

*HIGHLAND LINKS COLONY HOMEOWNERS
ASSOCIATION*



*TWENTY-FIFTH ANNUAL HOMEOWNERS
MEETING
SATURDAY, SEPTEMBER 17, 2016
HIGHLAND LINKS CLUBHOUSE
9:00 A.M.*

HIGHLAND LINKS COLONY HOMEOWNERS ASSOCIATION
TWENTY-FIFTH ANNUAL HOMEOWNERS' MEETING
SATURDAY, SEPTEMBER 17, 2016
9:00 A.M.

A G E N D A

CALL TO ORDER AND WELCOME	TOM HESS
CERTIFICATION OF QUORUM	DAVID MORIARTY
APPROVAL OF MINUTES TO THE TWENTY-FOURTH ANNUAL HOMEOWNERS' MEETING HELD SEPTEMBER 12, 2015	GREGG PITTMAN
REPORT OF THE BOARD OF DIRECTORS	TOM HESS RON SNYDER NANCY CONKLIN AL MAGNUS GREGG PITTMAN
FINANCIAL REVIEW	AL MAGNUS
- FY'2016 Year End Report	
- Proposed FY'2017 Budget	
REPORT OF THE MANAGER	DAVID MORIARTY
<u>OLD BUSINESS</u>	
REPORT OF THE CLUBHOUSE COMMITTEE	NANCY CONKLIN GREGG PITTMAN MIKE LETSKY
DAM UPDATE	RON SNYDER DAVID MORIARTY
UNIT RENTALS	TOM HESS
OTHER	
<u>NEW BUSINESS</u>	
ELECTION OF ONE DIRECTOR FOR A THREE YEAR TERM AND ONE DIRECTOR FOR A ONE YEAR TERM	NANCY CONKLIN
PROPOSED AMENDMENT TO BY-LAWS	TOM HESS
OTHER	
ADJOURNMENT	TOM HESS

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**HIGHLAND LINKS COLONY HOMEOWNERS ASSOCIATION
RECOMMENDED OPERATING BUDGET
JULY 1, 2016- JUNE 30, 2017**

<u>REVENUE</u>	<u>FY'2016 BUDGET</u>	<u>FY'2016 ACTUAL</u>	<u>FY '2017 PROPOSED BUDGET</u>
Assessments	\$149,896.00	\$149,896.00	\$149,896.00
Assessments Interest	0.00	0.00	0.00
Operating Account Interest	20.00	9.46	20.00
Miscellaneous	<u>0.00</u>	<u>635.91</u>	<u>0.00</u>
TOTAL REVENUE	<u>\$ 149,916.00</u>	<u>\$ 150,541.37</u>	<u>\$ 149,916.00</u>
 <u>OPERATING EXPENDITURES</u>			
Electricity	\$3,200.00	\$3,173.01	\$3,200.00
Insurance	11,700.00	12,767.00	13,000.00
Water	4,200.00	3,277.00	4,200.00
Pool Supplies & Operation	4,200.00	3,299.45	4,200.00
Maintenance	30,000.00	36,436.74	30,000.00
Trash Removal	2,800.00	2,950.00	3,100.00
Snow Removal	18,000.00	17,114.66	19,000.00
Management Fee	8,300.00	8,300.00	8,300.00
Miscellaneous	425.00	524.80	425.00
Administrative Taxes	100.00	0.00	100.00
Legal/Professional	500.00	0.00	500.00
Maintenance reserve	53,500.00	53,500.00	57,000.00
Golf Course Operation	<u>6,000.00</u>	<u>5,188.45</u>	<u>4,000.00</u>
TOTAL EXPENDITURES	<u>\$ 142,925.00</u>	<u>\$ 146,531.11</u>	<u>\$ 147,025.00</u>
NET	<u>6,991.00</u>	<u>4,010.26</u>	<u>\$ 2,891.00</u>

BUDGET NOTES

- 1) Assessments to remain at the current rate.
- 2) Line items are based on FY'2016 actuals as well as FY'2017 projected costs.
- 3) Contributions to maintenance reserve is based on needs & scheduling of projects.
- 4) Includes allowance for golf course cutting..
- 5) Projected net surplus of \$2,891 to support balance of FY'2015 shortfall.

**HIGHLAND LINKS COLONY
CAPITOL RESERVE FUND SCHEDULE
CASH FLOW SUMMARY
SEVEN (7) YEAR PROJECTION**

	FY'2017	FY'2018	FY'2019	FY'2020	FY'2021	FY'2022	FY'2023
Siding-Paint	8,000	16,500	16,500	7,500	5,000	4,000	8,000
Roofs	23,000	23,000	23,000			23,000	12,000
Septic	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Roadway	2,000		1,000			40,000	2,000
Regrade Troon & Muirfield Driveways	15,000					1,500	
Pool	2,000			10,000			
Water Sysytem	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Windows	2,500					2,500	
Tennis Court		8,000					
Clubhouse	22,000						
Dam	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Contingency	76,800	39,305	30,008	28,810	51,812	88,616	60,622
Beg. Balance	57,000	58,200	59,300	60,500	61,800	63,000	64,300
Annual Contribution	8	4	3	3	5	9	6
Interest Earned	94,500	67,500	60,500	37,500	25,000	91,000	42,000
Expenditures	2	1	1	1	2	3	2
Less Tax on Interest	39,305	30,008	28,810	51,812	88,616	60,622	82,926
Ending Balance							

BASED ON:

1. Beginning balance of \$76,800
2. Annual contribution to fund from general operating account at \$57,000 in FY'2017. Contribution to increase by 2% each year to account for inflation.
3. Interest at .01%.
4. Taxes at 30% of interest earned.
5. Buildings to be painted at 6 year intervals.
6. Allowance of \$3,000 per year for cleaning of septic system holding tanks.
leaching field replacements to begin in 2017.
7. Asphalt to be resurfaced at 20-25 years of age.
8. The parking areas on Troon & Muirfield Roads to be regraded in FY"2017.
9. Pool grouting and surfacing work expected in FY"2017.
10. Roof replacement of buildings continue in FY"2017.
11. Allowance of \$10,000 for replacement of water system pumps and deep well pumps.
12. Tennis court to be re-surfaced at 5 year intervals.
13. Provisions for improvements to clubhouse in FY' 2018.
14. Allowance for Dam breaching in FY" 2017 .
15. Estimates based on constant dollats.
16. Recommendations that future year end surplus from the general operating account be added to the fund to help offset any inflation factors.
17. Schedule to be evaluated on an annual basis by the Directors to insure the accuracy of projections / costs and the priority of projects.

