**

A motion was made to accept Paula Moore's modifications. The motion was accepted. See Appendix B for updated collections policy.

New Business

- **Site Plan Reviews**

Three properties are in the process of being built

- 30 Old Mill Road – Reviewed and approved setbacks.
- 17 Red Baron Road – Submitted site plan, can't approve until Landtech Septic provides final septic design.
- 20 Red Baron Road – Is aware of site plan review process

- **C&R Complaint – 31 Navajo Trail – Downing Property**

- As discussed previously in meeting, following up with town, will get status for next meeting.

- **Old Mill Road – Repair/Maintenance**

There is a failure in the road surface near the flag pole common area. F.R. Carroll is to look at the road for finishing options, best options to handle repairs has been requested. Greg is hoping to get costs and to meet with them.

2nd week in November drains etc. are due to be cleared.

- **CYR Plowing Contractors**

Bob Pustell is due to ride around with them to remind them where the drains, cable boxes etc. are located. Greg will ensure they have the correct equipment available to avoid the use of a loader with a plow.

- **Ben Brown**

Ben Brown resigned due to upcoming availability. Carl Tyler offered to take Ben's position on the board until the next elections. The Vice President position will remain vacant until the next elections. A motion was made to accept Carl Tyler on the board, motion was accepted.

Public Comment

None

Meeting Adjourned 7.37 PM

Next Meeting

The Next meeting is October 17, 2017, Carl Tyler's house, 61 Old Mill Road.

Appendix A

8:29 AM
09/18/17
Cash Basis

Windsock Village Property Owners Corp.
Profit & Loss Budget vs. Actual
June 1 through Sept 18, 2017

	<u>Jun 1 -Sept 18, 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Expenses			
Road Maint Winter	0.00	20,000.00	-20,000.00
Road Maint Summer	2,310.00	16,000.00	-13,690.00
Reserve Account	0.00	4,000.00	-4,000.00
Real Estate Taxes	351.00	850.00	-499.00
Office Admin.			
Bookkeeping/Treasury	440.00	2,000.00	-1,560.00
Office Supplies/Postage	115.69	900.00	-784.31
Total Office Admin.	555.69	2,900.00	-2,344.31
Road Sign Maintenance	0.00	500.00	-500.00
Flag Purchases	0.00	75.00	-75.00
Liability Insurance	0.00	2,700.00	-2,700.00
Legal Expense	2,108.00	4,000.00	-1,892.00
Electric Utilities	270.93	900.00	-629.07
Welcoming Committee	14.99	300.00	-285.01
Ann.Meeting & Litter Day	178.58	200.00	-21.42
Professional Fees - CPA	425.00	425.00	0.00
Management Fee	450.00	1,800.00	-1,350.00
Road Resurfacing Fund	7,000.00	7,000.00	0.00
Road Paving Debt Service	9,120.00	27,360.00	-18,240.00
Total Expenses	22,784.19	89,010.00	-66,225.81

Appendix B

Windsock Village Property Owners Corporation and Windsock Village Aviation Corporation Collection Process September, 2017

Within 2-3 weeks of the Annual Meeting mail out invoices for the Annual Dues with a due date of 30 days from the invoice date.

On or about September 1st mail out invoices to Property Owner(s) with past due balances which will include interest of 12% per annum beginning on the original due date. Monthly statements for Property Owner(s) with past due balances will then continue to be sent out on the 1st of each month until such time as the account has been paid in full or another method of Collection has been enacted.

The Corporation(s) have the authority to:

- A. Enter into a written Payment Agreement with the Property Owner(s) with past due balances that will allow for monthly payments with the full balance (which includes interest of 12% per annum beginning on the original due date) being paid in full no later than the end of our Fiscal Year (5/31).
- B. Mail out the attached letter (Exhibit "A") to Property Owner(s) with past due balances that remain unpaid after six months past due and who have not entered into a written Payment Agreement with the Corporation(s) (end of January).
- C. Place a lien on the property if the Property Owner(s) has a past due balance that remains unpaid for a minimum of six months after the original due date (end of January).
- D. Turn the file over to a Collections Agency if the Property Owner(s) has a past due balance that remains unpaid at the end of our Fiscal Year (5/31). The Property Owner(s) will be responsible for the unpaid balance of their annual dues, together with interest of 12% per annum beginning on the original due date of the invoice, and also all of the costs of the Collection Agency.

EXHIBIT "A"

Windsock Village Property Owners Corporation and/or
Windsock Village Aviation Corporation
PO Box 512
West Ossipee, NH 03890-0512

Telephone: (603) XXX-XXXX

Email: _____@_____

Date: _____, XXXX

Property Owner
Address
City, State Zip Code

Re: Past Due Balance for Annual Dues

Dear _____:

It is the current policy of Windsock Village Property Owners Corporation and Windsock Village Aviation Corporation to file a Small Claims Suit for each assessment that remains unpaid for six months after the original due date. The annual assessment(s) for the fiscal year ending 5/31/XX was/were due on July XX, 201X. Please pay your outstanding balance upon receipt of this letter or contact me by _____, 201X to set up a written Payment Agreement whereby you agree to pay your account in full by the end of our fiscal year (5/31/XX). This will help you to avoid the cost and inconvenience of a Small Claims Proceeding. The filing fee per claim is \$XXX. Once a claim is filed, all legal and filing fees will be added to your outstanding balance which will also include interest of 12% per annum beginning with the original due date of your invoice.

We look forward to working with you to resolve this matter.

Yours truly,
