



CHOCORUA SKI & BEACH ASSOCIATION

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603-323-6150

Board of Directors Meeting Minutes March 8, 2025 @ 9 am Tamworth Town House, 27 Cleveland Hill Road, Tamworth NH

Present:

Jor Molchan - President, Sherryl Hitte - Vice President, Paula McNiff - Secretary, Marisa Corvese, Cheryl Gannon, Dave Hathaway, Cristin McGrath, Jen Riley, Rob Steinberg, Lee Williams

By Phone - Eileen Lennon - Treasurer

Joined meeting by phone at 11:50 AM - Ashley Sweeney

Left meeting at 11:55 AM - Cristin McGrath

Closed Session: Nothing for closed session currently

Open Session:

Bridge: Report / Discussion

Intro Dean Audet is a CS&B member and a civil engineer with experience in bridges and water erosion. (Water erosion is one of the biggest threats to bridge abutments, and abutments are the most expensive part of a bridge)

Dean expanded on his credentials, including leading a practice group for an engineering firm, and a current project as the Engineer of Record for a large bridge project in Massachusetts

Egress progress:

Neighboring property owners have completed improvements and are pending a state inspection. They agreed to allow us access, but are also considering leasing the property. The egress would be part of the lease.

If an alternate egress is not available, Given the importance of the bridge repair and the challenges associated with obtaining an egress, the board has discussed the possibility of a brief bridge closure and expedited repairs. We discussed the significance of a possible closure's impact on the CS&B community and the necessity of the long-awaited repairs. Any bridge closure would need to provide access limited to emergency vehicles only. We have agreed that if we cannot arrange for an egress, we will need to revisit this idea soon to ensure the repairs are able to be completed.

Action - Table discussion until the April meeting. Board members agreed to consider the impact on the community of a closure if that becomes our only workable option.

Proposal from HEB (our Engineers of Record)

Proposal was made in response to a request from CS&B made with guidance from Dean Audet.

Formal Proposal includes the following phases/tasks:

- A. Additional Services - attending meetings, answering emails, telephone communications. \$3,000
- B. Superstructure Repair Design - defining the hole repair specifications \$6,200
- C. Construction Observation - on the hole repair work by Brooks \$9,000
- D. Bridge Cover Reinforcement Design - defining the reinforcement work necessary and estimating cost for this work. \$21,000
- E. Bridge Replacement Evaluation: A formal opinion of cost and timeline from a licensed engineer to replace the current bridge. This should be all inclusive: time for engineering, permitting, construction, etc. and would inform CS&B planning and assessments \$6,700

The Board expects the first item "Additional Services" to come under budget simply by minimizing unnecessary emails, phone calls, and meetings. Dean and Jor will discuss the possibility of reducing scope and cost on several other items with HEB (B,C & D). The previous Inspection Report - gave us about 10-15 years to replace the bridge, 2 years ago. So now we are at approximately 8-13 years. A formal opinion of cost and timeline from a licensed engineer will inform necessary fund raising as well as the timeline.

The 3 licensed civil engineers that we are working with have given an informal estimate of approximately \$1,000,000 for a bridge replacement. We need to have most of the funds before engaging a company for the replacement project.

Timeline: The proposal includes timelines for the various items to be completed ranging

from May to July. The proposed timelines run up against spring/summer in ways that could impact a pre-summer repair as well as our ability to inform our next budget. Time is in short supply. A delay to the April meeting could be a major hindrance.

Possible Funding Sources: Banks are not keen on lending to HOAs. Grants were deemed very unlikely by the three engineers involved with our bridge project. However, the board is working diligently to ensure no opportunity is overlooked.

An alternative engineer was suggested to be consulted. The President will discuss with Dean and reach out to the engineer this week for vetting and consideration.

Bridge Miscellaneous

Dean - If the bridge was in danger of immediately failing, it would be visible from underneath. We don't see any major signs of immediate failure at this time.

The cost estimate above to replace the bridge is both significant and preliminary. A new bridge will need to be both longer and wider to meet new code requirements. We will seek a more formal estimate and then do our best to raise these funds within the community in an acceptable manner.

Bridge Motions:

Sherryl Hitte Motions: Given the pressures of time described above and with the deferral/exclusion of the Bridge cover reinforcement design item from the proposal, we will authorize the president to move forward with HEB Engineering with an amount up to \$24,900.

