

### Board of Directors

Peter Antoinette, President  
Ted Ciesielski, Vice President  
Bobbye Bartels, Treasurer  
Salli Haberman, Secretary  
Chris Siebert, Director

### Property Management

Steve Palmer, Community Association Manager  
603-889-1378 – Office

Melissa Graves, Asst. Property Manager  
603-889-1378 – Office

# NOVEMBER

# 2021

## November President's Note:

As we enjoy a later than usual fall, next month the Board will place before the Association the 2022 budget and monthly fee for owner approval. Substantial time has been spent by the Reserves and Finance committee along with Property Management to make their recommendations to the Board. These committees work diligently to find potential areas of savings, without sacrificing services nor the quality of our landscape and buildings that is the hallmark of Ledgewood Hills. It is the Board's fiduciary duty to watch over the conditions of the shared property and Association finances trying to balance the needs of all for the benefit of the Association. Given that the town owned water company is publicizing additional rate increases, they continue to evaluate and replace mid-rise sprinkler systems, and the age of our wooden buildings, an increase in the monthly fee should be anticipated.

We welcome our new senior property manager Steve Palmer, who joins the other members of the Foxfire management team, Melissa and Ken. Please help make Steve welcome and make a smooth transition into his role here at Ledgewood Hills.

We are going to initiate Zoom monthly owners' meetings for the winter. As we did last year, prior to the meeting, questions you would like covered in the meeting must be submitted to Property Management. Be on the lookout for additional information and given we haven't done this for a while be patient if glitches occur.

Have a safe November and Happy Thanksgiving.

*Peter Antoinette*



## BUDGET NOTES FROM THE TREASURER

Update on 2022 Budget Preparation: For the last month the Finance Committee has worked on the 2022 budget and at the November 15, 2021 meeting will make a recommendation to the Board who will vote on the 2022 budget at the November 17, 2021 meeting. The Board may accept the recommendation of the Finance Committee or adjust the budget to represent information that may have come up between the two meetings. Following the vote of the Board, unit owners will receive a letter with a summary of the 2022 budget and a ballot to accept or reject the budget with the ballot due on a specified date that is no less than 10 days after receiving the summary. If 2/3 or more of the unit owners reject the budget, the 2021 budget remains in effect until unit owners ratify a new budget. Please watch your mail for the letter with the summary and the ballot for your vote. This process meets the requirement of section 356-B:40-c of the Condominium Act.



## NOVEMBER OWNER'S MEETING VIA ZOOM

The Board is inviting you to a scheduled Zoom meeting. November 17, 2021 at 6pm. Zoom instructions attached.

Join Zoom Meeting

<https://us06web.zoom.us/j/81745508448?pwd=cGFkTGxhRzFHZHpVekovL2dTdElxZz09>

Meeting ID: 817 4550 8448

Passcode: 123456

The Board is requesting that any questions you may want answered during this meeting, are sent ahead of time and they will answer them during the meeting. Email any questions or concerns you want addressed to Property Management no later than 12pm Friday November 12<sup>th</sup>!

[mgraves@foxfirenh.com](mailto:mgraves@foxfirenh.com)  
[spalmer@foxfirenh.com](mailto:spalmer@foxfirenh.com)

## BOARD ELECTIONS

There will be 2 Board seats expiring at the end of this term. LedgeWood Hills is fortunate to have residents who value the importance of maintaining and enhancing the community. These owners are volunteers who put a lot of time and effort into being a Board member. Any owner who is interested in running for a seat on the Board should notify management for a Nomination Application. Board members make a difference in the community. We appreciate and thank them for all of their hard work.



# PROPERTY MANAGEMENT

Colder weather is on the way. Parking lot and driveway winter stakes should be going up soon. Budget preparation is almost complete, the Budget and Finance Committee have been working extremely hard to get the numbers in place.

Ledgewood Hills has the convenience of getting trash picked up on a weekly basis. Owners who are having renovations done inside their units must ensure that their contractor has the appropriate Certificate of Insurance. Owners are also responsible for their contractors to clean up after themselves daily. We have had many renovations recently, and the hallways have sheetrock dust ground into the carpets and elevator flooring, and dents on the walls.



## SNOW REMOVAL

By Contract, Morin's plows only when 1 inch or more of snow falls. The roads and parking lots are the first areas to be done. The walks and steps will be done by the end of the day, unless the snow continues. Mailboxes, fire hydrants and fire lanes will be done after the walks. The walkways that run parallel to the roads will be cleared within 24 hours after the snow ends.

