



Property Management
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CPManagement, LLC & Michael Street as agent for:

Nobles Island Condominium Association – Board Meeting

January 14, 2026 at 8:00 am via Zoom

Minutes of Meeting



1) Roll Call -

Marc Schwanbeck, – Unit 13L
David Choate, – Unit 9
Chris Goepfert – Unit 14R
Joel Spears – Unit L
Paula Reid – Unit 15
Alexandra Deegan – Unit 12L

The following unit Owners were present: Tory Craig Bunce on behalf of Paula Monaghan – Unit 7L

Michael Street and Devon O’Hara of CPManagement were present.

2) Open Session -

3) Meeting Minutes –

- a. M. Schwanbeck moved to approve the November 12, 2025 meeting minutes as written.
Seconded by B. Buckley. The motion passed unanimously.

4) New Business

a. Dumpster Area Signage

The Board discussed recurring issues with improper disposal of materials outside the dumpsters, including pallets, rugs, and construction debris.

Concerns included:

- Maintenance burden for removal.
- Waste vendor refusal to remove items outside bins.
- Potential misuse by residents or contractors.

The Board agreed to:

- Have maintenance clear current debris.

- Install signage at the dumpster area outlining disposal rules and prohibiting construction materials and bulk items.
- Continue monitoring for repeat violations.

5) Project Status Review

- a. The Board previously met to review updates to the capital project summary spreadsheet. C. Goepfert reported that:
- Several updates have been made, including fire safety items.
 - Multi-year projections are still in progress.
 - Updated financial figures are pending from Management, including special assessment receipts.

The Board agreed to:

- Table full review until the next meeting.
 - Request updated financial figures from Management.
 - Present a revised projection covering at least the next two years.
- B. Buckley offered assistance with finalizing projections.

b. Management reported:

- Firewall at Unit 11 – Complete
- Firewall at Unit 5 – Complete
- Firewall at Unit 9 – May be scheduled soon
- HVAC condenser corral – To be built per HDC specifications
- Irrigation meter for Chamber of Commerce – Pending
- Parking lot lights – All operational

6) Financial Report

- a. The Financial Report was not formally reviewed due to time constraints. Updated financial projections will be incorporated into the capital planning discussion at the next meeting.

7) Adjournment

- a. There being no further business, M. Schwanbeck moved to adjourn the meeting. Seconded by B. Buckley. The motion passed unanimously.

The meeting adjourned at approximately 9:00 am.

Minutes Prepared by Michael Street



CPManagement, LLC & Mike Street as agent for:

**Nobles Island Condominium Association – Board Meeting
February 18, 2026, at 8:00 am via Zoom**

Meeting Minutes

1. Roll Call – The meeting was called to order at 8:05 am. Board attendance was as follows.
 - Chris Goepfert – Unit 14R was present
 - Marc Schwanbeck – Unit 13L was present
 - Anthony Wilson – Unit 6, 7, and 1B was present
 - Bill Buckley – Unit 09R was present
 - Joel Spears – Unit 10L was present
 - Paula Reid – Unit 15 was absent
 - Alexandra Deegan – Unit 12L was present
 - Dean Mello – Unit 2A, 2B, and 2C was absent
 - Michael Street – CPManagement
 - Devon O’Hara – CPManagement

2. Open Session – Lucas Sevigny of Sevigny Lyons Insurance reviewed the association’s insurance coverage and answered owner questions.
 - 2.1. The current master policy deductible is \$10,000 which was recently increased from \$5,000 to help lower the risk of filing claims which then negatively impacts the premium.
 - 2.2. Sevigny Lyons obtains bids every other year for the master policy.
 - 2.3. Sevigny Lyons has access to every insurance carrier in the state.
 - 2.4. The insurance market is softening which means more carriers will be able to bid. The concern in the last 5 years or so has been only two carriers are submitting bids and all others are declining to bid.
 - 2.5. The D&O and umbrella market is still a mess.
 - 2.6. We could add negligence language into the condo documents however its very difficult to prove negligence was the cause of a claim.
 - 2.7. Lucas suggests adding language to the Association Rules for fines for not following maintenance rules such as replacing water years after a certain amount of years.
 - 2.8. The insurance agent is available to answer owner's questions at any point. Insurance contact information is available on the website.

3. Review and approve BOD Meeting Minutes.
 - 3.1. January 14, 2026 - Marc motioned, and Paula seconded the motion to approve the minutes as written.

