

WVAC BOARD MEETING

SEPTEMBER 19, 2017

11 APACHE LANE

MEETING STARTED 7.48 PM

ATTENDANCE

Ben Brown
Bob Pustell
Carl Tyler
Dave Adams
Mark Bessette
Mike Young
Nick Anania
Ted Roberts

Approve minutes of August 15, 2017 meeting

Motion to accept minutes, motion was accepted

TREASURER'S REPORT

Checking a/c balance: \$242.
Savings a/c balance: \$156,198.

Total outstanding dues are \$16,302; \$8,987 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.

A.J. Coleman has been paid a \$32,000 progress payment on the runway work done to date.

See Appendix A for P&L Budget vs Actual

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

Discussion took place similar to Property meeting, around possible exemption for filing taxes can be requested as not for profit organization.

OLD BUSINESS

- Runway Turf
Coleman to comeback by end of week and reseed bare spots. Potentially reseed other areas, power rake bare spots and slice seed. Plan to deal with crab grass in future, so leave as is for now.
- Trees around windsock
Trees have been cut down near existing windsock, the board felt there was no need for a new windsock based upon current feedback.
- Webcam
Plans for a weather station and webcam have been tabled for now.

NEW BUSINESS

- **Taxiways White Pine Roots**
Some taxiways now have large white pine tree roots coming above ground, hampering mowing. A suggestion was made to swing out when roots are present. Worst areas are where owners aren't flying. The plan is to mow the middle of the taxiway frequently, and edges less frequently, would cost more to do entire width.
- **Rough surface in cul-de-sac taxiway**
Located behind 63 Old Mill Road. Bob Pustell suggested possibly getting a roller to smooth out the area. Bob will investigate options.
- **Goose On Runway**
Bruce Hutchings had mentioned to the board about noise maker from NH Wildlife. Nick Anania now has a noise maker. There was discussion around getting a permit to shoot the geese, that idea was tabled for now as the noise maker appears to be working.
- **Plowing Designated Contacts**
Bob Pustell and Nick Anania put themselves forward as the contacts for the plowing company.
- **Piper Cub Fly-In**
A gather of up to two dozen pipers will be taking place between the 5th and 9th of October, they will potentially visit Windsock on one of these days. Ben will inform the board when/if it is happening.
- **Trees at Runway End**
The trees at the south end are tall enough to block the runway lights. Bob Pustell will speak to Tim and Mary Andrews to ask if a tree could be removed or trimmed. An alternative might be to move the lights.
Ben Brown
Ben Brown resigned from the board due to scheduling conflicts. Carl Tyler offered to take his position on the board until the next annual general meeting. 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.
The board expressed their gratitude to Ben Brown for his service to the community.
- **Short Wings**
Short wings are visiting Windsock November 6th
- **Collections Policy**
A motion was made to make the Aviation Committees collection policy the same as the newly approved Property Boards Collection policy. The motion was accepted. See Appendix B for the new policy.

PUBLIC INPUT

None

MEETING ADJOURNED 8.43PM

APPENDIX A

2:33 PM
09/18/17
Cash Basis

Windsock Village Aviation Corp. Profit & Loss Budget vs. Actual June 1 through September 18, 2017

	<u>Jun 1 - Sep 18, 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Expenses			
Management Fee	300.00	1,200.00	-900.00
Professional Fees - CPA	425.00	425.00	0.00
Ann. Meeting & Litter Day	178.57	250.00	-71.43
Donation to Nature Conservancy	537.00	537.00	0.00
Electric Utilities	121.00	425.00	-304.00
Legal Expense	542.50	1,000.00	-457.50
Liability Insurance	2,647.00	3,000.00	-353.00
Newsletter/Website	15.99	200.00	-184.01
Office Admin.			
Bookkeeping/Treasury	440.00	2,000.00	-1,560.00
Office Supplies/Postage	204.08	1,000.00	-795.92
Total Office Admin.	644.08	3,000.00	-2,355.92
Runway & Taxi. Signs	0.00	200.00	-200.00
Runway Lights & Maint.	0.00	500.00	-500.00
Runway Maint Summer	6,280.00	17,500.00	-11,220.00
Runway Maint Winter	0.00	9,500.00	-9,500.00
Taxiway Maint Summer	2,430.00	9,000.00	-6,570.00
Taxiway Maint Winter	0.00	5,500.00	-5,500.00
Total Expenses- WV Aviation	14,121.14	52,237.00	-38,115.86
Amounts Funded from Savings	32,000.00 *	59,000.00	-27,000.00

* 7.15.17 progress payment for runway repair

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.

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,
