



Board of Directors Minutes

Monday, December 18, 2023, | 9:00AM | Location: 30 Muirfield Ln #13

Meeting called by Kate Newell-Coupe, President

Board members reviewed these minutes on December 22, 2023, via email (as authorized by RSA 356-B:37, and in accordance with Roberts Rules of Order Newly Revised, 48:12. There being no corrections, President Coupe declared the minutes approved.

Board Members

Kate Newell-Coupe, President Greg Pitman, Assistant to the President (non-voting) Jan Panagoulis, Treasurer	Bob Fitzpatrick, Secretary Annie Hoyer, at-large via conference call Cyndy White, at-large
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Management

Nancy Ehlers, Managing Agent Lincoln Condominium Management Group, LLC (owner)	John Carpenter, C.P.A. Lincoln Condominium Management Group
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Association Members Present in Person or by Phone

Judith Gooch Larry Gooch	Bob Fleck Bob Tuveson	Ron Snyder Gina Bosinger	Mike Letsky via conference call
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I Agenda Adjustments:

Kate Coupe

II Minutes of the Last Meeting:

Kate Coupe

The approved minutes of the last meeting are attached. (Attachment
Page 10)

President's Report:

Highland Colony has successfully moved from the beauty of the fall foliage to our snowy meadows. I am pleased to report things are going well. Our managing agent, Nancy Ehlers, and the Lincoln Condominium Management Group are making steady progress with no additional problems. Our finances are in good shape, and we continue to work on the bylaws with Bob Fitz's lead. I hope you are all well, getting into the Holiday spirit, and enjoying our dear deer greeting us at the clubhouse. Be mindful of the 'deer in your headlights!

III Treasurer's Report:

Jan Panagoulis

There are no extraordinary financial considerations that require the board's input. The treasurer refers to the quarterly financial report from John Carpenter.

IV Financial Report:

John Carpenter,
C.P.A. L.C.M.G.

Financial statements

We have attached a copy of the financials, July- November 2023. You are in good shape. We actually completed most of your capital projects during your first two quarters, therefore, showing a loss as we expected.

Attachments:

Profit & Loss Budget Performance (July through November 2023) Page 7

Balance Sheet (As of November 30, 2023) Page 8

An A/R Aging Summary [*accounts overdue*] was submitted to the Board.

- John reported two owners with outstanding dues.
- Jasmor roofing is still preparing a bill.
- John Carpenter announced the CD for capital reserves was renewed at 5% interest, and that the budget is "right on track."

The financial report was accepted for filing.

V Management Report

Nancy Ehlers,
Managing
Agent, Owner,
L.C.M.G.)

Pump House

The pump house project is almost completed. It took almost two months to have the NHRC respond to our work order to move the service closer to the pump house. The pole was finally installed a few weeks ago. Our electrician has ordered all of the equipment and will be replacing the rusted-out panels. He will also be replacing the wiring as needed. They will be on site on Friday, December 15th, to check the equipment that came in and will return on Monday, December 18th, to start moving the electric service over to the pump house. It will take about a week to install and rewire the pump house. We also have to coordinate once again with the electric company to come out and approve the work the electrician completed. Once that has been approved, our electricians will transfer the service to the new location at the pump house. During this transfer of service, the power will have to be shut down for a few hours in order for them to complete the transfer into the new panels. We will keep everyone posted next week when the electricians get started.

Pool

The pool has been closed and winterized.

Walkways

The temporary winter ways have been installed for the owners who have requested them.

Drainage on Muirfield

In order to eliminate the water/drainage issues on Muirfield, we talked to Hess Engineering, Halls Excavation, D. A. White excavation, and Micah's Group. Ryan's bid from Halls Excavation was approved by the Board. New drainage was installed on your field, The walkways were raised, and the walkway stones were all replaced. The original slate walkways just crumbled into pieces when they were removed by hand. Too much water over too many years.

Roofs

The clubhouse roof was completed this summer. The roofs on units 12, 13, 24, and 25 have also been completed. Next year we will be looking at the roofs on units on Troon.

We will be getting quotes on units 20, 21, 16, and 17. We will review the priority in the spring.

Painting Buildings

We completed painting units 14, 15, 24, and 25. We also had the painters paint the boards the PREP contractors replaced last year but did not have time to paint in December. We also had the clubhouse painted. We plan to paint a few more units next summer.

Water System

Jack Evans continues to maintain the system. We still have to meet with Brian from Mass Tank for tank cleaning. We are still working on this. The hold up is that when the tank is cleaned and emptied, we need to shut down the system. At that point, we need to have a water truck or another source of water available to us on site. I will keep you posted. I talked to Brian this morning [12/13]. And he and Jack will come up with a plan.

Septic Pumping.

Half of the units were pumped out last month by D.J.'s septic. My crew went down to dig up the covers and reseeded the area. The other units will be done by next summer. They have your association on a regular schedule.

Rot Repair/Decks

We will continue with these repairs after we do our spring walk through and prioritize the repairs.

Windows/Skylights.

Windows and skylights are the owners' responsibilities. If your roof is replaced, your skylight needs to be replaced at the same time. Listed below are the current skylight prices. These prices do not include interior trim repairs.

Skylight prices:

Fixed- \$1000.

Venting- \$1500.

Venting solar-\$2300.

Blinds -\$500.

Chimney Cleaning

I have reached out to Demer's Chimney Service, who has done your cleaning and inspections in the past. I am still waiting to hear back from Emily. I will keep you posted on this.

- Nancy reported that the chimneys are inspected annually. If they need attention it is done at the owners' expense.
- The insurance company is asking for chimney and dryer vent inspection reports.
- We need a survey of the types of heat in each unit: gas, wood, oil, etc... and when each was inspected.
- The Coop can come to look at venting in the attic spaces. If during the inspection they find something that needs attention it will be corrected immediately.

VI Old Business:

1. Policy about reimbursing owners for costs incurred when making needed repairs that should be the responsibility of the Association.

Kate Coupe

Nancy advises us to contact her first. Then if authorized, they will reimburse the owners.