Highland Links Colony

Profit & Loss Budget Performance

June 2016

	Jun 16	Budget	Jul '15 - Jun 16	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Assessment	0.00		149,896.00	149,896.00	149,896.00
Operating account interest	0.10		6.83	20.00	20.00
Maintenance reimbursement	0.00		495.91		
Vanguard Interest	76.29		155.78		
Miscellaneous	0.00		30.00		
Chimney cleaning	0.00		140.00		
Total Income	<u>76.39</u>		<u>150,724.52</u>	<u>149,916.00</u>	<u>149,916.00</u>
Gross Profit	76.39		150,724.52	149,916.00	149,916.00
Expense					
Electricity	182.84	266.66	3,173.01	3,200.00	3,200.00
Insurance	0.00	975.00	12,767.00	11,700.00	11,700.00
Water System					
Permit to Operate	0.00		300.00		
Water assoc. Membership	0.00		110.00		
Dam Registration fee	0.00		400.00		
Water system fee	175.00		1,720.00		
Water testing	222.00		747.00		
Water System - Other	0.00	350.00	0.00	4,200.00	4,200.00
Total Water System	<u>397.00</u>	<u>350.00</u>	<u>3,277.00</u>	<u>4,200.00</u>	<u>4,200.00</u>
Pool Operation					
Pool Closing	0.00		415.00		
Chemicals/supplies	0.00		419.45		
Pool Operation - Other	<u>800.00</u>	<u>840.00</u>	<u>2,465.00</u>	<u>4,200.00</u>	<u>4,200.00</u>
Total Pool Operation	<u>800.00</u>	<u>840.00</u>	<u>3,299.45</u>	<u>4,200.00</u>	<u>4,200.00</u>
Maintenance					
Grounds/Landscaping					
weed control	55.00		55.00		
drainage	0.00		160.00		
Saw for work	0.00		22.00		
clean out dam	0.00		40.00		
cut brush back	40.00		160.00		
Prune pool fence	0.00		1,040.00		
Brush Removal	0.00		200.00		
Loam & Seed Lawns	0.00		1,629.49		
maintenance (grounds)	3,502.65		24,776.02		
Mulch beds	0.00		160.00		
Pruning/Tree Removal/Shrubbery	0.00		3,160.00		
Roadway grading/repairs	0.00		1,251.73		
Snow ramps/sand barrels	0.00		794.00		

Highland Links Colony Profit & Loss Budget Performance June 2016

	Jun 16	Budget	Jul '15 - Jun 16	YTD Budget	Annual Budget
Tennis courts	0.00		80.00		
Trash shed	80.00		80.00		
Total Grounds/Landscaping	3,677.65		33,608.24		
Buildings					
water line repair	0.00		40.00		
Garage lock/keys	0.00		92.00		
clean moss from roof #27	0.00		95.00		
roof repair	0.00		40.00		
window repair 1/2 reimbursement	0.00		222.50		
Clubhouse building repair	0.00		200.00		
Winterize clubhouse	0.00		120.00		
septic	275.00		275.00		
Garage door repair	0.00		40.00		
Paint siding	0.00		290.00		
Chimney inspections	0.00		595.00		
Clean gutters	0.00		40.00		
Clubhouse repairs	88.00		128.00		
Septic repair	80.00		80.00		
Septic System open/close	80.00		280.00		
Siding & Decking repairs	0.00		46.00		
Siding rot repairs	0.00		170.00		
Stain	0.00		75.00		
Total Buildings	523.00		2,828.50		
Maintenance - Other	0.00	2,500.00	0.00	30,000.00	30,000.00
Total Maintenance	4,200.65	2,500.00	36,436.74	30,000.00	30,000.00
Trash Removal	250.00		2,950.00	2,800.00	2,800.00
Snow Removal	0.00		17,114.66	18,000.00	18,000.00
Management Fees	0.00		8,300.00	8,300.00	8,300.00
Miscellaneous Expense					
endorsement stamp	30.00		30.00		
Bank Stop Payment Fee	0.00		30.00		
Chair rental	0.00		80.00		
bank business products	0.00		0.00	500.00	500.00
Certified meeting mailing	0.00		220.00		
Meeting refreshments	0.00		94.00		
Office Supplies	0.00		70.80		
Miscellaneous Expense - Other	0.00		0.00	425.00	425.00
Total Miscellaneous Expense	30.00		524.80	925.00	925.00
Administrative & Taxes	0.00		0.00	100.00	100.00

