

# **Breakwater Association Board Meeting**

## **Meeting Notes**

### **March 25, 2026**

**Present:** #4 LaRose, #5 Harrison, #8 Wilkinson, #25 Holden, #26 Ensign, #27 Hepp, #29 Dumke, #31 Zimmon, Slip #33 Blitzer, Andes Borden, Arthur Thomas

#### **Quick recap**

This quarterly board meeting focused on financial updates and operational matters for both the condo and marina, Treasurer LaRose reported that snow removal costs were within budget, with only the snow clearing to access generators exceeding expectations. Also, master insurance payments were being spread out monthly rather than paid in full. The board discussed a new reserve study conducted by Criterium Engineering, which revealed that the current \$75 monthly reserve contribution per condo is insufficient and will need to increase annually by 7.5% starting in 2027. President Hepp announced that attorney Robert Ducharme has completed an initial review of the condo documents to ensure compliance with New Hampshire Condominium Act, with updated documents to be reviewed in upcoming Zoom meetings with all Owners. The group addressed concerns about real estate signage near the marina and discussed the need for proper delinquent account procedures, which will be developed in consultation with the attorney. Finally, #31 Zimmon shared information about filing an abatement request regarding the taxation of seasonal docks as permanent structures.

#### **Next steps**

- Treasurer LaRose: Notify WinWaste to increase trash pickup to two times per week starting in May.
- NELC is scheduled to repair the Comcast stanchion and transformer cover adjacent to unit 12 once ground is thawed.
- Tim Noonan committed to replace the two dying trees near the dumpster enclosure at the end of April.
- Andres Borden to speak with NELC to inspect and adjust all sprinkler heads during spring startup and conducts a mid-season checkup; address any reported issues.
- President Hepp/Board: Schedule and announce a Zoom meeting with Attorney Ducharme for board and owners to review updated condominium documents within the next 6-8 weeks.
- President Hepp/Board: Post the complete reserve study (for both condo and marina) on the website within the next 2-3 weeks.

- Treasurer LaRose/Board: Consult with Attorney Ducharme to establish clear, objective delinquent accounts procedures and guidelines, including timelines and penalties, and update bylaws as needed.
- #31 Zimmon: Keep board updated on the progress and outcome of the dock tax abatement request.
- All: Report any additional dying trees or landscaping issues to management for replacement at the end of April.
- President Hepp/Board: Consider drone roof inspection this summer to check for shingle or roof issues on all buildings.
- A/T to coordinate with Riverside/Pickering for marina opening date and provide updates as weather and scheduling allow.

### **Maintenance and Security Discussion**

- The group considered monitoring the mail room door being unlocked and potentially sending out a reminder to the community about keeping the door locked.

### **Financial Updates for Condo and Marina**

- Treasurer LaRose provided updates on financial matters for both the condo and marina.
- For the condo, expenses were within expectations, with the main notable items being snow removal costs for generator access and a new NELC contract increase of 6.5% to \$14,190 for 2026-2027. For the marina, cash reserves were lower than desired due to dock removal expenses in 2025, though this was expected to be temporary as money flows in during May.
- Treasurer LaRose also noted the need to increase trash pickup to twice weekly starting in May when the community has more residents.

### **Condo Association and Marina Updates**

- The board discussed two key matters regarding the condo association and marina.
- For the condo association, they approved renewing the CD for 6 months to align with marina timing and reviewed a reserve study completed by Criterium Engineering which determined that the current \$75 monthly reserve per condo is insufficient. The board agreed to start escalating the reserve amount by 7.5% starting in 2027 to build adequate reserves for future major expenses.
- It was noted that major marina expenses involve replacing floating docks and dredging

- The board also discussed reviewing their condominium documents, which were originally created by the developer and need updating to comply with the New Hampshire Condominium Act, with plans for a board meeting with attorney Ducharme and a separate Zoom meeting for owners in the coming months.
- The discussion touched on real estate signs on the breakwater as well as at the development's and the main entrance, with the group expressing concerns about multiple signs creating an undesirable appearance. Any signage placement near the breakwater, with agreement to keep signs out of sight from residents
- It was agreed to request the realtors move existing signs at the entrance to not block the line of sight as some residents have complained about the signs impeding their ability to see clearly when entering Dover Point Road.
- The group agreed to discuss delinquent accounts procedures with Attorney Ducharme to establish clear, objective guidelines based on the condo bylaws.
- #31 Zimmons raised concerns about dock taxation, noting that seasonal docks are being taxed as permanent structures, and he and #29 Dumke have filed an abatement request with the tax authority.

**Meeting adjourned.**