	Send Notice & Agenda	Board of Directors	Send Notice & Agenda	Annual Meeting	Send Notice & Agenda	Board of Directors	Send Notice & Agenda	BOD
	March	March	May	June	September	September	December	December
2024	3/11	3/18	5/25	6/15	9/8	9/16	12/9	12/16
2025	3/10	3/17	5/31	6/21	9/7	9/15	12/8	12/15
2026	3/9	3/16	5/30	6/20	9/13	9/21	12/13	12/21

2. Decision about the dates of the board meetings and the annual meeting. The following dates and policies have been suggested for discussion: *Bob Fitz*
 - a. Board of Directors Quarterly Meetings: 9:00AM, third Monday of March, September, December.
Annual Meetings: 2:00PM, third Saturday of June
 - i. Notice of regular meetings is sent seven days prior to the meeting.
 - ii. Notice of the Annual meeting is sent twenty-one days prior to the meeting.
 - b. This table is just for discussion:

- Board members indicated approval for the additional organizational meeting of the Board as described above.
- The next meeting of the Board of Directors will be March 18 with the agenda and notice of the meeting sent to Association members by March 11.

c. [Wording for the bylaws:]

The Board of Directors Quarterly Meetings are held in March, June (the Annual Meeting), September, and December. The Annual Meeting of the entire membership is held in June. The Board of Directors may reschedule meeting dates, times, and locations in consideration of the convenience of association members' ability to attend.

- The Board approved the process and wording for the approval of the minutes.

3. Insurance: Those interested in	3/11/2024 First day of Ramadan	12/15/2025 First Day of Hanukkah
	9/16/2024 Eid Milad ul-Nabibb	9/21/2026 Yom Kippur
	3/17/2025 St. Patrick's Day	

suggestions about personal insurance for their units are referred to <https://www.highlandlinkscolony.com/hoa-business.html> *Bob Fitz*

Insurance

- Businessowners Policy 2023-2024
Vermont Mutual Insurance Company
- Policy Changes 2023-2024
- Umbrella Liability Coverage 2023-2024
- Claim Form

Insurance You Should Get

(What the Association Policy does not cover, and what you should consider including in your personal property policy)

- Confused about Condo Insurance?
 - Recommendations for additional Individual unit insurance: Insurance Specs. Bring this to your insurance agent. (Provided by our insurer)
 - Insurance Handbook / Insurance Information Institute (page 5)
 - How to Create a Home Inventory / Insurance Information Institute
 - Talk to your insurance agent

Other Documents

4. Internet in the Clubhouse.

- There was yet more discussion about Internet availability at the Clubhouse. The group discussed a package deal for the entire Association. It was suggested that a question about the Internet be included in a survey. (This survey would include the questions about heating methods.) It was also suggested that we wait for more information about the coming of fiber optic cable to see if that might influence our decision.

VII New Business:

1. Discussion of grounds maintenance

- We need to work with Micah to make improvements to the landscaping on Muirfield Ln. as a continuation of the work being done in that area. Nancy noted that he will need to use smaller equipment when mowing there.

2. Should we send "Winter Reminders" (See attachment " Winter Reminders" page 9) Bob Fitz

- Sending reminders was not addressed, But there was agreement that the Association needs to be more clear about plowing procedures and make a plan for where cars should move after the first plowing. We can't expect Micah to continually return to see if cars have been moved to allow plowing, but we also can't expect members to move cars if it isn't clear where they should be moved to. The Board agreed to create a policy.

3. Reviewing and approving the minutes of Board meetings. Bob Fitz

- a. We can consider appending this to the approved minutes:

Board members reviewed these minutes on, via email [as authorized by RSA 356-B:37, and in accordance with Roberts Rules of Order Newly Revised, 48:12] There being [no] corrections, OR These corrected minutes] These minutes have been approved vote of the Board of Directors, and [Association President] declares these minutes approved. – [Board Secretary]

- The Board agreed to approve the minutes of Board meetings by email.
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4. Welcoming new Association Members. Perhaps we should have a policy or procedure for this. Whitney Bacon #9.
 - Cindy White announced that she had welcomed our newest member, Whitney Bacon in Unit 9 with personal greetings and flowers. It was agreed that we need to prepare a welcome packet.
 5. Bylaws revision questions: *Bob Fitz*
 - a. Does anyone know what this means?

3-200 Continuance of Owners Liability. The liability of the owners shall continue until the transfers have been approved, and all such transferees shall be deemed liable for past due assessments—**other than institutional mortgages purchasing at institutional mortgage foreclosure sales or purchasing at sales in lieu of such foreclosure sales.**
 - b. This need adjusting:

4-101 General Notices. The Board of Director's Secretary or the Association's **Managing Agent** shall tend to the notices regarding meetings, or other matters of interest to association members. **Required notices will be sent to the address, physical or electronic, that the unit owner has provided to the association's managing agent at the address of the management company. If the unit owner does not designate an address, notices shall be delivered by United States mail to the mailing address of each unit.** [RSA 356-B37a]

4-102 Notice of Meetings. Notice of the unit owners' annual meeting shall be sent at least twenty-one (21) days in advance, and for any other meeting notices shall be sent at least seven (7) days in advance; Notices shall be sent to each unit owner indicating the time, place, and purpose of such meeting. **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 have designated.**
 - c. These also need attention:

5-400 Annual Meetings. The annual meeting of the Highland Colony Homeowners Association shall take place on **the third Saturday in June of each year at 2:00 PM at the Condominium or at such other reasonable place, time, or date as may be designated by written notice of the President or a majority of the Board of Directors.**

5-401 Quorums for Annual Meetings. A quorum shall be deemed to be present throughout any meeting of the unit owners' association until adjourned if persons entitled to cast more than **33 1/3 percent [11 Unit Members & Proxies]** of the votes are present at the beginning of such meeting. [RSA 356-B:38]

6-200 Voting Without a Meeting. The association may conduct votes by paper or electronically provided the ballot a.) provides an opportunity to vote against the action, b.) indicates the **number of responses required for a quorum, c.) indicates the percentage of votes required**, d.) indicates the date by which the ballot must be delivered to the association's managing agent to be counted, e.) allows no fewer than ten (10) days for a response after the ballot is delivered, and f.) indicates a time, date, and manner unit owners may comment to other unit owners regarding the vote. [RSA 356-B:39a]
 - d. Wording?