Marisa Corvese Seconded

Motion Passed

Approved -10

Opposed - 1 (DH)

Absent - 1 (AS)

Addendum / Note: After the meeting a concern was raised that the intent of the motion was not conveyed or captured as intended by the motioner. As the HEB contract was not signed the issue may be moot. Further we can discuss a motion to rescind in the next meeting.

Cheryl Gannon Motions: To approve funding for HEB from the catastrophic fund for no more than \$24,900 based on the parameters discussed today. Motion 2nded by Jen Riley

Motion Passed

Approve 11

Absent 1 (AS)

Addendum / Note: Given above addendum and the fact that the HEB agreement was not signed this motion is moot as well. Further we can discuss a motion to rescind in the next meeting.

Bridge Actions:

- **Jor and Dean** to revisit estimates from HEB on Superstructure Repair Design, Construction Observation, and Bridge Cover Reinforcement Design phases with HEB with a goal of reducing scope and cost and executing an agreement promptly
- **Rob** to review contract with HEB if we move forward
- If the contract is signed, **Jor** will get in touch with **G.W. Brooks** to update them of our plans

New Meeting Ground Rules

Report

Purpose: Meetings are quite long, and yet we have a challenge allowing time for everyone to speak

Objective: Need to get through material more efficiently as we move on to important matters like the bridge. We won't be perfect in these ground rules, we just need to be consistent in striving to be better

Motions: 1 motion to approve 8 ground rules.

Time and Topics

No Topic Creep – Stay tight to the topic and motion at hand rather than adding in related issues if they are not necessary to resolve the question at hand.

Wordsmithing - is reasonable where it aids clarity and accuracy, but once changes become a matter of preference, we'll recognize diminishing returns and move on

Discussion and Decisions

- **Motions should be pre-written** where possible, and amended or written in the meeting where necessary
- **Decisions Over Debates** – If we're here to decide, let's decide. Discussion needs to ultimately lead to decisions or action.
- **Be Concise** – Reviewing materials ahead will help here
- **No Need to Restate** – If a point has been made and we agree, let's agree! There

are no points for having the last word on a topic.

- **A chance for everyone** - Everyone Gets a Turn. Let's hear from everyone once before hearing from people multiple times.
- **One Voice at a Time** – No interruptions, no side conversations.

Discussion:

- People need to be prepared before meeting, which will help with time constraints as well as giving all members a chance to talk.
- It was asked if there is a way to pause a discussion that is going too long
 - Jor gave several ways
 - It was suggested that a BOD member could add a motion to table discussion.
 - It was noted that the By-Laws say that the president facilitates the meeting.

Ground Rule Motions

Jor motions to approve the Ground Rules, Sherryl & Ashley second the motion

Motion Passed

Approve - 11

Abstain - 1 (LW)

Prior Meeting Minutes and Treasurer Reports

Minutes from the November meeting have already been approved.

Approve Treasurer Reports (Nov thru Feb) -

Reports:

Provided and reviewed before meeting

Discussion

There was a question regarding the missing columns on the second page of the November Treasurer's report. Eileen explained that this is how QuickBooks formats reports.

It was suggested that having bank statements available for the board along with the monthly Treasurer's report would be beneficial. However, some board members raised concerns about the specific account numbers and other confidential information contained in these statements.

Others felt that providing the statements was unnecessary. Ultimately, it was decided that bank statements would be shared with the executive board, and a balance sheet would be included with the monthly Treasurer's report sent to the entire board.

Additionally, a system for reconciling the bookkeeping statements and bank statements should be implemented. The person responsible for this reconciliation should not be authorized to write checks for CS&B. Marisa, who has experience in reconciling financial statements, will handle this task and propose an approach to the board.

Treasurer Reports Actions

Balance sheets will be distributed with the Treasurer's Report going forward

Marisa and Eileen - Create Reconciliation process/report.

Marisa will reconcile the statements.

Treasurer Reports Motions -

Jor M. makes motion to approve Treasurer reports as submitted - Cheryl Gannon 2nds the motion

Motion Passed

Approve - 10

Abstain - 1 (LW)

Absent - 1 (CM)

Committee Reports

Architectural and Building Committee - Jen Riley

Report

Meeting monthly.

Working on a few ideas about communicating with new members who are doing construction.