No parking is allowed on the roadways or courtyards at any time from November 15 through April 1<sup>st</sup>.



## HOLIDAY DECORATIONS

Just a reminder that all holiday decorations must be discreet and in good taste. Decorations deemed by the Board to be offensive or in poor taste shall be removed upon written request of the board. The Board shall be solely responsible for such determinations.

Decorations in a midrise unit's entryway must be minimal and in good taste. Items shall not impede hallway cleaning and vacuuming.

### Decorations that are allowed:

- Natural, as well as artificial indoor trees
- Interior white bulb electrical window candles
- Exterior wreaths

### Decorations not allowed:

- Exterior Christmas trees
- Exterior lighting
- Exterior decorations of any kind except wreaths
- Nothing else on any exterior portion of the buildings, including shrubs, trees, light posts, lawns and decks.



## PETS

Dogs are to be leashed at ALL times at Ledgewood Hills. It has been reported that some residents are not following this rule. Pursuant to Rules & Regulations 15.1, Pets shall not be permitted outside units, unless they are leashed, accompanied and controlled by a responsible person. Outside tethering is prohibited.

# Important Insurance Update

Owners who need “proof of insurance” for their mortgage company can contact Kim at 603-447-5123, or email [kim@infingerinsurance.com](mailto:kim@infingerinsurance.com). The 2021 Master Insurance Policy is posted on the website.



## Rodents

Recently we’ve received a lot of calls about mice getting into units and walls. We do our best to seal any and all access points that we can find, but mice can get into the smallest space. In order to prevent mice from entering your home, all cracks, openings and holes should be sealed. All doors and windows must close properly, including garage doors.

- If you have a pet, you need to pick up their food dishes after they have eaten.
- Trash should not be left inside your home.
- Store foods in glass or metal containers with tight lids and be certain to dispose of all food waste
- Any access areas around heat pipes, under sinks etc., should be sealed.

- Clutter inside can give mice a place to nest, attempt to keep clothes, shoes, toys, off the floor, or in piles
- Be certain to dispose of all food waste as soon as possible.
- As rodents primarily travel along walls, you want to set your mouse traps at right angles to walls. Set a trap every 2 to 3 feet along the walls where you’ve noticed activity. The very best spots for mouse traps are in enclosed spaces, inside cabinets and closets, and beneath or behind furniture.
- Some inside electronic pest devices may be helpful:

### Finance Committee Meeting

**November 15, 2021**

### Monthly Owner’s Meeting

**November 17, 2021**

**6:00pm via ZOOM, see property management section of this newsletter**

### Foxfire Management Contact information

Clubhouse Office . . . . . 603-889-1378

**Email** – Steve Palmer, Community Association Manager:: [spalmer@foxfirenh.com](mailto:spalmer@foxfirenh.com)

Melissa Graves, Assistant Property Manager  
[mgraves@foxfirenh.com](mailto:mgraves@foxfirenh.com)

### 24-Hour Emergency Maintenance Service

For all emergencies, please call the clubhouse office. After hours, phone call to this number are automatically forwarded to Foxfire Property Management

# NOMINATION COMMITTEE NEWS:



At the upcoming Annual Meeting in January, you will have the opportunity to vote for two (2) members of the five (5) member Board of Directors (BOD). Ted Ciesielski and Bobbye Bartels two (2) year terms have expired and they have decided to not run again. I would like to take a moment to thank each of them for the work they have done and the many contributions they have made. I am sure this sentiment is shared by all the residents of Ledgewood Hills.

The October 13 Information Meeting was deemed a success by those in attendance. Chris Siebert did an excellent job in answering questions about governance, responsibilities, time commitment, and other pertinent topics. It should be mentioned that Board seats are not position-specific but are decided by the Board members during the first Board meeting in January, 2022. The only qualifications for running and being on the Board are that you be a member in good standing, an on-site resident, and have a desire to make Ledgewood Hills an even better place to live.

Attached to this newsletter is a Nomination Application, should you decide to run for one of the two available seats.

The **deadline for submitting your application is December 3<sup>rd</sup>, 2021** so that it can be included in the December newsletter. Please give your Application to Melissa in the Clubhouse Office by inserting in the Ledgewood Hills mailbox or by email to **[mgraves@foxfirenh.com](mailto:mgraves@foxfirenh.com)**.

