



**October, 2022**

This edition of the newsletter contains a brief recap of Monday night's annual association meeting; an explanation of building modification forms; and reminders about fall landscaping chores, and what to do if you plan an extended absence.

### **Annual meeting**

About forty devices logged into our Zoom meeting, which was a drop in attendance over last year. Still, it is not a significant change from our in-person meetings in the past (2018—63 units represented; 2019—50 units represented; 2020—48 to 58 units represented via Zoom; 2021--60 devices logged in via Zoom). We chose to Zoom this year because we were unable to secure a meeting place for 50-80 people during the spring; no one was making commitments to host big groups back them. It is hoped that the association will be able to meet in person in 2023.

Two co-owners were elected to the board: Warren Millett for his first term, and Doug Hayden for a continuing term.

The information presented at the meeting is available at [wwpines.net](http://wwpines.net) under the tab "members;" there you will find the 2022 and 2023 budgets, and the PowerPoint presentation from the association meeting. You must have your password in order to access this section.

If you have questions about the budget, or about the increase in reserve funding, please contact a board member. If anyone wants a group session, that can be arranged by contacting Treasurer Doug Hayden at [doughayden@outlook.com](mailto:doughayden@outlook.com).

### **Everything you want to know about BUILDING MODIFICATION FORMS**

A major adjustment when we move from a private home to a condominium is that we are no longer responsible for some of the things we controlled as home owners. In a condo, the association owns and maintains the buildings, following the rough rule of thumb that "everything from the paint outwards" belongs to the association. Similarly, the association owns and maintains grounds that are "common areas," generally the spaces between buildings, and "limited common areas," generally the spaces that abut buildings (like front plantings and plantings alongside the buildings).



This edition of the newsletter will explain some basics about **building modification forms**. Last month, we looked at **landscape modification forms**. Newsletters are on the [wwpines.net](http://wwpines.net) website under the tab “about us,” if you would like to check out old editions.

### **What is a building modification form?**

Modification forms can be found at <http://wwpines.net/wp-content/uploads/2019/01/Master-Modification-Form.pdf>. This is how you can request changes to the exterior of your building. The form asks you to specify both the modification you would like to see and the reason you want a change. It also asks who will do the work, who will pay for the work, and if neighbors will be affected by the change.

### **What happens to a building modification form after you turn it in?**

Modification forms can be electronically submitted from the [wwpines.net](http://wwpines.net) website. Printed forms (with attached drawings, photos, etc.) can also be handed to a board member.

At the monthly board meeting, the board will vote to accept, reject, or accept with conditions each modification request.

### **In general, what shapes the board’s decision?**

Short answer: the budget, who will bear the cost of the modification, and if the modification is allowed.

Longer answer: the board considers how the modification will affect the integrity of the building, and whether the modification conforms to the association bylaws, rules and regulations, which can be found at [wwpines.net](http://wwpines.net) under “documents.” Another useful resource is the Maintenance Responsibility Matrix (<http://wwpines.net/wp-content/uploads/2020/03/Matrix-1.pdf>); the matrix indicates, in general, who is responsible for various parts of buildings.

Since there is not a lot of choice about how the buildings look or how they are maintained, the majority of modification forms have to do with decks, screen doors, and with the installation of anything that needs to pierce the exterior wall or roof of the unit. Mostly that means high efficiency furnaces (which vent to the side rather than through the roof) and solar tubes.

### **Are there circumstances where co-owners can ask the board to do something with the building, but no modification form is necessary?**

Any building work that *maintains* what is already in place does not require a modification form. In fact, the board relies on co-owners to let us know when something is broken or damaged.



This might include loose siding, a rotted front porch support, cracked front porch slab, windows that have lost their seal, etc. All of these should be reported so that the board can address them, but none of them is a “modification.” In fact, this sort of request can be handled by clicking on “contact us” at [wwpines.net](http://wwpines.net), then choosing “buildings” from the drop-down menu.

### **Fall landscaping**

As announced in an earlier email, there are two remaining mowing dates for DJs:

Thursday, October 20

Monday, October 31

These are also the last days you may place bagged yard waste at the end of your driveway. Please keep filled bags in your garage or elsewhere until the morning of the mowing day: if the bags get wet, they are hard to handle and may even burst.

### **Two reminders:**

**Porch and deck furniture** as well as kayaks and other water craft must be stored away by the end of October. Gas grills may remain on decks or patios.

**Perennials and hanging plants** should also be cleaned up by the end of the month.

### **Heading out of town?**

If you plan to be away from your unit for two weeks or more, please fill out an extended absence form ([http://wwpines.net/wp-content/uploads/2020/03/Extended\\_Absence\\_Form.pdf](http://wwpines.net/wp-content/uploads/2020/03/Extended_Absence_Form.pdf)) and submit it to the secretary. If you go to the same location every year, you can write across the top “save for reference.”

**WATER WARNING for everyone:** If you leave your unit, pay attention to the “Winterizing/Absence checklist.” The association has seen what happens when water lines rupture and owners are away.

But even if you stay in town, remember to **shut off water to the front and rear outside faucets.** During a recent “polar vortex,” a water line burst from the cold, and the damage to the unit was considerable, even though the co-owner was in town. Three years ago, all water lines in all lower levels were labelled. If you are unsure about how to turn off the correct valve, contact a board member or neighbor to help you.

*Enjoy the autumn, remembering, as Robert Frost said, that “Nothing gold can stay.”*