6-301 Proxy Content. The proxy shall list the name of the person who is to vote. **No such proxy shall be revocable except by actual notice to the person presiding over the meeting, by the unit owner or by any of such persons that it be revoked.** Any proxy shall be void if it is not dated or if it purports to be revocable without the required notice. The proxy of any person shall be void if not signed by a person having authority, at the time of the execution thereof, to execute deeds on behalf of that person. Any proxy shall terminate automatically upon the adjournment of the first meeting held on or after the date of that proxy.
 - The Board gave initial approval, pending input from Association members, to:
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- Use the title Managing Agent for Nancy Ehler's position, and to reword the bylaws regarding how members will receive notices, whether print or electronic, and to remove references to certified mail.
 - Fix the date of the annual meeting for the third Saturday in June but indicated a preference for 10:00AM as the starting time,
 - That a minimum of 12 owners should be required for a quorum.
 - That there will be 21 days' notice for the Annual Meeting as required by the Condominium Act.
 - RFitz is continuing to work on a draft of the bylaws for consideration and vote of the entire membership.

6. Road Issues

- The Board agreed that the repair of the condominium buildings should be a priority over the roads.
- The Board is anticipating a budget and a plan for the future.

. Announcements:

Adjournment:

The meeting adjourned at 11:56AM

Respectfully submitted, Robert Fitzpatrick with special thanks to Cindy White

Profit & Loss Budget Performance (July through November 2023)

3:31 PM
12/07/23
Accrual Basis

Highland Colony Homeowners Association
Profit & Loss Budget Performance
July through November 2023

	Jul - Nov 23	Budget	Jul - Nov 23	YTD Budget	Annual Budget
Income					
4010 · Dues Assessment Income	140,295.00	140,295.00	140,295.00	140,295.00	280,590.00
4510 · CD/MMA Interest Income	1,957.63	1,458.34	1,957.63	1,458.34	3,500.00
Total Income	142,252.63	141,753.34	142,252.63	141,753.34	284,090.00
Gross Profit	142,252.63	141,753.34	142,252.63	141,753.34	284,090.00
Expense					
5000 · Management Fees	6,875.00	6,875.00	6,875.00	6,875.00	16,500.00
5050 · Insurance	6,248.95	6,891.67	6,248.95	6,891.67	16,540.00
5100 · Snow Removal	0.00	3,750.00	0.00	3,750.00	22,500.00
5200 · Trash Removal	1,125.00	1,125.00	1,125.00	1,125.00	2,700.00
5250 · Electricity	1,593.10	2,375.00	1,593.10	2,375.00	5,700.00
5300 · Maintenance					
5305 · Contract Grounds	18,750.00	15,000.00	18,750.00	15,000.00	22,500.00
5512 · Pool Fence Repair	79.96		79.96		
5515 · Pest Control	350.00		350.00		
5520 · Siding/Deck Repair & Painting	6,814.84	9,333.33	6,814.84	9,333.33	14,000.00
5573 · Septic Pumping & Repairs	3,763.75		3,763.75		
5300 · Maintenance - Other	0.00	7,083.33	0.00	7,083.33	17,000.00
Total 5300 · Maintenance	29,758.55	31,416.66	29,758.55	31,416.66	53,500.00
6200 · Open Common Area Maintenance					
6205 · Open Natural Area Maintenance	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
Total 6200 · Open Common Area Maintenance	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
6300 · Pool Operations					
6305 · Pool Daily Maintenance	1,933.13	0.00	1,933.13	0.00	0.00
6320 · Pool Repair	1,322.22		1,322.22		
6300 · Pool Operations - Other	0.00	3,300.00	0.00	3,300.00	5,500.00
Total 6300 · Pool Operations	3,255.35	3,300.00	3,255.35	3,300.00	5,500.00
6400 · Water System					
6410 · Water Testing	810.00		810.00		
6420 · Water System Check/Repair	1,550.00		1,550.00		
6400 · Water System - Other	0.00	2,708.33	0.00	2,708.33	6,500.00
Total 6400 · Water System	2,360.00	2,708.33	2,360.00	2,708.33	6,500.00
7500 · Miscellaneous					
7550 · Reserve Allocation/Contribution	0.00	75,000.00	0.00	75,000.00	150,000.00
7500 · Miscellaneous - Other	210.99	166.67	210.99	166.67	400.00
Total 7500 · Miscellaneous	210.99	75,166.67	210.99	75,166.67	150,400.00
7600 · Administration and Taxes					
7650 · Legal and Professional	459.40	1,000.00	459.40	1,000.00	2,000.00
7600 · Administration and Taxes - Other	0.00	250.00	0.00	250.00	500.00
Total 7600 · Administration and Taxes	459.40	1,250.00	459.40	1,250.00	2,500.00
7700 · Website Hosting	0.00	250.00	0.00	250.00	250.00
8000 · Reserves					
8015 · Rot Repair	31,604.72	0.00	31,604.72	0.00	0.00
8025 · Pumphouse Repair	30,290.00		30,290.00		
8030 · Painting	35,641.92		35,641.92		
8040 · Roof Replacement	27,540.00	0.00	27,540.00	0.00	0.00
8045 · Site Grading and Excavation	34,566.00		34,566.00		
Total 8000 · Reserves	159,642.64	0.00	159,642.64	0.00	0.00
Total Expense	213,028.98	136,808.33	213,028.98	136,808.33	284,090.00
Net Income	-70,776.35	5,145.01	-70,776.35	5,145.01	0.00