4. Old Business –

- 4.1. Dumpster signage – Paula reported that furniture and other bulk items have been left at the dumpster lately. Joel confirmed that there has been an uptick in dumpster abuse in the past few months. Marc suggested hanging a sign and is going to circulate verbiage that Alex drafted to the Board.
5. New Business –
 - 5.1. Bayberry 2026 landscape renewal contract – Board asked CP to give the new list of perennials to Bayberry to review the scope and price of the estimate, and also to inquire about weeding the bricks.
 - 5.2. Engineer’s report on rear egress stairwell door findings: Rear door to emergency stairwell. Unit 6R and 7L’s doors are rubbing against the door jamb making the doors very difficult to open. Aaron Wilson of Associated Design Partners looked at the building, framing plans, building plans, etc., to try to find the source of the door issues. The rear egress stairwell is fire-rated and therefore heavier than the surrounding walls. The floor joists run in the same direction as the staircase wall, and the stair load is not being supported properly, making it more susceptible to seasonal changes or sagging. The engineer suggested going into the basement and adding support under that load-bearing wall to prevent it from moving. The engineer suggested cutting the slab in the basement since he is unsure of the depth and adding a footing so that the added support is sturdy. CP is asking the board to consider whether they want to move forward with a quote for the work. M. Schwanbeck wanted to make sure that the egress is functional as soon as possible. M. Schwanbeck suggested moving forward with the engineering plan, and Paula agreed. P. Reid made a motion to fix the egress doors immediately, get the engineer’s design plan, and the quote to get the work done. M. Schwanbeck seconded the motion and the motion was unanimously approved. B. Buckley suggested getting an inventory of how many doors are affected by this which CP Management will work on.
6. Project Status Review –
 - 6.1. Firewall at Unit 9 – installation complete as of February 17th.
 - 6.2. HVAC condenser corral to be built using HDC’s specification – will be completed in the spring
 - 6.3. Irrigation meter for Chamber of Commerce – Raincapex submitted and got the application approved with the City and are working with a plumber to get the installation finalized.
7. Financial Report – Chris updated the spreadsheet. The board is going to meet separately to review due to time constraints.
8. Adjournment – Marc Motion at 9:12 am to adjourn, Paula seconded, unanimously approved.



CPManagement, LLC & Mike Street as agent for:

**Nobles Island Condominium Association – Board Meeting
March 18, 2026, at 8:00 am via Zoom**

Meeting Minutes

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1. Roll Call – The meeting was called to order at 8:02 am. Board attendance was as follows.
 - Chris Goepfert – Unit 14R was present
 - Marc Schwanbeck – Unit 13L was present
 - Anthony Wilson – Unit 6, 7, and 1B was absent
 - Bill Buckley – Unit 09R was present
 - Joel Spears – Unit 10L was present
 - Paula Reid – Unit 15 was absent
 - Alexandra Deegan – Unit 12L was present
 - Dean Mello – Unit 2A, 2B, and 2C was absent
 - Michael Street – CPManagement was present
 - Devon O’Hara – CPManagement was absent

 2. Open Session:
 - 2.1. Parking Request – Ben Van Camp of the Portsmouth Collaborative made a parking request to the Board on behalf of a new Portsmouth Collaborative member. The request is to use two or three parking spots at Nobles Island on the weekends during the summer season. The parking is for seasonal staff who work at the Isles of Shoals. The Board requested more information such as start and end dates for the “season”, when would cars park and then leave each weekend, is it this season only? Parking at Parrot Ave lot is free and cars can be left there for 72 hours at a time. The Board is still considering this request, but would like more information.

 3. Review and approve BOD Meeting Minutes.
 - 3.1. February 18, 2026 – B. Buckley requested three sections of the Minutes to have more detail. M. Street will add more detail as described by B. Buckley. B. Buckley motioned, and P. Reid seconded the motion to approve the minutes as amended. The motion passed unanimously.

 4. Old Business –
 - 4.1. Dumpster signage – M. Schwanbeck will circulate the draft language for signage to the Board. P. Reid suggested a sub-committee to finalize the draft language.