Highland Links Colony Profit & Loss Budget Performance June 2016

	Jun 16	Budget	Jul '15 - Jun 16	YTD Budget	Annual Budget
Golf Course Operation					
Close sprinkler system	0.00		268.00		
Mow/trim Fairways	1,111.65		6,688.65		
Golf course repairs	0.00		250.00		
golf course signs	0.00		10.00		
Golf Course Operation - Other	0.00	1,500.00	190.00	6,000.00	6,000.00
Total Golf Course Operation	1,111.65	1,500.00	7,406.65	6,000.00	6,000.00
MMA Disbursements					
water system violation	0.00		708.00		
Pool Cover	0.00		3,200.00		
Tennis Court resurfacing	0.00		1,711.00		
Window reimbursement	0.00		4,811.68		
Paint/Stain Buildings	0.00		13,800.00		
Roof Replacement	0.00		31,510.00		
Rot Repair	0.00		8,484.05		
Septic cleaning	695.00		3,447.00		
Total MMA Disbursements	695.00		67,671.73		
Maintenance Reserve	0.00		0.00	53,500.00	53,500.00
Total Expense	7,392.14	6,664.99	162,646.04	142,925.00	142,925.00
Net Ordinary Income	-7,315.75	-6,664.99	-11,921.52	6,991.00	6,991.00
Net Income	-7,315.75	-6,664.99	-11,921.52	6,991.00	6,991.00

11:52 AM
09/06/16
Accrual Basis

Highland Links Colony
Balance Sheet
As of June 30, 2016

	<u>Jun 30, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank of NH Operating account	-529.90
Vanguard	<u>78,319.08</u>
Total Checking/Savings	77,789.18
Accounts Receivable	
Accounts Receivable	<u>1,034.00</u>
Total Accounts Receivable	<u>1,034.00</u>
Total Current Assets	<u>78,823.18</u>
TOTAL ASSETS	<u><u>78,823.18</u></u>
LIABILITIES & EQUITY	
Equity	
Retained earnings	90,820.99
Net Income	<u>-11,997.81</u>
Total Equity	<u>78,823.18</u>
TOTAL LIABILITIES & EQUITY	<u><u>78,823.18</u></u>

HIGHLAND LINKS COLONY HOMEOWNERS ASSOCIATION
Major Maintenance Reserve
AS OF JUNE 30, 2016

Beginning Balance - July 1, 2015 \$ 92,411.32

Contributions :

From General Operating Account FY'2016	\$53,500.00	
Interest Earned on Vanguard Account	<u>79.49</u>	
		<u>\$53,579.49</u>

Subtotal \$ 145,990.81

Disbursements:

Rot repair	\$8,484.05	
Septic Pumping	3,447.00	
Painting project	13,800.00	
Tennis court	1,711.00	
Roof Replacements #19,10	31,510.00	
Water system violations	708.00	
Window replacements	4,811.68	
Pool Cover	<u>3,200.00</u>	
		<u>\$ 67,671.73</u>

ENDING RESERVE BALANCE AS OF JUNE 30, 2016 \$ 78,319.08

**HIGHLAND LINKS COLONY HOMEOWNERS ASSOCIATION
RECOMMENDED OPERATING BUDGET
JULY 1, 2016- JUNE 30, 2017**

<u>REVENUE</u>	<u>FY'2016 BUDGET</u>	<u>FY'2016 ACTUAL</u>	<u>FY '2017 PROPOSED BUDGET</u>
Assessments	\$149,896.00	\$149,896.00	\$149,896.00
Assessments Interest	0.00	0.00	0.00
Operating Account Interest	20.00	9.46	20.00
Miscellaneous	<u>0.00</u>	<u>635.91</u>	<u>0.00</u>
TOTAL REVENUE	<u>\$ 149,916.00</u>	<u>\$ 150,541.37</u>	<u>\$ 149,916.00</u>
 <u>OPERATING EXPENDITURES</u>			
Electricity	\$3,200.00	\$3,173.01	\$3,200.00
Insurance	11,700.00	12,767.00	13,000.00
Water	4,200.00	3,277.00	4,200.00
Pool Supplies & Operation	4,200.00	3,299.45	4,200.00
Maintenance	30,000.00	36,436.74	30,000.00
Trash Removal	2,800.00	2,950.00	3,100.00
Snow Removal	18,000.00	17,114.66	19,000.00
Management Fee	8,300.00	8,300.00	8,300.00
Miscellaneous	425.00	524.80	425.00
Administrative Taxes	100.00	0.00	100.00
Legal/Professional	500.00	0.00	500.00
Maintenance reserve	53,500.00	53,500.00	57,000.00
Golf Course Operation	<u>6,000.00</u>	<u>5,188.45</u>	<u>4,000.00</u>
TOTAL EXPENDITURES	<u>\$ 142,925.00</u>	<u>\$ 146,531.11</u>	<u>\$ 147,025.00</u>
NET	<u>6,991.00</u>	<u>4,010.26</u>	<u>\$ 2,891.00</u>

BUDGET NOTES

- 1) Assessments to remain at the current rate.
- 2) Line items are based on FY'2016 actuals as well as FY'2017 projected costs.
- 3) Contributions to maintenance reserve is based on needs & scheduling of projects.
- 4) Includes allowance for golf course cutting..
- 5) Projected net surplus of \$2,891 to support balance of FY'2015 shortfall.

**CASH FLOW SUMMARY
TEN (10) YEAR PROJECTION**

	FY'2017	FY'2018	FY'2019	FY'2020	FY'2021	FY'2022	FY'2023	FY'2024	FY'2025	FY'2026
Siding-Paint	8,000	16,500	16,500	7,500	5,000	4,000	8,000	12,000	12,000	12,000
Roofs	23,000	23,000	23,000			23,000	12,000	12,000		
Septic	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Roadway	2,000		1,000			40,000	2,000			
Regrade Troon & Muirfield Driveways	15,000									
Pool	2,000					1,500				
Water Sysytem				10,000						
Windows	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Tennis Court	2,500					2,500				
Clubhouse		8,000						8,000	8,000	8,000
Dam	22,000									
Contingency	1,000	10,000	10,000	10,000	1,000	10,000	1,000	1,000	1,000	1,000
Beg. Balance	76,800	40,305	21,808	10,310	21,810	54,812	12,816	28,817	34,819	52,821
Annual Contribution	57,000	57,000	57,000	57,000	57,000	57,000	57,000	57,000	57,000	57,000
Interest Earned	8	4	2	1	2	5	1	3	3	5
Expenditures	93,500	75,500	68,500	45,500	24,000	99,000	41,000	51,000	39,000	39,000
Less Tax on Interest	2	1	1	0	1	2	0	1	1	2
Ending Balance	40,305	21,808	10,310	21,810	54,812	12,816	28,817	34,819	52,821	70,825