3:17 PM
 12/07/23
 Accrual Basis

Highland Colony Homeowners Association
Balance Sheet
 As of November 30, 2023

	Nov 30, 23
ASSETS	
Current Assets	
Checking/Savings	
1000 · BNH - Cash - Operating Account	6,535.54
1120 · BNH - Cash - CD Account	120,103.94
Total Checking/Savings	126,639.48
Accounts Receivable	
11000 · Accounts Receivable	2,090.77
Total Accounts Receivable	2,090.77
Other Current Assets	
1400 · Other Assets	1,375.00
Total Other Current Assets	1,375.00
Total Current Assets	130,105.25
TOTAL ASSETS	130,105.25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	9,250.56
Total Accounts Payable	9,250.56
Total Current Liabilities	9,250.56
Total Liabilities	9,250.56
Equity	
3200 · Current Year Income/Loss	81,439.94
3910 · Retained Earnings	110,191.10
Net Income	-70,776.35
Total Equity	120,854.69
TOTAL LIABILITIES & EQUITY	130,105.25



Winter Reminders for Your Protection

Snow Removal:

Your cooperation with Highland Colony's snow removal policy makes for a safer environment for you and your neighbors.

- On the first pass, the snowplow clears the roads and the parking areas throughout the property.
- **It is the responsibility of unit owners to then move their cars out of their driveways and into the cleared parking areas so the snowplow can then plow the driveways on its second pass.**

Holiday Decorations: Please be careful. On average, there are about 160 Christmas decorating-related injuries each day during the holiday season, with over 40% of the incidents involving falls. In the 2022 holiday season (Nov. 1, 2021 - Jan.31, 2022), about 14,800 people were treated in hospital emergency departments due to holiday decorating-related injuries. (source: <https://www.cpsc.gov/Safety-Education/Safety-Education-Centers/Holiday-Safety>)

Frozen Water Pipes:

The U.S. Department of Energy claims that over a 20-year period there is a nearly 100% chance of problems with frozen pipes in our area. (source: https://www1.eere.energy.gov/femp/pdfs/shw_freezemap.pdf) To avoid frozen pipes, please remember to keep your heat set at a minimum of 55 degrees especially if you plan to be away for an extended period. Also, keep the cabinet doors under your sinks open to allow the circulation of warmer air.

Disconnect and drain your garden hoses. It's a good idea to shut off the valve to your outside water faucet.

Season Absence:

If you will be away for the winter or for an extended period, please notify Lincoln Condominium Management Group (603) 960-9061. Also, leave a key with LCMG and a phone number at which you can be reached in case of emergency.



Board of Directors Minutes

Monday, September 11, 2023 | 9:00AM | The Freshly Painted and Re-Roofed Highland Colony Clubhouse

Meeting called by Kate Newell-Coupe, President

Board members reviewed these minutes on September 21, 2023, via email [as authorized by RSA 356-B:37, and in accordance with Roberts Rules of Order Newly Revised, 48:12] There being no corrections, President Coupe declared the minutes approved.

Board Members

Kate Newell-Coupe, President Greg Pitman, Assistant to the President (non-voting) Bob Fleck, Treasurer	Bob Fitzpatrick, Secretary Annie Hoyer, at-large Cyndy White, at-large
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Management

Nancy Ehlers, Managing Agent Lincoln Condominium Management Group, LLC (owner)	John Carpenter, C.P.A. Lincoln Condominium Management Group
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Association Members

Ernie Coupe Dot Ely Hiram Ely	Judith Gooch Larry Gooch Steve Kelly	Paul Rizzo Kathy McGuinness Jan Panagoulis	Ron Snyder Bob Tuveson Bill White
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Agenda Adjustments:

- Bob Fleck asked for an update on the Moriarty Management dispute regarding what we regarded as an unwarranted bill. Answered: We have questioned the bill, it has not been paid, and there has been no response to our letter.
- Bob Fleck commented that the newsletter should be approved by the Board prior to being sent if there is an implication that it is distributed by the board.
- Tennis Net. Nancy will take it down when she is asked. Ernie Coupe mentioned that he had patched the court and had at his own expense painted the court. Nancy Ehlers mentioned that she has connections for tennis court repair.

President's Report:

Kate Coupe

Dear Highland Colony Members,

I want to extend warm greetings to all residents. I am delighted to be the new President of our extraordinary and beautiful Highland Colony. This letter intends to provide information on what your volunteer HC Board of Directors has accomplished and updates on the continuation of repairs and maintenance since we last met.

This was another year of transition as we attempted to return to a new normal, still catching up from the pandemic and welcoming our new Property Manager, Nancy Ehlers. As we all can see, great things are happening around our condo neighborhood.

Instead of reiterating what Bob Fitzpatrick has graciously documented in his newsletter, I will briefly comment on what has been an accomplished, eventful, and busy year.

Things are going well at the HC. We have a fresh-looking entry as we come up Mt. Prospect. Since that is our front door, we must look good, and it certainly does now, thanks to the efforts of Nancy, Micah, and our hard-working crews.

The Clubhouse looks great – it has been painted at Nancy's suggestion to match the colors of the duplex on the property, and it now looks like it is part of Highland Colony. The painters did an excellent job, and then the roofers came and put on two layers of shingles in one day – they did a fantastic job.

The Pool is looking great -Nancy will give us more information in her report, but there are a lot of improvements you cannot see, but one is there is a new pump for the Pool.

The Tennis Court was painted last fall, and a new net was installed. It was used frequently this summer despite the court still needing serious repair.

The Brush Area is quite full. We are very fortunate to have such a place, and it has been a wild success seeing it is almost full. George Hill made some

excellent suggestions about the storage area. Also, seeing the wooden walkways stored there brings up Nancy's concerns about their safety. I understand there is some controversy – many prefer the wooden walkways and feel the walks are more dangerous without them, and Nancy will talk about this in her report.

The Pump House, the electrician and our water man are trying to get new electricity because we cannot put it underground -which is too expensive. A solution would be to put a pole and wire across Fairway- more about this at the meeting.

