

## Waterside COA Meeting Minutes

November 19, 2025

**Board Attendees:** Jack Jenkins-Chairman, Steve Halsey-Vice Chairman, Lenni Canell-Treasurer, Michelle Dishon-Secretary, Todd Murphy-Board Member

**Western Mountains Property Management.** Lindsay Freitas-COA Property Manager, Dawn Owens, Dave Roberts,

Agenda is below. Approximately 16 participants were on the call. Meeting can be viewed at <https://watersidemt.com/news/>

Meeting started 5:00 p.m

### Financial Report

Dawn presented updated financial statements, noting improvement from the prior month.

#### **Operating Account and Reserves**

- The operating account has stabilized following the previously approved transfer of **\$30,000** from Reserves to the operating account.
- The reserve account has also been stabilized at just under \$90,000 by transferring \$85,935 from the surplus in the Building 3 repair account to reserves, as previously approved.
- Monthly dues allocations remain currently at **\$13,650 to reserves** and **\$25,350 to the operating account**.

#### **Propane Budget**

- Beginning in January, propane will be tracked as its own line item.
- Tank fills occur approximately six times per year. The board confirmed that partial fills would not yield savings due to billing practices.

#### **Budget Planning**

- Christine will continue development of the operating and reserve budgets for review in December and approval at the January board meeting.

### Building and Grounds

#### **Completed Projects**

- The Building 3 deck repair project is now complete and fully paid for under budget.
- Building 2 drainage and retention pond work, and repair of settling decks on two units in the front of the building totaling approximately **\$38,000** has been completed and fully paid.

#### **Building 2 Structural Stabilization**

- Structural settlement due to poor drainage is also affecting two units in the back of Building 2.

- The engineer recommended **deep foam injection**, estimated at **\$9,800** plus **\$1,000** for associated work.
- The board approved the project, with completion targeted before winter.

#### **Spa Project**

- Estimated cost for remaining spa tile and related repairs is **\$15,000**.
- Management will confirm the final billing status with the contractor

#### **Plumbing Issues**

- Management will arrange for inspection and repair if necessary of a missing water shutoff valve in Building 2, Unit 102.
- Management will also arrange for recommendations from a qualified plumber of automatic water shut-off systems for all Waterside units.

#### **Gutter and Downspout Conditions**

- Significant failures in gutters and downspouts were reported throughout the property.
- The Board noted that repairs just completed on Buildings 2 & 3 are at least partially due to poor drainage due to inadequate gutters and downspouts, therefore replacing them would save money in the long run.
- Competitive bids for repair/replacement are being obtained for presentation in January.

### **Property Management and Compliance**

#### **Marina Slips**

- The recent owner vote did not support adding new docks.
- The board will continue evaluating options to address underutilized slips, including possible leasing or auction strategies.

#### **Insurance Updates**

- Property Insurance deductibles have increased to **\$25,000** to achieve premium reductions.
- The board discussed ambiguity in governing documents regarding responsibility for certain leak-related claims.
- The board will consider engaging legal counsel to review and clarify relevant sections of the declarations.

#### **Safety and Leak Prevention**

- A recent propane leak incident underscored the need for improved monitoring.
- Management will prepare a communication to owners outlining propane issues and possible solutions.

**Management Updates**

- The work-order tracking spreadsheet will be updated to reflect completed lighting and mesh repairs.
- Management continues to document gutter and downspout issues for owner awareness.

**Action Items**

**Lindsey**

- Schedule deep foam injection for units 2100, 2101.
- Obtain gutter/downspout repair bids for January.
- Continue collecting documentation of gutter issues.

**Western**

- Confirm spa project billing with contractor.
- Provide preliminary operating budget to Chris.
- Arrange plumbing inspection for Building 2 valve issue, and seek recommendation of water leak detection system for all units.
- Update work-order spreadsheet.

**Chris**

- Continue work on operating and reserve budgets and distribute drafts to the board.

**Board**

- Consider engaging legal counsel regarding insurance-related declaration language.
- Continue evaluation of marina slip utilization strategy.

The meeting was adjourned at 6:27pm