BASED ON:

1. Beginning balance of \$76,800
2. Annual contributions to fund from general operating account at \$57,000.
3. Interest at .01%.
4. Taxes at 30% of interest earned.
5. Buildings to be painted at 6 year intervals.
6. Allowance of \$3,000 per year for cleaning of septic system holding tanks.
leaching field replacements to begin in 2017.
7. Asphalt to be resurfaced at 20-25 years of age.
8. The parking areas on Troon & Muirfield Roads to be regraded in FY'2017.
9. Pool grouting and surfacing work expected in FY'2017.
10. Roof replacement of buildings continue in FY'2017.
11. Allowance of \$10,000 for replacement of water system pumps and deep well pumps.
12. Tennis court to be re-surfaced at 5 year intervals.
13. Provisions for improvements to clubhouse in FY' 2018.
14. Allowance for Dam breaching in FY' 2017 .
15. Estimates based on constant dollars.
16. Recommendations that future year end surplus from the general operating account be added to the fund to help offset any inflation factors.
17. Schedule to be evaluated on a annual basis by the Directors to insure the accuracy of projections / costs and the priority of projects.

HIGHLAND LINKS CONDOMINIUM ASSOCIATION

RECOMMENDED OPERATING BUDGET

July 1, 2016 – June 30, 2017

BUDGET EXPLANATIONS

REVENUES

Assessments - \$149,896.00

Income collected from owners' assessment payments. Actual quarterly amount is based on unit percentage as listed on the attached assessment schedule. Assessments are normally billed on the 15th of the month prior to the first of each quarter, and are due by the first day of each quarter.

Account Interest - \$20.00

Interest income earned on Association's operating banking account.

TOTAL BUDGETED REVENUES: \$149,916.00

EXPENSES

Common Electricity - \$3,200.00

Covers the cost of electrical usage for the, pool pump, sewage pumps, and the water system.

Insurance - \$13,000.00

Covers the cost of the required liability and casualty insurance for Highland Links common area property. Also includes allowance for Directors and Officers liability Coverage, and an umbrella policy in the amount of \$3,000,000.

Water System - \$4,200.00

Budgeted for the operation of the Association's private water system. Amount provides for quarterly testing requirements as mandated by the State of New Hampshire, annual registration fee, system inspections, operator's certification requirements, etc.

Pool Supplies & Operations - \$4,200.00

Budgeted cost to keep the Highland Links pool open from Memorial Day to just after Labor Day. Amount covers daily maintenance, chemicals, opening and closing procedures.

Maintenance - \$30,000.00

Grounds Maintenance

Budgeted for the general maintenance and upkeep of the Highland Links lawns, shrubbery areas, walkways, roadways and etc. Allocations include allowance for mowing and trimming, fertilization, bark mulch, spring clean up, fall clean up, shrubbery trimming, tennis court maintenance, dam upkeep, etc...

Building Maintenance

Covers the cost of chimney inspections, minor siding and deck repairs, minor window repairs, clubhouse repairs, pest control, etc.

Trash Removal - \$3,100.00

Budgeted for the weekly pick-up of rubbish from all units. This service is performed year round each week. Amount (\$225/month) is based on a contractual agreement with Todd Randlett Services.

Snow Removal - \$19,000.00

Budgeted for the removal of snow and ice from the Highland Links parking lots, driveways, and walkways. Also allows for applying sand and salt as required. Amount further provides for required roof shoveling.

Management Fee - \$8,300.00

Budgeted for the cost of professional property management services provided by Moriarty Management Company, Inc.

Miscellaneous - \$425.00

Covers the cost of the annual meeting notice mailing and other minor expenses that may not be covered elsewhere in the budget.

Administrative Taxes - \$100.00

Covers cost of annual taxes payable to the IRS – form 1120-H.

Legal and Professional - \$500.00

Covers the cost of necessary legal and professional fees required of the Association.

Reserve Fund - \$57,000.00

Budgeted annual contribution to the dedicated reserve fund for future repairs/replacements of the Association's capital assets. Items projected include building restaining, driveway, roofs, chimney, pool clubhouse, tennis court and septic systems.

Golf Course Operations - \$4,000.00

Covers the cost of periodic cutting of the fairway areas to prevent them from becoming over grown.

TOTAL BUDGETED EXPENDITURES: \$147,025.00

HIGHLAND LINKS COLONY HOMEOWNERS ASSOCIATION
HOLDERNESS, NEW HAMPSHIRE

TWENTY-FIFTH ANNUAL HOMEOWNERS' MEETING
SATURDAY, SEPTEMBER 17, 2016

MANAGER'S REPORT

OWNERSHIP CHANGES

This past year, there was one unit ownership change at Highland Link. Again, we welcome Steve & Jan Panagoulis in unit 43-2. Currently, units 9- 17 & 3-20 are listed for sale.

RUBBISH REMOVAL

Beadle's Light Trucking Co. is the Association's rubbish removal company and Todd Randlett is the supervisor. **Trash is picked up on Monday mornings of each week, and when holiday's fall on a Monday, pick up is the following Wednesday.**

To facilitate the trash removal procedure, **all trash must be placed securely in plastic bags, and ALL recyclable materials need to be put in plastic bags. Further, the Association's trash removal program provides for the removal of normal household trash items ONLY. Other arrangements must be made for the disposal of old appliance, furniture, etc. by contacting your trash contractor at 968-7459.**

In addition, beginning in mid-November, the Rubbish bin outside the clubhouse garage can be used for those people wishing to dispose of their trash before Monday mornings.