The drainage on Muirfield is severe and will need to be addressed ASAP. Nancy will provide more details. We need to credit Micah, who has done a lot of work fixing the swales on Wedgewood and Troon. The work he put into that has saved us a great deal of money and road repair after every rainstorm.

Three Roofs need repair before the cold weather arrives. Again, Nancy will give us an update.

I have noticed things happening now; everyone is coming forward with repairs they want to see done. It is excellent to know there is enthusiasm for the aesthetics of our Association, but we will have to defer to Nancy, who is working on a list and identifying the areas most in need. Unfortunately, everything cannot happen in one day.

I look forward to seeing you all and hearing from you if you have any questions. I also want to thank my fellow Board members for all their support and help during the summer months.

Kate

Treasurer's Report:

Bob Fleck

Treasurer Fleck reported that he has served on the Board for seven years and feels we are now on track to get things done and to pay for it. He asked for a breakdown of where our money is going and what are our project priorities. Mr. Fleck submitted a copy of our tax return for 2022. (attached)

Financial Report:

John Carpenter,
C.P.A. L.C.M.G.

Mr. Carpenter mentioned that the principal from our reserve CD account is earning \$450 to \$500 per month, and there is currently no need to use money from that account.

The Operating Account had \$92,000 at the end of August. Mr. Carpenter explained the vagaries of a financial report due to when bills are received and when they are paid. Outstanding bills are not reflected in the financial reports, *e.g.*, we have yet to pay \$30,000 for the rebuilding of the pumphouse. He assured us the finances are on track, and outstanding debts are accounted for in our budgeted accounts.

Since our last meeting bills were sent out for the 1st quarter via email. \$70,000 in bills were sent out. Of this he has collected \$62,000 so far. He explained that sometimes the bills sent via email end up in a spam folder, or for various reasons may be missed by members. All bills had been paid by

the end of the last fiscal year. He is not concerned about the \$8,000 in outstanding bills and is confident they will be paid.

No surprises in the Income statement for the last two months. The plan was to put \$30,000 into the Capital Reserve account, and Nancy Ehlers has spent about \$30,000 of that on capital projects. There appears to be a small savings in the Repairs and Maintenance account; however, this is because money usually spent from this budget has been subsumed by our major projects, such as painting.

Bills paid include:

- LCMG monthly management fee.
- Vermont Mutual general liability and property insurance
- Trash Pick Up
- Electricity
- Micah's Property Maintenance contract
- Pool Maintenance
- Pool Cover
- State Water services
- Bob Fitzpatrick for speakerphone for remote access to meetings.
- Bob Fitzpatrick for downloading Condo Instruments (by-laws and declaration) from Grafton Registry of Deeds
- Ogden Construction \$32,000.
- Painting deposit

Budget Attachments:

- **Profit & Loss Budget vs. Actual** July through August 2023 (Attachment A)
- **Balance Sheet** as of August 31, 2023 (Attachment B)
- **Profit & Loss Budget Performance** July through August 2023 (Attachment C)

The financial report was received for filing.

Discussion:

Nancy Ehlers agreed to investigate an anomalous electric bill. There was speculation the high bill may have been due to a short circuit at the pumphouse. Our three electric bills are usually about \$35, \$35, and \$150.

A question was asked about setting aside money for septic systems and plans for future projects. Ms. Ehlers indicated that we have money for emergencies. Mr. Carpenter volunteered that part of the purpose of the \$100,000 CD would be to address such issues.

Management Report:

We have been very busy this summer. Here is the update on the current projects.

Nancy Ehlers,
Managing
Agent, Owner,
L.C.M.G.)

Pump House

Upon initial inspection with Jack Evans, our water manager, we found several deficiencies which were confirmed by the State during our first inspection. The roof was rotting away, and probably would not last through next winter. The dehumidifier was broken and not working. Water was leaking into the pump room, through the electrical panel and we found several dead mice. Mold was also found in the ceiling. The building was not vented, and the design was bad. The state gave us two months to complete the repairs and we are just about finished. The spray foam will be completed this week. We changed the design of the building and cleared some brush. We are now working with Isaac Newton of Isaac Newton Electrical Contractors, and the electrical company to finish the upgrade and install new panels. The panels within the pump house are rusted due to the moisture over a period of years. We are still waiting for the electric company to give us a quote which should be coming this week. The electricity service was not to code and is being moved closer to the pump house. A pole will be installed, and the new electric service will be run above ground into the pump house. This should prevent water from getting in thru the conduits. This project was budgeted for \$40,000.00. Jason, from Jasmor Properties, re-framed and built the new structure as well as demolished the old building. The roof was vented. We added a new steel entry door and vinyl siding. His work came in on budget at \$30,000.00 and I have the other \$10,000.00 allocated for the electrical repairs. This should all be completed in the next few weeks. The electrician will also be replacing the heater.

Pool

We will be closing the pool on Monday morning. At the beginning of the season, we were having problems keeping the pump running. Troy tried to rebuild it but it was too far gone, so we did replace the pump. The pool cover was also repaired this season. Towards the end of the season, the pool started to lose more water each day,, so we will have to have that checked next season when we open the pool. We also cleaned out the pool pump house at the beginning of the season and reorganized that room.

Clubhouse

The clubhouse has been repaired. Both decks have been replaced with Trex and re-supported. Most of the rotten siding was replaced and the building was recently painted to match the rest of the homes. This past Friday, the roof was replaced. They found two old layers of shingles and lots of moisture between the layers. The new roof was completed Friday as well. The front slider needs replacing. I have a brand-new Pella Slider still in packaging in my barn and have asked our carpenter to measure. If it fits, I will donate that to the clubhouse as it is taking up much needed space. We will address the changing rooms and bathrooms next season.

Tennis Courts

We did install a new net this year and will be taking it down after Columbus Day. Next year we will get a price for the Tennis Court repairs.

Walkways/Drainage

I have been working with Will Hess from Hess engineering. We have walked the site on several occasions, and I am trying to set up another meeting with Micah. Will Hess is willing to work with us on an hourly basis in

order to come up with a plan. The walkways need to be raised, and some type of swale needs to be created to get the water out and re-directed. I hope to have more info next week.