Submitted by the Nominating Committee, Dan Kelly and Joan Champagne



**Disclaimer Notice:** Neither the Board of Directors nor the Association attest to the accuracy, validity, quality, or performance of any service or product offered in this newsletter, nor can they recommend them. The purchaser should evaluate each product or service before buying, and be alert to possible inappropriate offering.



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## How to participate in a successful meeting with 50+ participants


### Proactively download the App if you have not already!

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from [our Download Center](#). Otherwise, you will be prompted to download and install Zoom when you click a join link.

#### Prerequisites for Joining a Virtual ZOOM Meeting

- 11-digit number called a [meeting ID](#)
- Each meeting has a password
- If you are joining by telephone, you will need the [teleconferencing number](#)

#### Rules:

1. All Participants have been muted upon arrival in the waiting room.
2. All questions and comments will be held to the end of the meeting during the Open Session
3. Individuals will be called upon by a Foxfire representative in the order in which their request has been received.
4. For the opportunity to speak, click **Raise Hand**  in the webinar controls. The host will be notified that you've raised your hand. The host will unmute you and you will have 2-3 minutes to ask your question. You will then be muted again while the Board and Management can answer your question
5. For any response, please state your name and address before speaking.
6. Please remember to speak clearly and in a way that helps generate accurate minutes

#### **Join Today's Zoom Meeting:**

Click Link:

<https://us06web.zoom.us/j/81745508448?pwd=cGFkTGxhRzFHZHpVekovL2dTdElxZz09>

**Meeting ID: 817 4550 8448**

**Passcode: 123456**

**Call in Number: 929-436-2866**

Questions or concerns can be sent to Melissa Graves at [mgraves@foxfirenh.com](mailto:mgraves@foxfirenh.com)

Visit the website [Zoom Help Center](#) for more information.

## How to join a Zoom Meeting on **desktop**



1. Open the Zoom desktop client.
2. Join a meeting using one of these methods:
  - Click **Join a Meeting** if you want to join without signing in.



- Sign in to Zoom then click **Join**.



Join

3. Enter the [meeting ID](#) number and your display name.
  - If you're signed in, change your name if you don't want your [default name](#) to appear. If you're not signed in, enter a display name.

The image shows the "Join a Meeting" dialog box in Zoom. It has a title "Join a Meeting" and a dropdown menu for "Meeting ID or Personal Link Name". Below that is a text input field containing "Grant MacLaren". There are two radio buttons: "Do not connect to audio" and "Turn off my video". At the bottom are "Join" and "Cancel" buttons.

4. Select if you would like to connect audio and/or video and click **Join**.  
**If you're not signed in, enter a display name.**

## How to join a Zoom meeting by **dial-up!**

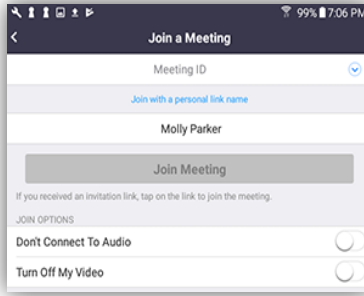


1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store.
2. Join a meeting using one of these methods:
  - Tap **Join a Meeting** if you want to join without signing in.
  - Sign in to Zoom then tap **Join**.





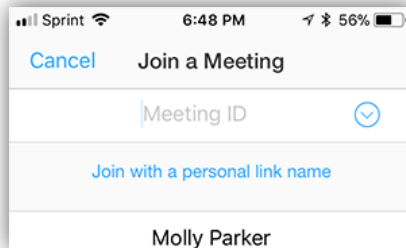
1. Enter the [meeting ID](#) number and your display name.
  - If you're signed in, change your name if you don't want your [default name](#) to appear.
  - If you're not signed in, enter a display name.
2. Select if you would like to connect audio and/or video and tap **Join Meeting**.



1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store.
2. Join a meeting using one of these methods:
  - Tap **Join a Meeting** if you want to join without signing in.
  - Sign in to Zoom then tap **Join**.



3. Enter the [meeting ID](#) number and your display name.
  - If you're signed in, change your name if you don't want your [default name](#) to appear.
  - If you're not signed in, enter a display name.
4. Select if you would like to connect audio and/or video and select **Join**.