INSURANCE

The Highland Links Association Property remains insured by The Peerless Insurance Company, of Keene, New Hampshire. This policy provides for all risk coverage in the blanket amount of \$6,160,622 with \$2,000,000 in liability protection. There is also an additional \$3,000,000 in umbrella liability protection. Further, the Directors and Officers are further insured for \$1,000,000 in liabilities. The Agency is The Melcher & Prescott Insurance Agency in Plymouth, New Hampshire, and your Association's Agent is Bill Clark. He can be reached by calling (603) 536-2440. As a reminder once again, it is important that all homeowners should consult with their own individual contents carrier on a regular basis, to be sure of remaining properly covered for all internal liabilities and personal belongings. In addition, **unit owners should include coverage for loss assessment in the amount of at least \$20,000.00 within their individual policy(s).**

SEPTIC SYSTEMS

As everyone needs to understand, the Highland Links buildings do all operate on private septic systems. As part of your Association's preventative maintenance program, the holding tanks and pumping chambers to these systems are all cleaned and inspected on a regular basis to insure of proper operation. Unit owners (**guests and children too**)

are asked to be careful what they put down drains, as items such as paper towels, excess grease, laundry soap, women's feminine products, baby wipes, and disposable diapers can only cause damage to a system. **Also, and of equal importance and especially during the winter season, please do not allow faucets to drip or remain running. Slow moving water in a sewer drain line can freeze and in turn cause a back up into the unit. Thanks.**

Lastly, the leaching field to the system for building #13 failed in the early summer and had to be replaced. This project was funded in full through the Association's capital reserve as planned.

SWIMMING POOL

The Highland Links swimming pool received much usage this past summer season and thanks to all who helped to keep the area clean. The facility will close down for the season the week of September 19th, and will again re-open next May in time for the Memorial Day weekend.

BUILDINGS REPAINTED

In addition to various painting touch up work done throughout the property, buildings #19, 7, and 34, were recently re-painted, and units 16 & 17 are currently in progress. This work was funded through the capital reserve as planned and contractor's Gary Benedix and Bill Enos again did a commendable job.

ROOFS

Last fall, the roof shingles on building #19 were replaced, and most recently, the shingles on unit #2-28 were replaced as well. This work was also funded through the capital reserve, and the work was done by PREP Contractors.

PROPERTY WATER SUPPLY

As everyone should be aware, the water supply at Highland Links comes from its own private water system that is fed by two drilled wells. The system is operated consistent with all State mandated procedures and standards, and the water is tested on a monthly basis. Your Water System Operator, Mr. Jamin Levasseur, is certified with the state and he is also current with all course requirements, thus being authorized to act in this capacity on your Associations behalf. In the recent year, all routine bacteria tests have again all come back clean, and the results of any additional required tests were also found to be normal and safe.

UNIT WATER MAINTENANCE

As a reminder, please remember to leave your main water valve turned off when you vacate your unit for several days or more, winter or summer. It's a simple step to take and can tremendously reduce potential water damage caused from leaking pipes or fixtures. Thanks again for everyone's continued cooperation here.

TENNIS COURT

The property tennis court has also received routine usage during the recent months and has continued to hold up well and the cracks that were present have been re-filled.

As a reminder, please wear only proper tennis shoes while on the court and skate boards, roller blades and bicycles are not permitted on the court. Thanks in advance for everyone's cooperation here.

ASSOCIATION COMMUNICATIONS

As all should know, quarterly assessment statements are sent out on the fifteenth of the month, prior to the first of each quarter, and are in turn due on the first of each quarter (January, April, July, & October). Along with these statements, we include a general Association newsletter which is designed to keep everyone informed of various Association matters. With these publications, we encourage input or comments from unit owners. Along this same line, some added good news is that all unit owners have continued to remain current with their timely payments and thank you !

MANAGEMENT OFFICE

Moriarty Management Company, Inc. is located on Route 49 in Campton, 1/3 of a mile from Route 93. Our office is open Monday – Friday, from 8:00am – 4:30pm. And there is also back up support available for after hour emergencies. Unit homeowners are always encouraged to call or stop by whenever a question arises. Heidi Coburn our Office Administrator is likely the first person you will speak with when calling, and I'm sure you will find her most helpful. In addition, Jamin Levasseur our Maintenance Director is also available to assist with your needs.

GENERAL

Although matters related to the golf course have been minimal (other than cuttings) this past year, overall, the Association has had a very active year. Buildings have been painted, roofs have been replaced, a sewer system replaced, and the clubhouse has started to receive more usage with Tuesday morning coffee hour and even a bridal shower being held there. In addition, the Board has met three times with the DES representatives relative to the planned project of breaching the dam. Further, your Board of Directors has met quarterly throughout the year and it's been good to see that some homeowners have joined these meetings. There have also been some hazardous trees removed from the property, and despite the record heat and dryness this summer, the property and water system have both held up well. Finally, in addition to recognizing the efforts of the Board of Directors, I would also like to thank all the volunteers that have given their time with plantings, property clean up and work on the clubhouse. These efforts do not go unnoticed and absolutely work to strengthen the community. The year ahead will be another active one with more roof replacements, painting and the dam project to be address, but with excellent support teams in place, I am looking forward to the Association accomplishing its objectives with success. Once again, thanks for everyone's continued involvement and support.