Windows/Skylights

Just a reminder that windows and skylights are the owner's responsibility. If you would like a quote on any of your windows, please give me a call and we will get an estimate for you. Skylights need to be replaced when your roofs are done. Listed below are the current prices for skylights for the different options you will have.

Fixed- \$1,000.00

Venting- \$1,500.00

Venting Solar- \$2,300.00

Blinds- \$500.00

Roofing

The roofs are being replaced with Owens Corning shingles with a 50 year warranty. The roofing is being done by Jason, of Jasmor Properties. Shaun walked most of the roofs, and they are being done based on priority and damage. In addition to the clubhouse, units 12, 13, 24, and 25 are the 2 additional buildings that we will re-roof this year. Units 20 and 21 will be next year along with another building that has not been determined yet. In addition to the roofs, some of the chimney caps and flashing need repairs. After they finish the new roofs, I will ask them to look at the others and do minor repairs to get us thru the winter. There are at least 6 other roofs that they suggested replacing within the next 1-3 years. The other roofs could last 5-7 years. The two roofs scheduled for this year will be done in the next few weeks, after this week's rainstorm. We still need to look at roofs on Springer & Highland.

Painting

The clubhouse has been painted. In addition, 4 units- 2 buildings will also be done. Units 14 and 15 are in progress as the rot repairs were completed. Leah Lawry of Mad River Painting is the company on site. After they complete the unit painting, they will go around and paint all the repairs made by P.R.E.P. Contractors last December. In addition, units 24 & 25 will also be painted after the roof repair.

Water System

Jack Evans continues to maintain the water system and is happy about the pump house repairs. We will still have the tanks inspected by Brian from Mass tank this fall to come up with a plan for future actions. If he does find a problem, we will have to find another temporary source of water if additional work needs to be done. That will take some planning, so more on this in the future after he completes the inspection.

Septic Systems

Your tanks are on a service schedule and will be checked this fall.

Decks

If any deck is in total failure or unsafe it will be replaced as needed. If a board of two is rotted and needs replacing, they will be replaced separately with pressure treated wood. Railings will be pressure treated and added as our budget allows. The decks are the Associations responsibility. It is cost

effective if the deck is in failure to replace the deck boards with Trex so the repair will last longer.

Rot Repairs

We have a huge list. We are still working through all the paperwork and owner requests. Our intention is to go unit by unit and we have been working with James Ogden. He has already completed repairs on the clubhouse, units 14 & 15 and will be working on units 24 & 25 and other miscellaneous units repairing rotted areas.

Tax Return

The tax return has been filed for the year ending June 2023.

Nancy Ehlers

The following Roof Report was submitted by Jasmor Roofing indicating an estimate of the remaining viability of existing roofs:

Muirfield Lane:

#12 & 13 1-3 Years- signs of decay everywhere, chimney flashing has holes, skylights need replacing, lots of moss.

#24 & 25 1-3 Years- 24 leaking- should be done ASAP. Skylights should be replaced – signs of decay everywhere

#14 & 15 1-3 Years- Cap falling apart, wear & tear on shingles, chimney & Skylights need replacing & work

#22 Fairly new roof, has newer skylights

#26 & 27 Roof done recently but has older skylights

Wedgewood:

#41 & 43 7 years +

Clubhouse:

1-3 Really needs this year

Troon:

#20 & 21 1-3 years left. #20 has new skylight but shingles around it are damaged, needs chimney reflashed. #21 needs skylight

#16 & 17 1-3 years left. Signs of decay, needs chimney flashing and skylights

Fairway Drive:

#5 5-7 years left

#3 & 4 5-7 years left, gutters not draining

#8 & 9 5-7 years left, cracked in the back

#6 & 7 5-7 years left

#10 & 11 5-7 years left

President Coupe extended thanks to Nancy and John for their hard work.

Jack Evans and water testing.

Mr. Evans arrived unexpectedly and recruited Members to leave water samples.

Old Business

-
- The Board agreed to draft a policy regarding reimbursing owners for costs incurred when making needed repairs that should have been the Association's responsibility.
(from "IV. Approval of Annual Minutes 2022" bullet two): "Treasurer Fleck offered a correction for page 6, bullet five, regarding reimbursing owners for costs incurred when making needed repairs that should have been the Association's responsibility. The suggestion was that such reimbursements should undergo some form of control. As a control for this practice, Mr. Fleck proffered the process, 1.) the owner would submit a modification repair request and 2.) if the repair weren't undertaken within a certain amount of time, the owner would prove the necessary qualifications to carry out the repair, and the Board would determine an approved reimbursement amount. In response, Mr. Gooch recollected that the discussion did occur but that the group did not reach a resolution. This matter was moved to a future agenda item for further consideration."
Mr. Gooch suggested the Board draft a policy.

Bob Fitzpatrick

- Legal Document, By-Laws
Secretary Fitzpatrick reported that this project has stalled, but he plans to take it up again soon.

New Business

- Discussion on timing of receipt of financials
There was a request to hold board meetings later in the month to account for the previous month's financial information. The Board agreed to take this up at the next meeting.
 - Status of Bylaws, Declaration and Association Rules and Regulations to comply with State regs.
 - Enforcement of current documents as written and approved
 - There was a discussion of the role of the Board in appointing members and choosing who will handle which office.
-
- The group is referred to [N.H. Rev. Stat. § 356-B:37](#) regarding minutes

356 B:37. Meetings.

I. Meetings of the unit owners' association shall be held in accordance with the provisions of the condominium instruments at least once each year after the formation of the association. The bylaws shall specify an officer who shall, at least 21 days in advance of any annual or regularly scheduled meeting, and at least 7 days in advance of any other meeting, provide to each unit owner notice of the time, place, and purpose or purposes of such meeting in conformity with RSA 356-B:37-a. The minimum time to give notice may be reduced or waived for a meeting called to deal with an emergency. Purposes of the meeting shall include any budget

A question about insurance from Mr. Tuveson. What does the Master Condo Association Insurance cover...bare wall coverage, single entity coverage or all-in coverage? The Board and Management agreed to look into more specifics regarding the insurance question.