Will report to the board

Discussion

There was a discussion about how to discourage the clear-cutting of lots for construction. It was noted that it can be challenging to work on a quarter-acre lot without resorting to clear-cutting. It was pointed out that currently, members are required to obtain a permit to clear-cut a lot. When a member applies for the permit, A&B shares with them the consequences of clear-cutting to discourage it.

Actions/Motions

None at this time

Beach - Cristin McGrath

Report

Repair agent is ready but repair work on the rafts is at a standstill until the snow melts.

Discussion

It was discussed that the raft repair work should be completed in time for the Memorial Day cleanup. Decisions need to be made regarding who will bring the rafts out into the water, as budget constraints may influence this decision. Typically, more than enough volunteers are willing to help with this task.

Additionally, the topic of boat rack space was addressed. A suggestion was made to prioritize individuals who are willing to share rack space with others, given the infrequency of use of most canoes and kayaks, although implementing this idea may be challenging. No decision made.

Members whose space in the boat racks on the beach was empty last year were contacted asking if they still needed their space in the boat rack. Response rate was about 50% with mixed replies. There will be a follow-up

Finally, the possibility of constructing a paddleboard rack was proposed. Volunteers could build one out of wood, using a prototype seen online as a reference. This could create more rack space for canoes and kayaks by moving SUPs to a storage solution requiring a much smaller footprint

Actions:

Beach Committee to prep/plan for the Memorial Day weekend beach work.

Continue discussion about kayak racks and paddleboard racks in April

Cheryl to send one more email out regarding space on the boat rack through CS&B.

Beach Erosion - Dave Hathaway

Reports:

Stoney Ridge will have a design for review within two weeks.

Discussion

We will look at the Stoney Ridge plan if it is reasonable; we will go ahead.

Actions

If the Stoney Ridge plan is deemed reasonable, Dave will contact John Roberts

Bridge - discussed above, see above for all info here

Report

Given above

Discussion

Given above

Actions/Motions

Given above

Communication & Engagement - Cheryl Gannon

The Board of Directors acknowledged the work that went into this Final Report. It is evident the amount of thought that went into the next steps.

Final report, with discussion and recommendations to board (Cheryl)

We discussed the balance between making information readily and easily available and becoming pushy or intrusive with members who may not be as interested as others. The full board supports the former and is leery of the latter. The board of directors has and will continue to focus on ensuring that information is readily available and easily accessible. We will encourage involvement and engagement while avoiding intrusiveness.

Recommendation 1. Monitor engagement with outbound emails (e.g., open rates through electronic tracking).

Agreed no current action: Monitoring the open rate or click rate of the CS&B community by read receipts or the use of pixels may provide information of questionable value and may be seen as intrusive by some community members.

Recommendation 2. Boost number of members registered on the website (reach out via email to those who are not, to promote registration & explain the process, email)

Agreed to Continue: We will continue to remind members of the site's availability while adding more appropriate content. Another invitation to access the website will be sent to those who haven't signed up yet.

Recommendation 3. Track and aim to raise the number of voting households (Need access to past voting records to gather data)

Agreed, no current action: The board agreed this may be looked at as too assertive

Recommendation 4. Increase attendance at annual meetings.

Agreed no current action: Attendance at the annual meeting will likely increase due to the bridge issue. Pressing further may be seen as intrusive.

Recommendation 5. Improve # of households aware of CS&B Board news and developments

Agreed to Continue: This task is currently being addressed through:

- *Informative emails sent regularly by the President & Board.*
- *Items published on the website, e.g., Bridge FAQ, President's updates, and BOD meeting minutes.*
- *At this point, the question about a newsletter was raised. We currently do not have a regularly scheduled newsletter due to the numerous emails regarding the bridge and other updates.*

Recommendation 6. Maintain a high rate of acknowledgment and replies to the member emails.

Agreed to Continue: Email to the board is checked at least daily by Jor M. Responses are sent as promptly as possible.

Recommendation 7. Consider adding board member profiles to the website for greater transparency.

Agreed no current action: There are many issues to consider here, what to include in the profiles, Board members' privacy, and the fact that these profiles would not increase transparency.

Recommendation 8. Explore conducting a member-engagement survey to assess progress and gather feedback. (possible future project)

Agreed no current action: may consider in the future.

Recommendation 9. Increase number of volunteers for community projects

Agreed to Continue: Many emails to the community have sought and recognized

our recent volunteers. The number of volunteers has been encouraging with many non-board member volunteers on committees. We will continue to spur the community for more volunteers.