David Moriarty

PROPOSED AMENDMENT TO

BY-LAWS OF HIGHLAND LINKS COLONY HOMEOWNERS ASSOCIATION

ARTICLE 9, NOTICE

PARAGRAPH 9-201

9-201 CERTIFIED MAIL

- 1.) Delete the last sentence which presently reads: "Such notice shall be sent by United States certified mail to all unit owners of record at the address of their respective units and to such other addresses as any of them may designate"
- 2.) Insert in lieu of deleted language: "Such notice shall be sent by United States standard mail to all unit owners of record at the address of their respective units and/or to such other addresses as any of them may have designated".
- 3.) This amendment shall take effect forthwith upon adoption by vote of the requisite number of unit owners at a meeting duly called and convened for such purpose, a quorum (in person or by proxy) being present, or at the earliest date thereafter permissible under the pertinent laws of the state of New Hampshire

HOLDERNESS, NEW HAMPSHIRE

BOARD OF DIRECTORS

TOM HESS – PRESIDENT

**GREGG PITTMAN - SECRETARY

AL MAGNUS – TREASURER

*RON SNYDER – DIRECTOR

NANCY CONKLIN - DIRECTOR

*CURRENT TERMS EXPIRES ON SEPTEMBER 17, 2016.
RENEWAL TERM IS FOR THREE YEARS.

**POSITION WAS APPOINTED AND ELECTION IS FOR THE
REMAINDER OF THE TERM WHICH IS ONE YEAR

HIGHLAND LINKS COLONY HOMEOWNERS ASSOCIATION

Wedgwood Drive

34 units

REV: 5/9/16	Unit	Name	Address	Phone
	41-1	Robert & Anne Hoyer	2006 Pinecrest Drive Greenville, NC 27858	C# 252-412-2807 C# 252-702-0654 hoyerab@gmail.com
11/3/15 *	43-2	Steve & Jan Panagoulis	43 Wedgewood Drive Holderness, NH 03245	H#: 536-3349 S C# 236-6758 Janpan23@msn.com Stevepan1@msn.com

Fairway Drive

	Unit	Name	Address	Phone
	23-3	Mike & Kathy Letsky	46 Lightfoot Drive Stafford, VA 22554	H# 540-659-1380 C#703-470-1181 letskymike@comcast.net
	23-4	Louise Remington	23 Fairway Drive Holderness, NH 03245	H# 536-1413 Laremington1936@yahoo.com
	24-5	Jack & Olivia Saunders	24 Fairway Drive Holderness, NH 03245	H# 536-4275 O's Cell 443-1842 osaunders@myfairpoint.net
	19-6	Victor & Margaret Baran	P.O. Box 459 Plymouth, NH 03264	H# 536-2682 victor@artepolis.net
	19-7	Tom & Susan Hess	32 Wheelwright Farm Cohasset, MA 02025	U# 536-3004 Ashland# 968-3301 x450 hess_tom@comcast.net trsmhess@gmail.com
			7 Fairway Drive Holderness, NH 03245	
	18-8	William & Elizabeth Nicholson	18 Fairway Drive, Unit #8 Holderness, NH 03245-5105	H# 536-8911 wmenich@roadrunner.com
	18-9	Ed & Mary Curran	18 Fairway Drive, Unit #9 Holderness, NH 03245	H# 978-266-1275 U# 536-9864 C# 508-631-7981
		Kathleen Finnegan	40 Tall Pine Dr, Unit #26 Sudbury, MA 01776	H#978-266-1275 W#978-266-1972 ktfinnegan@comcast.net
* 6/30/15	13-10	Hiram III & Dorothy Ely	13 Fairway Drive, Unit #10 Holderness, NH 03245	481-0678 chengduchef@gmail.com
	13-11	Lynn Rand	12713 Rueda Acayan San Diego, CA 92128	C# 536-3015 lynnerand@yahoo.com
		Tenant:	Tamara White 707-6927	Tamara.e.mann@gmail.com

HIGHLAND LINKS COLONY HOMEOWNERS ASSOCIATION

Muirfield Lane

	Unit	Name	Address	Phone
	30-12	Kevin & Barbara Flynn	30 Muirfield Lane, Unit #12 Holderness, NH 03245	U# 536-5849 Bzflynn@aol.com
	30-13	Robert Fitzpatrick	30 Muirfield Lane, Unit #13 Holderness, NH 03245	W#535-2626 C#254-6636 Bob.fitz30@yahoo.com fitz@plymouth.edu
	31-14	Paul & Nancy Beck	31 Muirfield Lane Holderness, NH 03245	H# 536-4988 C#387-5487 W#528-1390 nbeck2@myfairpoint.net nbeck2@gmail.com .
	31-15	Al & Becky Magnus	2447 Hickory Glen Dr Bloomfield Hills, MI 48304	H#248-642-2163 W#248-858-2400 U#536-4628 amagnus@jmvccpa.com
	13-22	Don McKinnon	13 Fawn Ridge Place Wilton, CT 06897	H# 203-834-0380 U#536-2810 dgmckin@gmail.com
	13-23	Stephen & Barbara Lambert	149 East Side Drive Concord, NH 03301	S's C# 398-2159 B's C# 398-9750 W# 535-2336 lambertbarbaraw@gmail.com
	7-24	George & Joanne Hill	30 Clifford Street Melrose, MA 02176	508-801-1550 ghsneakup@yahoo.com
	7-25	Philip & Rosie Angell	7 Muirfield Lane, #25 Holderness, NH 03245 Winter: Sept- May 102 Reclinata Circle Venice, FL 34292	941-408-3732 beachsnowangell@gmail.com FL#941-485-8683
	3-26	Nancy Conklin	3 Muirfield Ln, Unit #26 Holderness, NH 03245	C# 707-6024 nwcsadie@gmail.com
*	3-27	Gregg & Carla Pitman	3 Muirfield Ln, Unit #27 Holderness, NH 03245	Carla C#603-942-8640 pitmangregg@gmail.com
8/31/15				