### Telephone

1. On your phone, dial the [teleconferencing](#) number provided in your invite.
2. Enter the meeting ID number when prompted using your dialpad.

**Note:** If you have already joined the meeting via computer, you will have the option to enter your 6-digit participant ID to be associated with your computer. If you have not joined on your computer, simply press # again when prompted to enter in your participant ID.



### Telephone

1. On your phone, dial the [teleconferencing](#) number provided in your invite.
2. Enter the meeting ID number when prompted using your Dialpad.
  - **Note:** If you have already joined the meeting via computer, you will have the option to enter your 6-digit participant ID to be associated with your computer. If you have not joined on your computer, simply press # again when prompted to enter in your participant ID.

## How to join a Zoom meeting on **Cell Phone**

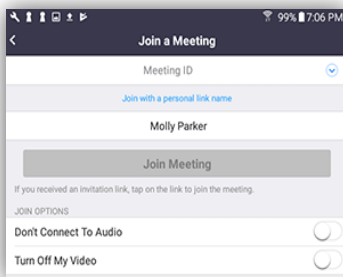


### Android

- Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store.
- Join a meeting using one of these methods:
  - Tap **Join a Meeting** if you want to join without signing in.
  - Sign in to Zoom then tap **Join**.



2. Enter the [meeting ID](#) number and your display name.
  - If you're signed in, change your name if you don't want your [default name](#) to appear.
  - If you're not signed in, enter a display name.
3. Select if you would like to connect audio and/or video and tap **Join Meeting**.

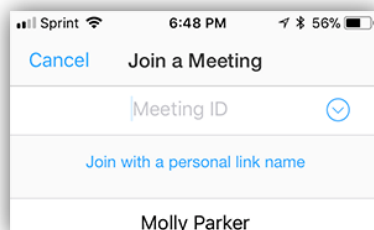


### iOS

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store.
2. Join a meeting using one of these methods:
  - Tap **Join a Meeting** if you want to join without signing in.
  - Sign in to Zoom then tap **Join**.



3. Enter the [meeting ID](#) number and your display name.
  - If you're signed in, change your name if you don't want your [default name](#) to appear.
  - If you're not signed in, enter a display name.
4. Select if you would like to connect audio and/or video and select **Join**.



## Raising your hand in a webinar


The raise hand feature in webinar allows attendees, panelists, co-hosts, and the host to raise their hand to indicate that they need something from the host, co-host, or other panelists. As a host, it may be helpful to inform your participants how you would like to use this feature at the start of the webinar. For example, many webinar hosts use this feature to know if an attendee has a question and would like to be unmuted to speak.



[Windows](#) |



[macOS](#)


1. Click **Raise Hand**  in the webinar controls.  
The host will be notified that you've raised your hand.
2. If the host allows you to talk, you may be prompted to unmute yourself. While unmuted, your profile picture and name is displayed to the host and panelists. Only your name is displayed to other attendees.
3. Click **Raise Hand** in the webinar controls to lower it, if needed. This will not mute yourself if you are unmuted.

### Notes:

- **Windows:** You can also use the **Alt+Y** keyboard shortcut to raise or lower your hand.
- **Mac:** You can also use the **Option+Y** keyboard shortcut to raise or lower your hand.




[Android](#)

1. Tap **Raise Hand** .
2. The host will be notified that you've raised your hand.
3. If the host allows you to talk, you may be prompted to unmute yourself. While unmuted, your profile picture and name is displayed to the host and panelists. Only your name is displayed to other attendees.
4. Tap **More** again, then **Lower Hand** to lower it, if needed. This will not mute yourself if you are unmuted.



[iOS](#)

1. Tap **Raise Hand** in the webinar controls .
2. The host will be notified that you've raised your hand.
3. If the host allows you to talk, you may be prompted to unmute yourself. While unmuted, your profile picture and name is displayed to the host and panelists. Only your name is displayed to other attendees.
3. Tap **Lower Hand** to lower it, if needed. This will not mute yourself if you are unmuted.

Ledgewood Hills Condominium Association  
Nomination Application

I, \_\_\_\_\_, hereby submit my name for consideration for nomination to the Board of Directors of the Ledgewood Hills Condominium Association, the election of which is to be held at 6:00 p.m. on January 19, 2022, at place TBD.

Occupation:

Education:

Experience:

Outside Activities:

I would be an asset to the Board of Directors because:

Signed \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_