- 4.2. Engineer's report on rear egress stairwell door findings: The Board reviewed the engineer's design spec for the support wall in the crawlspace under the egress stairs. M. Street is working on getting quotes using the engineer's spec.
5. New Business –
 - 5.1. 2026 Annual Meeting – The Annual Meeting is scheduled for June 10th at 5pm. The meeting notice will need to be sent at least twenty-one days in advance of this meeting.
 - 5.2. Draft 2026-2027 Operating Budget: Review was tabled until the April Board Meeting.
 - 5.3. Snow Contract: This winter has brought approximately eighty inches of snow accumulation which has caused more snow hauling expenses than budgeted.
 - 5.4. Irrigation Contract: M. Street has contracted with Rainscape Irrigation for this season since they recently replaced the irrigation system. This contract amount is reflected in the draft budget. This service is no longer included in the Bayberry landscape contract. The irrigation system is no contracted directly with Nobles Island.
 - 5.5. Converting Commercial Units into Residential Units: P. Reid and B. Buckley asked the Board for their opinion on converting commercial units in Buildings A, B, and C into residential units. The condo docs are not clear nor specifically state whether it is allowed. The Board didn't have any objections. The next step is to consult with Attorney John Lyons to make sure the Bylaws allow it. P. Reid and B. Buckley have spoke with the City and the City has no problem with converting. The fire department said a sprinkler system would need to be installed but would only be needed in the unit being converted, not the entire building. The Board would also like to understand the insurance implications of this.
6. Project Status Review –
 - 6.1. HVAC condenser corral to be built using HDC's specification – will be completed in the spring
 - 6.2. Irrigation meter for Chamber of Commerce – Rainscapes plumber still needs to install the sub-meter.
7. Financial Report – M. Street will recirculate the February Financials after the reserve P&L statement is added.
8. Adjournment – J. Spears motioned at 9:07am to adjourn. P. Reid seconded and the motion was unanimously approved.



CPManagement, LLC & Mike Street as agent for:

**Nobles Island Condominium Association – Board Meeting
April 15, 2026, at 8:00 am via Zoom**

Meeting Minutes

1. Roll Call – The meeting was called to order at 8:02 am. Board attendance was as follows.
 - Chris Goepfert – Unit 14R was present
 - Marc Schwanbeck – Unit 13L was present
 - Anthony Wilson – Unit 6, 7, and 1B was absent
 - Bill Buckley – Unit 09R was present
 - Joel Spears – Unit 10L was present
 - Paula Reid – Unit 15 was present
 - Alexandra Deegan – Unit 12L was present
 - Dean Mello – Unit 2A, 2B, and 2C was absent
 - Michael Street – CPManagement was present
 - Devon O’Hara – CPManagement was present

2. Open Session –
 - J. Spears asked if any other owners had issues with packages being stolen after being delivered to the mail room. No other owners present had experienced theft but have experienced packages being delivered to places other than the mail room.

 - J. Spears asked when window cleaning will be completed. M. Street answered that the community is scheduled for June. Other Board Members noted that the window washing will not help for long due to debris coming from roof.

3. Review and approve BOD Meeting Minutes.
 - 3.1. March 18, 2026 (*) This has been tabled because the Board has not seen the minutes draft yet.

4. Old Business –
 - 4.1. Dumpster signage proofs and estimates – D. O’Hara and M. Street shared the proofs from Timberline Signs with 2 different styles and the estimate being just under \$500. The Board decided that it may be more beneficial to get cheaper temporary signage until the corral can be fixed and a gate solution to prevent illegal dumping. CP to send other signage options to the Board via email.
 - 4.2. Portsmouth Collaborative Parking Request – This request is no longer needed and therefore a nonissue.

- 4.3. Fidium Fiber Internet– The Board agreed to allow Fidium to door knock on the property and will propose dates for the Fidium representative to come on site. This was part of the agreement made between Fidium and Nobles Island when the Fidium installed their internet fiber cables through all the buildings at no cost to the Association which gives Owners an additional internet option besides Comcast. CP will let Owners know when Fidium will be onsite.
- 4.4. Review Draft Operating Budget for 2026-2027 (*) – CP to send a revised draft. The Board put some sample numbers into the budget spreadsheet and discussed possible scenarios involving historically data, planned projects and capital improvements. The Board discussed a condo fee increase, a special assessment, and a budget with an increase only. The Board will meet separately to review the budget draft again. Right now, there is no special assessment anticipated.
- 4.5. Commercial Unit Conversion – The Board did not talk about this topic due to time constraints.
5. New Business –
 - 5.1. Quotes for rear stairwell support – CP has had 2 vendors out to look at the stairwells for estimates. North & South Construction’s quote was \$15,487 per rear stairwell. Each stairwell supports two egress doors except for the end units which is only one unit egress.
6. Project Status Review – The Board did not talk about these topics due to time constraints.
 - 6.1. Irrigation Meter for Chamber of Commerce.
 - 6.2. HVAC Condenser Corral – Spring Completion
 - 6.3. Parking lot crack sealing
7. Financial Report
8. Adjournment – M. Schwanbeck motioned to adjourn at 9:14 am. A. Deegan seconded the motion. The motion passed unanimously.

(*) Enclosed

(**) Previously Sent