HIGHLAND LINKS COLONY HOMEOWNERS ASSOCIATION

Troon Terrace

Unit	Name	Address	Phone
9-16	Deborah Moore	8 Pattee Mountain Road Campton, NH 03223 Co Owner: Eileen & Fred Shaw 16 Troon Terrace Holderness, NH 03245	C# 254-5839 Debmoore@gmail.com Tenant: 978-886-3370 ejoneshaw@gmail.com
9-17	Janet Lenetine	9-17 Troon Terrace Holderness, NH 03245	H# 536-3860 W#744-5144 Janet52@hotmail.com
7-18	Jim & Sarah Johnston	P.O. Box 1812 Plymouth, NH 03264	H# 536-2126 wattyusa@yahoo.com
7-19	Mary Bohn	7-19 Troon Terrace Holderness, NH 03245-5162	H# 536-8916 mbpaints@twc.com
3-20	Howard & Cynthia Lipsky	7 Auburn Ct. Brookline, MA 02146-6302	H# 617-739-1606 C# 617-834-5641 U#536-9525 hlipsky@outlook.com clipsky@outlook.com
3-21	Jim & Linda Haluch	71 Rose Terrace Raynham, MA 02767	H#508-944-1150

Highland View Lane

Unit	Name	Address	Phone
2-28	Lou & Claudette Pare'	#2 Highland View Lane Holderness, NH 03245	H# 536-5380 C# 254-6480 lcpare@roadrunner.com
4-29	Robert & Helen Lindstrom	4 Highland View Lane Holderness, NH 03254	H# 536-8284 linback30@yahoo.com
6-30	Ronald & Sue Snyder	6 Highland View Lane Holderness, NH 03245	W#534-0738 U#536-2168 ronsuehikers@roadrunner.com

HIGHLAND LINKS COLONY HOMEOWNERS ASSOCIATION

	8-31	Robert & Brenda Connell	8 Highland View Lane Holderness, NH 03245	H# 536-4113 frameitnh@myfairpoint.net
*	10-32	Bob Fleck	10-32 Highland View Lane Holderness, NH 03245	494-1322 rwfleck@outlook.com

Springer Lane

	Unit	Name	Address	Phone
*	5-33	Kathleen Boyle	#5-33 Springer Lane Holderness, NH 03245	H#536-3180 C#412-2281 kboyle686@gmail.com
9/30/15				
	3-34	Janet Amadon Tenants: Will Abbott Jacob Abbott	21 Lincoln Road Holderness, NH 03245	H# 536-7119 Alicia W# 968-7900 H# 536-4992 wabbott@roadrunner.com W) C# 603 236 2915 J) C# 603 254 5992

**HIGHLAND LINKS COLONY ASSOCIATION
CLUBHOUSE STORAGE AREA AGREEMENT**

NAME: _____

ADDRESS: _____

PHONE NUMBER(S): _____ EMAIL: _____

ITEMS TO BE PLACED IN STORAGE: _____

THE UNDERSIGNED OWNER OF THE ABOVE PERSONAL PROPERTY DOES HEREBY AGREE TO THE FOLLOWING RULES, TERMS AND CONDITIONS FOR USE OF THE CLUBHOUSE STORAGE AREA THAT ARE COMMON AMENITY AREAS OF THE HIGHLAND LINKS COLONY.

Storage is for seasonal non-motorized recreational equipment such as kayaks, canoes, paddle boards, bikes, etc. and for temporary storage of other non-recreational items as approved upon request.

All storage agreements must be renewed annually.

Spaces are for Highland Links Colony Association property owners only.

Storage spaces are on a "first come" - "first serve" basis.

Owners are responsible for keeping the storage area clean and maintained at all times.

Each owner is solely responsible for any damage(s) caused by their property to Association property, their personal property, or other personal property, while in storage.

It is the responsibility of the user to lock the door when leaving the storage area.

Any owner, who becomes delinquent in payment of any charges due the Highland Links Colony Association, will be required to remove their personal property from the storage area.

A key to the door of the storage area is available for pick-up at the Morarity office upon registration. There is a \$10 deposit, refundable upon removal of personal property from the storage area and return of the key.

THE UNDERSIGN HEREBY AGREES TO ABIDE BY THE HIGHLAND LINKS COLONY ASSOCIATION RULES AND REGULATIONS AND AGREES TO HOLD HARMLESS AND IDEMUNITY, THE ASSOCIATION AND MANAGEMENT COMPANY AND THEIR OFFICERS, DIRECTORS, MEMBERS, AND EMPLOYEES, OF AND FROM ANY CLAIMS, ACTIONS, DEMANDS, JUDGEMENTS, AND LIABILITIES ARISING FROM ANY DAMAGE, THEFT, VANDALISM, FIRE, WINDSTORM, FLOODING, ETC. THE UNDERSIGNED FURTHER UNDERSTANDS THE ASSOCIATION OR MANAGEMENT COMPANY DOES NOT CARRY ANY INSURANCE FOR THE ABOVE FOR ANY PERSONAL PROPERTY STORED IN THE CLUBHOUSE STORAGE AREA.

OWNER'S SIGNATURE: _____ DATE: _____

HLC AUTHORIZED SIGNATURE: _____ DATE: _____

HIGHLAND LINKS COLONY RENTALS

RECOMMENDED GUIDELINES

For Highland Links homeowners that that rent their property for more than one week, you are urged to follow the following guidelines:

1. Highland Links unit owners wishing to lease their unit must use the attached Highland Links approved lease for rentals of more than one week. Additional copies of leases are available from Moriarty Management .
2. Inform each tenant of the property rules and regulations.
3. Supply Moriarty Management with a complete copy of the Tenant Information Form and a copy of the Highland Links Approved Lease.
4. Owners of Highland Links rental property are not “in residence” and are not allowed to use amenities such as tennis court or swimming pool.
5. Infractions of the Highland Links “Rules & Regulations” by your tenant will be handled in the following manner:
 - A) You will be advised by the management company of any infraction.
 - B) If the problem is not rectified in a timely manner the tenant and you will be informed in writing, email and/or phone.
 - C) It will be your responsibility to have the problem corrected.
 - D) If the problem is not corrected you will be fined \$50.00 per day, per infraction.
6. All other Highland Links “Rules and Regulations” apply.