Meanwhile, the group is referred to:

[NH Revised Statutes Annotated C.356-B:43 Insurance.](#)

- Discussion of Internet access at the clubhouse. Ms. Ehlers will investigate a group rate.

Announcements:

Treasurer Bob Fleck announced his resignation with regret, explaining that personal issues and business have intervened causing him to make this decision. We are very grateful for his many years of dedicated service. We thank him for his work.

Adjournment

Motion to adjourn:

Meeting adjourned at 11:18.

Respectfully submitted, Robert Fitzpatrick, Secretary

Board members reviewed these minutes on September 21, 2023, via email [as authorized by RSA 356-B:37, and in accordance with Roberts Rules of Order Newly Revised, 48:12] There being no corrections, President Coupe declared the minutes approved.

8:43 AM
09/08/23
Accrual Basis

Highland Colony Homeowners Association
Profit & Loss Budget vs. Actual
July through August 2023

	Jul - Aug 23	Budget
Income		
4010 · Dues Assessment Income	70,147.50	70,147.50
4510 · CD/MMA Interest Income	933.02	583.34
Total Income	<u>71,080.52</u>	<u>70,730.84</u>
Gross Profit	71,080.52	70,730.84
Expense		
5000 · Management Fees	2,750.00	2,750.00
5050 · Insurance	3,031.60	2,756.67
5200 · Trash Removal	450.00	450.00
5250 · Electricity	402.53	950.00
5300 · Maintenance		
5305 · Contract Grounds	7,500.00	7,500.00
5520 · Siding/Deck Repair & Painting	0.00	4,666.67
5300 · Maintenance - Other	0.00	2,833.33
Total 5300 · Maintenance	<u>7,500.00</u>	<u>15,000.00</u>
6200 · Open Common Area Maintenance		
6205 · Open Natural Area Maintenance	0.00	750.00
Total 6200 · Open Common Area Maintenance	<u>0.00</u>	<u>750.00</u>
6300 · Pool Operations		
6305 · Pool Daily Maintenance	610.00	0.00
6300 · Pool Operations - Other	0.00	2,200.00
Total 6300 · Pool Operations	<u>610.00</u>	<u>2,200.00</u>
6400 · Water System		
6410 · Water Testing	30.00	
6400 · Water System - Other	0.00	1,083.33
Total 6400 · Water System	<u>30.00</u>	<u>1,083.33</u>
7500 · Miscellaneous		
7550 · Reserve Allocation/Contribution	0.00	37,500.00
7500 · Miscellaneous - Other	210.99	66.67
Total 7500 · Miscellaneous	<u>210.99</u>	<u>37,566.67</u>
7600 · Administration and Taxes		
7650 · Legal and Professional	211.90	500.00
7600 · Administration and Taxes - Other	0.00	125.00
Total 7600 · Administration and Taxes	<u>211.90</u>	<u>625.00</u>
8000 · Reserves		
8015 · Rot Repair	31,604.72	0.00
8025 · Pumphouse Repair	290.00	
8030 · Painting	4,000.00	
Total 8000 · Reserves	<u>35,894.72</u>	<u>0.00</u>
Total Expense	<u>51,091.74</u>	<u>64,131.67</u>
Net Income	<u><u>19,988.78</u></u>	<u><u>6,599.17</u></u>

8:24 AM
09/08/23
Accrual Basis

Highland Colony Homeowners Association
Balance Sheet
As of August 31, 2023

	Aug 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1000 · BNH - Cash - Operating Account	92,481.98
1120 · BNH - Cash - CD Account	119,079.33
Total Checking/Savings	211,561.31
Accounts Receivable	
11000 · Accounts Receivable	7,825.96
Total Accounts Receivable	7,825.96
Other Current Assets	
1400 · Other Assets	1,375.00
Total Other Current Assets	1,375.00
Total Current Assets	220,762.27
TOTAL ASSETS	220,762.27
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	9,142.45
Total Accounts Payable	9,142.45
Total Current Liabilities	9,142.45
Total Liabilities	9,142.45
Equity	
3200 · Current Year Income/Loss	81,439.94
3910 · Retained Earnings	110,191.10
Net Income	19,988.78
Total Equity	211,619.82
TOTAL LIABILITIES & EQUITY	220,762.27

8:36 AM
09/08/23
Accrual Basis

Highland Colony Homeowners Association
Profit & Loss Budget Performance
July through August 2023

	Jul - Aug 23	Budget	Jul - Aug 23	YTD Budget	Annual Budget
Income					
4010 · Dues Assessment Income	70,147.50	70,147.50	70,147.50	70,147.50	280,590.00
4510 · CD/MMA Interest Income	933.02	583.34	933.02	583.34	3,500.00
Total Income	71,080.52	70,730.84	71,080.52	70,730.84	284,090.00
Gross Profit	71,080.52	70,730.84	71,080.52	70,730.84	284,090.00
Expense					
5000 · Management Fees	2,750.00	2,750.00	2,750.00	2,750.00	15,500.00
5050 · Insurance	3,031.60	2,756.67	3,031.60	2,756.67	15,540.00
5100 · Snow Removal	0.00	0.00	0.00	0.00	22,500.00
5200 · Trash Removal	450.00	450.00	450.00	450.00	2,700.00
5250 · Electricity	402.53	950.00	402.53	950.00	5,700.00
5300 · Maintenance					
5305 · Contract Grounds	7,500.00	7,500.00	7,500.00	7,500.00	22,500.00
5520 · Siding/Deck Repair & Painting	0.00	4,666.67	0.00	4,666.67	14,000.00
5300 · Maintenance - Other	0.00	2,833.33	0.00	2,833.33	17,000.00
Total 5300 · Maintenance	7,500.00	15,000.00	7,500.00	15,000.00	53,500.00
6200 · Open Common Area Maintenance					
6205 · Open Natural Area Maintenance	0.00	750.00	0.00	750.00	1,500.00
Total 6200 · Open Common Area Maintenance	0.00	750.00	0.00	750.00	1,500.00
6300 · Pool Operations					
6305 · Pool Daily Maintenance	610.00	0.00	610.00	0.00	0.00
6300 · Pool Operations - Other	0.00	2,200.00	0.00	2,200.00	5,500.00
Total 6300 · Pool Operations	610.00	2,200.00	610.00	2,200.00	5,500.00
6400 · Water System					
6410 · Water Testing	30.00		30.00		
6400 · Water System - Other	0.00	1,083.33	0.00	1,083.33	6,500.00
Total 6400 · Water System	30.00	1,083.33	30.00	1,083.33	6,500.00
7500 · Miscellaneous					
7550 · Reserve Allocation/Contribution	0.00	37,500.00	0.00	37,500.00	150,000.00
7500 · Miscellaneous - Other	210.99	66.67	210.99	66.67	400.00
Total 7500 · Miscellaneous	210.99	37,566.67	210.99	37,566.67	150,400.00
7600 · Administration and Taxes					
7650 · Legal and Professional	211.90	500.00	211.90	500.00	2,000.00
7600 · Administration and Taxes - Other	0.00	125.00	0.00	125.00	500.00
Total 7600 · Administration and Taxes	211.90	625.00	211.90	625.00	2,500.00
7700 · Website Hosting	0.00	0.00	0.00	0.00	250.00

