

**Oyster River Condominium Association**  
**Annual Meeting Minutes**  
**December 12, 2023**  
**6:00 – 8:00 PM**

*In attendance – see attached list*

- 1) **Call to Order** – meeting called to order by ORCA Board President, Rick Purdy at 6:05 PM
- 2) **Confirm Quorum** – Quorum met by those present 13 unit owners and five proxies
- 3) **Approval of Previous Meeting Minutes** – no specific questions, Motion to accept minutes as written 1<sup>st</sup> Scott Dustin, 2<sup>nd</sup> Gordon Crosson, accepted unanimously

**Note:** Thanks to the late Roger Menear for all his work on the Board including but not limited to treasurer, meeting contractors, water system grant among others

**4) Agenda Items –**

**A. NH Department of Environmental Services Loan Grant Funding Discussion re. New Water System**

1. Chris Albert, Project Manager Presentation/Discussion
  - a. Highlights

*Financial specifics –*

- Grant amount from state is \$680,000
- ORCA will secure a 2.8% interest loan estimated @ \$272,000
- State grant covers 60%, ORCA loan covers 40% balance
- Contractor will hold back 10% for unforeseen costs
- Process Board treasure will pay contractor, then ORCA bills DES for reimbursement
- Funds from grant are held in a 2% interest bearing account
- Payments will not start until project is “substantially completion” which will be in approximately 2-3 years from now
- We will need to have a 10% reserve for ongoing system maintenance to show good faith after project ends
- Project will begin in spring of 2024 with a completion goal for 2025
- Condo fees will not increase to absorb the cost of the water system loan until 2025 in the approximate amount of only \$53.00 for the loan repayment.
- Must designate a “grant administrator” for ORCA, this will be the treasurer

*System and Projects specifics –*

- Chris Albert will be cradle to grave project manager (start to finish), highly credentialed with previous municipal water systems among others
- System is energy efficient and process already examined cost of maintaining current system versus putting in new system and evidence shows new system is ultimately more cost efficient
- DES will provide all specification sheets of new equipment including the pump
- Will require going through driveways, but repair is in budget
- We will be looking at backup generator for pump if costs allow
- New pump house will be across from the mailbox hut
- Switch over will be done one unit at a time so very little down time for each unit.
- Water pressure can be adjusted and new system pressure will not have negative implications for the internal piping systems in each unit.

**2. Call for Vote for Funding and Acceptance of ORCA Water System Improvement Project as described – Motion to vote, 1<sup>st</sup> Gordon Crosson, 2<sup>nd</sup> Scott Dustin, accepted unanimously (18 to 0 including proxies)**

**B. Budget Discussion**

**1. Review of 2023 Financials and Budget (Projected Year End), (see document on website)**

Highlights –

- no specific questions, all information including minutes, past and current budgets available on Main Condo website at <https://www.mainecondocompanies.com/>
- major costs this year were water system maintenance, tree removal, water testing costs, septic system pumping
- reserve contribution goal was not met due to additional costs despite fee increase

**2. 2024 Recommended Budget Projections (see document on website)**

**3. 2024 Budget Discussion and Vote**

- 7.79% increase in fees for Operational and Reserve requirements. Monthly owner fees raised \$30 per month.
- Condo fee to increase by approximately \$53 in 2025 for water system loan repayment
- Considerations included –
  - Septic system age along with leaching fields
  - Potential for septic pumps decline and currently the walls are
  - “soft” which is red flag for attention, system needs to be treated “tenderly”, currently we are having the system pumped twice a year (cost is \$1,000 per pump) and doing the yeast distribution along with noticeable help from residents reducing amounts of grease, coconut oil, wipes and other unfriendly items being put down toilets and sinks.
  - Building 3 and 4 have pumps and Buildings 1 and 2 have gravity systems, there are a total of 2? Leaching fields presently?
  - Building roofs will need attention, Building 4 has fiberglass which is better than the composite that failed after 15 years
  - Painting estimates were very high so plan is to do touch up until later date
  - Request for additional lighting that is brighter, more frequent and higher.
  - Also, solar lights and mailbox and dumpster to be tried out
  - Request for residents to breakdown boxes for dumpster, cutting tool will be placed by dumpster to expedite process
  - New side entry dumpster added for convenience, noted increase in trash due to more residents.
  - Request for residents to join various committees including but not limited to Beautification, Trail Maintenance, Social – more details to follow
- Call to Accept 2024 Budget as presented - Motion to vote, 1<sup>st</sup> Scott Dustin, 2<sup>nd</sup> Rick Purdy, accepted unanimously (18 to 0 including proxies)

**C. Election of ORCA Board for 2024**

**A. Nomination and voting for Board of Directors offering to serve for one year**

Nominations – Gordon Crosson, Scott Dustin, Laura Griswold, Carla Wilson, Dianne Chase

- B. Other Nominations – to continue on Board – Rick Purdy
- C. Call for Vote for to accept nomination of Board of Directors –Motion to vote, 1<sup>st</sup> Gordon Crosson, 2<sup>nd</sup> Scott Dustin, accepted unanimously (18 to 0 including proxies)

- 5) **Call to Adjourn** – Motion to adjourn at 8:11 PM 1<sup>st</sup> Rick Purdy, 2<sup>nd</sup> Carla Wilson, accepted unanimously (18 to 0 including proxies)

***In attendance –***

<b><u>Name</u></b>	<b><u>Unit</u></b>
Scott Dustin/Susan Jackson	2
Ashley Lapp	6
Gordon and Sandy Crosson	8
Bob Noseworthy	12
Joy Ashley	14
Chris and Lea Dempsey	18
Xiaowen Seng	20
Joe Dodier	10
Kelly Danforth	22
Carla Wilson	30
Rick Purdy	32
Laura Griswold/Bill Alpin	36
David Limauro	40
Dianne Chase	42
Proxies –	

<b><u>Owner/Unit</u></b>	<b><u>Proxy to</u></b>
Paula Blanes /04	Scott Dustin
Ruth McQuade/28	Carla Wilson
John & Erika Hunter/26	Xiaowen Seng
Lorne Smith/34	Rick Purdy
David and Mary Ann Chase/42	Dianne Chase

**Guests**

Jackie Maine Condo Management  
Chris Alpert, Water System Project Manager