In addition, the following current Board policy relative to the renting of units should be noted:

- **No more than two unrelated persons may occupy a unit.**
- **No more than two motorized vehicles per unit**

For security reasons on short term rentals please supply Moriarty Management Co., with the following information:

- Arrival and departure dates.
- A complete Tenant Information Form

HIGHLAND LINKS COLONY HOMEOWNERS ASSOCIATION LEASE AGREEMENT

LEASE AGREEMENT, made between _____,
Herein Tenant and _____, Landlord.

For good consideration, it is agreed between the parties as follows:

1. Landlord hereby leases and rents to Tenant the premises as described as follows:
Unit No. _____ Highland Links Colony, Holderness, NH.
2. This lease shall be in effect for a term of _____ months, beginning
_____ and ending _____.
3. Tenant shall pay the landlord a total rent of \$ _____ in monthly payments
of \$ _____ each, payable monthly in advance, commencing on the
first day of each month. Rent is due on the first of each month. If rent is paid after
the first, a late charge of \$ _____ per day will be paid to the
landlord, without exception. **Checks shall be made payable**
to: _____.
4. Tenant shall, at his own expense, provide all the utilities. Landlord shall provide
none.
5. Tenant further agrees that:
 - (A) No more than two unrelated persons will occupy unit.
 - (B) Upon the expiration of the lease, Tenant will return possession of the
leased premises in its present condition, reasonable wear and tear, and fire
casualty expected. Tenant shall commit no waste to the leased premises.
 - (C) Tenant shall not assign or sublet or allow any other person to occupy the
leased premises without Landlords prior consent.
 - (D) Tenant shall comply with all building, zoning and health codes and other
applicable laws for said leased premises.
 - (E) Tenant shall not make any material or structural alterations to the leased
premises.
 - (F) Tenant shall not conduct a business of any nature on the premises.
 - (G) In the event of any breach of payment of rent or any other breach of this
lease, Landlord shall have full rights to terminate this Lease in accordance
with state law and re-enter and claim possession of the leased premises, in
addition to such other remedies available to Landlord arising from breach.
 - (H) Upon proper notice, tenant shall permit Landlord and Management
Company to enter apartment during reasonable hours to inspect for or
make repairs.
 - (I) Tenant agrees to give advanced written notice of thirty days, return all
keys, and leave premises in a clean condition upon vacating. This applies
only to the last month of the lease stated in section (2).

- (J) Tenant agrees not to change any locks.
- (K) Tenant shall be responsible for keeping the outside of the unit in good clean condition.
- (L) No more than two active transportation vehicles per unit are allowed. Vehicles are not allowed to be parked on the lawn. Parking is permitted in the parking lot only.
- (M) No commercial vehicles, RV's, snowmobiles, boats, trailers, unregistered, inoperable or leaking vehicles are allowed on property.
- (N) Patios and decks cannot be used for storage. Outdoor furniture and grilles are allowed. Nothing can be draped over deck railings.

6. Dogs are not allowed to run loose or be tethered to the building. They are allowed inside the condominium unit, and outside only with the owner and on a leash at all times. Dogs shall be curbed well away from the buildings, lawns, and walkway areas. Owners of dogs must clean up immediately after their pets. Dogs must also be kept from barking so as not to cause a nuisance to other unit owners.

7. Security Deposit: Tenant does hereby place on deposit with landlord a security deposit of \$_____ for any damages which may be caused by the Tenant or his agent, in the event of any damages to the premises. Tenant shall promptly bring such damage to the attention of the Landlord who shall deduct such amount of damage from the security deposit. Should there be a balance at the end of the term of this agreement, Landlord agrees to rebate and refund said balance to the Tenant. If no damages occur, Landlord or his agent shall refund the entire deposit after inspection. Landlord or his agent shall have thirty days from termination of the lease to conduct an inspection and refund any deposit balance. The Tenant agrees that if damage in excess of the deposit amount is sustained, Tenant will promptly, upon notification, pay the same. The security deposit shall be held in an escrow account at:

_____.

8. The Highland Links Declaration and By-Laws are incorporated by reference.

9. Tenants shall provide new telephone numbers and mailing address to the Landlord or his agent within 30 days of occupancy.

10. This lease shall be binding upon and inure to the benefit of the parties, their successors, assigns, and personal representatives. This rental form is accurate and complete. Landlord's agent is authorized and capable to sign it. Any verbal commitments by either party is null and void by this agreement, which is binding on both parties. Tenant agrees to any appropriate action by Landlord or his agent to legal action and agrees to pay all costs including a reasonable attorney fee.

Signed this _____ day of _____, 200

Landlord or his agent

Tenant

**HIGHLAND LINKS COLONY HOMEOWNERS ASSOCIATION
TENANT INFORMATION FORM**

DATE _____ UNIT# _____

OWNER _____

TERM OF LEASE FROM _____ TO _____

TENANT'S NAME _____

HIGHLAND LINKS MAILING ADDRESS

: _____

PHONE _____

CO-APPLICANT _____

HIGHLAND LINKS MAILING ADDRESS:

PHONE _____

**PERSONS WHO WILL OCCUPY UNIT (NO MORE THAN TWO UNRELATED
PERSONS ARE ALLOWED TO OCCUPY UNIT)**

NAME _____ RELATIONSHIP _____

NAME _____ RELATIONSHIP _____

NAME _____ RELATIONSHIP _____

NAME _____ RELATIONSHIP _____

VEHICLES

1-YEAR _____ MAKE _____ MODEL _____

PLATE# AND STATE _____