

HIGHLAND COLONY HOMEOWNERS ASSOCIATION
HOLDERNESS, NEW HAMPSHIRE

BOARD OF DIRECTORS MEETING
THURSDAY, SEPTEMBER 8, 2022
HIGHLAND COLONY CLUBHOUSE
1:00PM

MINUTES

On Thursday, September 8, 2022, the Board of Directors of the Highland Colony conducted a virtual Board meeting at Highland Colony Clubhouse.

The presence of Board members Kate Coupe, Bob Fleck, Bob Tuveson, Jan Panagoulis and Gregg Pitman constituted the required quorum for conducting Association business.

Additional unit owners present included Mike Letsky, Robert Fitzgerald, Ron Snyder, Ann Hoyer and Hiram Ely. Also in attendance and representing Moriarty Management Company were Christopher Wood and Melissa Seppi.

President Gregg Pitman called the meeting to order at 1:02pm.

APPROVAL OF MINUTES

Following a review, a motion made by Bob Fleck and seconded by Kate Coupe, the minutes to the Board of Directors meeting held April 20, 2022 were unanimously approved.

FINANCIAL

Melissa Seppi presented the financial report from 7/1/22-8/31/22. She discussed the transfer of \$4,105 to the Operating Account from the Reserve Account to correct the accounting of the FY22 septic pumping as an operating expense not a reserve expense. Melissa went on to discuss the changes in the General Ledger codes for rot repair, septic replacement, roof replacement, and transfer(?). The budgeted amount for each line item has also been entered. Chris Wood went on to discuss what is needed to open up a separate account for septic replacement. He stated we will need a Board member to sign the form and approved the initial amount.

PROJECT UPDATE

- Painting for units 12/13 and 10/11 have been completed. With units 5, 33 and a few others that needed touch up work.
- Rot repair is scheduled and we are waiting on a start date from PREP Contractors. A list has been made and prioritized accordingly. Melissa is contacting PREP for an update on when they are expecting to be on site.
- 3 Lakes has made most of the plow damage repairs to Unit 2 having some damage to the siding and porch from plow and shoveling.

- R & D will perform the re-grading a contract and the hope is to come in mid-October to execute.
- Water entering unit 17 basement was discussed and decided further information is needed in regards to liability. MMC to contact Melcher and Prescott for a meeting to discuss further. A meeting with Seven Rivers Law Offices may be needed depending on what Melcher and Prescott say.

AMMENITIES COMMITTEE

Kate and Jan discussed a survey that went out to all owners to see the percentage of owners who utilize the amenities for Highland Colony. There was about 88% (30) owner participation in the survey.

NOTE: all of the above percentages are incorrect

LANDSCAPE AND PLOWING UPDATE

Micah was approved to perform Snow Removal and Landscaping for Spring and Summer. Ron stated that they will be leaving a snow blower on site to utilize for driveway and walkways during and following the snow storms.

Gravel roadway regrading will be completed this fall by R & D Paving for Wedgewood, Troon and Muirfield. In addition, Muirfield had the wrong stone improperly laid down in the springtime and needs to be regraded to spread the stone that was placed unevenly as part of the overall project.

The 3 Lakes contract will end on October 31st. Final payment will be sent once fall clean-up has been completed and approved. Additionally, half of September's invoice is being held until repairs at unit 2 on Wedgewood are satisfactorily completed or the cost for repairs has been received. Micah's contract starts on 11/1/2022, with billing to begin in December.

PAVING

Bids have been received from requested parties. The paving project will need to be done sooner rather than later due to the deteriorating condition of the paved roads. Contractors are already scheduling for next year. Ron Snyder, who has been lead contact with the contractors, is seeking Board approval by the end of October to lock in the price and the availability of the chosen contractor.

Bob Fleck motioned to approve the R & D proposal based on the quotes and recommendations received. The motion was seconded by Bob T. With no further discussion this motion was passed with 4 yes votes and 1 board member abstaining to approve the paving quote of \$103,500 to resurface and repair as needed, the paved roadways in the late spring or Summer of 2023.

TENNIS COURT REPAIRS

Ernie and Hiram will be working on the court this fall, repairing the cracks and replacing the old net with a new one. The cost of the net is \$249. Ernie will be reaching out to Vermont Tennis Court for recommendations on proper ways to seal the cracks.

UNIT 27 DECK COST REIMBURSEMENT

Unit 27 replaced their deck over the springtime and have provided the Board with all receipts for cost of materials. A motion was made by Kate and was seconded by Jan to reimburse the owner the cost spent to replace their deck due to the wood rot. With no further discussion the motion to reimburse unit 27 has been approved once a proper modification request has been submitted to Melissa. MMC will submit request to accounting for a check to be sent for reimbursement once the required modification form has been submitted.

VOTING OF OFFICERS

Gregg Pitman – President
Bob Fleck – Treasurer
Bob Tuveson – Secretary

With there being no further business, the meeting was then adjourned at 4:21pm.

Submitted by: _____
Bob Tuveson, Secretary

Date: _____