

Black Bear Lodge COA/LLC Joint Work Shop  
Waterville Valley, NH

April 13, 2019  
Bear's Den Conference Room 9:30am  
Call to order 9:30am  
Minutes accepted by Board @ 8/5/19 meeting  
COA MINUTES

Attendance: Donna Hansel, Phil Wharton, Elyse Fila, Doug McDermid, Marc Dupuis,  
Stacey Metivier (Absent Ed Lyons)

COA Approval of Prior Meeting Minutes March 12, 2019 **Motion** made by Donna Hansel to accept the minutes of the last meeting March 12, 2019 as presented. **Second** by Doug McDermid. Minutes were approved.

COA Financials:

Final tally of pool renovation project Phil reported he is still reviewing, but expects the final cost to be approx. \$210,000.

Review and approve 2019/20 budget The new budget was reviewed and fine tuned for presentation to the owners. The Board accepted the proposed budget. **Motion** made by Donna Hansel to accept as presented the COA budget for 2019/20.

**Second** by Phil Wharton. Vote: passed unanimously

New Business:

Legal review The COA's attorney Seth Greenblath reviewed the complaint filed with the Human Rights Commission regarding BBL "No Pet" policy and determined that the complainants did not understand New Hampshire Law regard service animal vs emotional support animals. A statement will be written explaining the law and given to all owners.

Need to appoint a representative for the BBL COA. The COA needs to register an 'Agent for Service' with the State. Donna will get the documents that need to be filed.

Maintenance Report Marc presented a very detailed report - attached. Briefly much of the maintenance that had been left undone is now complete and the staff is working on more current work.

Open Discussion:

Review plans for the Annual Meeting Ideas for presentations were discussed. Mailing of official notice to owners Stacey was given all that was needed to be mailed to the owners; the official 30 day notice of the Annual Meeting which included the notice letter, Proxies, Agenda, Bio on candidate running for president, attendance count for meals, etc.

Which employees will be at the COA Meeting? TBD

Set COA Quarterly Meeting dates. According to NH Condo Law a ten day notice is required to be sent to owners and will be done. The next quarterly meeting will be in August 2019. Owners will be notified of the scheduled date.

User Fee will discuss at Annual Meeting.

LLC Line of Credit is being applied for and in the interim the COA will loan up to \$100k until the LOC is approved. **Motion** made by Elyse Fila is for the COA to approve a loan up to \$100k to the LLC to cover cash flow requirements if needed and it is to be paid off once the LOC is established. **Second** by Donna Hansel. Vote: unanimous - passed.

End of COA meeting.

COA Signage for Exercise Room - "MUST be 18 years old"  
Signage for Hot Tub - "MUST be 16 years old"  
Signage for Sauna - "All Children MUST be with an adult."

COA Adjourns

#### LLC MINUTES

Budget: Still in the works.

Cabot Invoice dated April 24, 2019:

Request made for date correction which should be March 24, 2019, and  
Break-out of hours for work done on WiFi System pertaining to MovieBeam (COA).

Shared expense between COA and LLC discussed: 20% GM, 25% Maintenance Supervisor, 65%  
for 1 maintenance employee and 80% Housekeeper for common areas.

LLC Expenses: April:

- 1). Resort Fee/Freedom Pass
- 2). 9% Tax
- 3). 41% Owners checks for March

Meeting adjourned at 6:00pm

Respectfully submitted by,

Elyse Fila  
Secretary  
Black Bear Lodge COA/LLC