8:36 AM
 09/08/23
 Accrual Basis

Highland Colony Homeowners Association
Profit & Loss Budget Performance
 July through August 2023

	Jul - Aug 23	Budget	Jul - Aug 23	YTD Budget	Annual Budget
8000 - Reserves					
8015 - Rot Repair	31,604.72	0.00	31,604.72	0.00	0.00
8025 - Pumphouse Repair	290.00		290.00		
8030 - Painting	4,000.00		4,000.00		
Total 8000 - Reserves	35,894.72	0.00	35,894.72	0.00	0.00
Total Expense	51,091.74	64,131.67	51,091.74	64,131.67	284,090.00
Net Income	19,988.78	6,599.17	19,988.78	6,599.17	0.00

U.S. Income Tax Return for Homeowners Associations		OMB No. 1545-0123			
Go to www.irs.gov/Form1120H for instructions and the latest information.		2022			
For calendar year 2022 or tax year beginning July 1, 2022, and ending June 30, 20 23					
TYPE OR PRINT	Name Highland Colony Homeowners Association Number, street, and room or suite no. if a P.O. box, see instructions. P.O. Box 400 City or town, state or province, country, and ZIP or foreign postal code Plymouth, NH 03264	Employer identification number 02-040300 Date association formed			
Check if: (1) <input type="checkbox"/> Final return (2) <input type="checkbox"/> Name change (3) <input checked="" type="checkbox"/> Address change (4) <input type="checkbox"/> Amended return					
A Check type of homeowners association: <input checked="" type="checkbox"/> Condominium management association <input type="checkbox"/> Residential real estate association <input type="checkbox"/> Timeshare association					
B Total exempt function income. Must meet 60% gross income test. See instructions		B 201,764.00			
C Total expenditures made for purposes described in 90% expenditure test. See instructions		C 189,358.00			
D Association's total expenditures for the tax year. See instructions		D 189,358.00			
E Tax-exempt interest received or accrued during the tax year		E			
Gross Income (excluding exempt function income)					
1 Dividends		1			
2 Taxable interest		2 4,113.00			
3 Gross rents		3			
4 Gross royalties		4			
5 Capital gain net income (attach Schedule D (Form 1120))		5			
6 Net gain or (loss) from Form 4797, Part II, line 17 (attach Form 4797)		6			
7 Other income (excluding exempt function income) (attach statement)		7			
8 Gross income (excluding exempt function income). Add lines 1 through 7		8 4,113.00			
Deductions (directly connected to the production of gross income, excluding exempt function income)					
9 Salaries and wages		9			
10 Repairs and maintenance		10			
11 Rents		11			
12 Taxes and licenses		12			
13 Interest		13			
14 Depreciation (attach Form 4562)		14			
15 Other deductions (attach statement)		15			
16 Total deductions. Add lines 9 through 15		16 0.00			
17 Taxable income before specific deduction of \$100. Subtract line 16 from line 8		17 4,113.00			
18 Specific deduction of \$100		18 \$100			
Tax and Payments					
19 Taxable income. Subtract line 18 from line 17		19 4,013.00			
20 Enter 30% (0.30) of line 19. (Timeshare associations, enter 32% (0.32) of line 19.)		20 1,203.90			
21 Tax credits (see instructions)		21 0.00			
22 Total tax. Subtract line 21 from line 20. See instructions for recapture of certain credits		22 1,203.90			
23a 2021 overpayment credited to 2022	23a				
b. 2022 estimated tax payments	23b				
c Total	23c				
d Tax deposited with Form 7004	23d				
e Credit for tax paid on undistributed capital gains (attach Form 2439)	23e				
f Credit for federal tax paid on basis (attach Form 4136)	23f				
g Add lines 23c through 23f	23g				
24 Amount owed. Subtract line 23g from line 22. See instructions		24 1,203.90			
25 Overpayment. Subtract line 22 from line 23g		25			
26 Enter amount of line 25 you want: Credited to 2023 estimated tax Refunded		26			
Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.					
Sign Here	Signature of officer _____	Date _____ Title _____			
	May the IRS discuss this return with the preparer shown below? See instructions. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Paid Preparer Use Only	Print/Type preparer's name John Carpenter	Preparer's signature _____	Date _____	Check <input checked="" type="checkbox"/> if self-employed	PTIN _____
	Firm's name White Mountain Consulting, LLC	Firm's EIN 487-90-787			
	Firm's address 21 Tribuna Road, Thornton, NH 03269	Phone no. 603-348-1359			
For Paperwork Reduction Act Notice, see separate instructions.			Cat. No. 11477H	Form 1120-H (2022)	