Discussion See above

Added:

Discussion: Agreed to conclude the The Communication and Engagement Committee. New ideas were agreed to be always welcome and can be brought to the board as appropriate.

Motions/Actions

The Board of Directors expressed its gratitude for the hard work of the committee. The board plans to continue implementing the recommendations (as captured above) made by the Communication and Engagement Committee, focusing on providing easily accessible information to CS&B members while ensuring the approach remains respectful and not overly assertive or intrusive.

Firewise - Bob and Ellen Greenberg

Report - No update

Discussion - none

Actions/Motions_-none

Logs of Emails & Phone Calls - Sherryl Hitte & Eileen Lennon

Report

Email log attached

- 24 emails, most from members.
- Few sent out by the BOD President to the community

Phone log to be presented in meeting

13 Calls -

- 4 Title Companies
- 3 Members regarding dues
- 1 regarding cutting trails in the back 44
- 4 hang ups

Discussion

Discussed CS&B notice of home sales/purchases. Sherryl Hitte, who is the liaison to the title

companies, explained the process and how the title companies know to contact CS&B.

Actions/Motions - None

New Member Packet - Paula McNiff

Report

Before meeting - Review preliminary draft

Discussion

Objectives:

Suggestion & additions

- No additions received at the meeting, but can be emailed to Paula soon
- Include the fact that the packet is not a legal document, somewhere in it was suggested.

Other points

- Changes made to CS&B Manual
- Documents and forms included
- 2 Versions - Digital and Print
- Distribution of Printed Packet
- Costs
- Reasoning behind keeping a printed version.
- Agreed to have some available for members who do not have computers. Others will be directed to access online please.

Motions

Sherryl Hitte - Motions to move forward with printing the packet, provided the cost is no more than 175.00 for the first set of packets. Jor Molchan seconds the motion

Motion Passed

Approved -11

Absent: 1 (CM)

Sherryl Hitte made a motion to increase the HOA document fee from \$25 - \$35 to cover the cost of the packet. Dave Hathaway seconds the motion

Motion Passed

Approved -11

Absent: Cristin left - 1 (CM)

Actions

Paula and the committee to work toward completion of the packet

Parks & Rec - Marisa Corvese

Report

Grass-cutting company has been hard to reach, left voicemails - haven't heard back.

Tennis net - can't find the crank

End of April - put up swings etc.

Discussion

Parks & Rec. is responsible for tasks that are performed both in April, towards the end, once most of the snow is melted, as well as at the Memorial Day Clean-up.

Dan S. was going to fix a swing in the playground. He still needs to obtain the part for the repair. The association needs to purchase the part and will with the part # of information provided by Dan S (thank you, Dan)

Actions

Marisa to compile a list of tasks for April and the Memorial Day Clean-up.

Jor will mention the above volunteer opportunities in one of our correspondences.

Dan S. to find the needed part, send part information to Sherryl H., who will order it.

Roads & Maintenance - Dave Hathaway

Report

John R. will grade the roads as soon as he can after the snow melts.

Discussion - none

Actions/Motions - none

Stickers/Passes/Boats - Eileen Lennon, Cheryl Gannon

Report

Stickers for the racks

Stickers for the beach - no one has asked for any. These stickers are also distributed on Memorial Day Weekend.

Discussion - None

Actions/Motions -None

Website - Sheryl Hitte

Report

Items recently added to the Website

- Community emails
- Minutes
- Board Members, Officers & Terms etc
- Committees and Members.

Discussion - None

Actions

Sherryl will resend access invitations to members who have not replied.

New Business

Grant Search/Tax Status - Ashley Sweeney

Report

- Ashley - Continuing to look into grants for the bridge.
- CS&B is a 501(c)(4) which is not eligible for the grants identified so far

Discussion

We are not a charity, so it is difficult to become a 501(c)(3).

CS&B may not be eligible for most of the grants identified for bridge funding

Actions

Ashley to bring grants to the board, Jen to help

B. New Board Member Orientation Packet - Ashley Sweeney

Report

Has been on hold

Discussion- none

Actions

Ashley to update at our next meeting

Adjourn 12:30 PM

Sherryl Hitte motions to adjourn. Cheryl Gannon seconds the motion.

Motion Passed

Approve -11

Left Early - 1(CM)

Respectfully Submitted,

Paula A. McNiff

Secretary, CS&B Club Association