



Meeting of the Board of Directors: Minutes

Monday, May 22nd, 2023, | 10:00AM | Highland Colony Clubhouse

Meeting called by Gregg Pitman

In Attendance

Board Members:

Gregg Pitman, Pres., 3 Muirfield Ln. Unit 27
Bob Fleck, Treas., 10 Highland View Ln. Unit 32
Bob Fitzpatrick, Sec., 30 Muirfield Ln. Unit 13

Kate Coupe, 9 Troon Terrace Unit 17
Jan Panagoulis, 43 Wedgewood Dr. Unit 1

Management (Lincoln Condominium Management Group, LLC) (603) 960-9061

Nancy Ehlers, Owner, Manager of Highland Links John Carpenter, C.P.A.A.

Association Members Present:

Hiram Ely, 13 Fairway Dr. Unit 10
Sarah Johnston, 7 Troon Terrace Unit 18
Mike Letsky, 23 Fairway Dr. Unit 3 (via phone conf.)
Olivia Saunders, 24 Fairway Dr. Unit 5

Ron Snyder, 6 Highland View Ln. Unit 30|Bob
Tuveson, 4 Highland View Ln. Unit 29
Cindy White, 18 Fairway Dr. Unit 8

Guest:

Jack Evans, State Certified Water Contract Service Provider, 107 Hardhack Rd. Holderness, NH

Minutes

1. Welcome and Call to Order

Gregg Pitman, President, called the meeting to order promptly at 10:00AM.

2. Approval of the Minutes of the March 22, 2022, BOD Meeting ([Page 14-21](#))

Motion to Approve as Corrected: Bob Fleck

Second: Kate Coupe In favor: 5 Opposed: 0

3. Agenda Adjustments

Out of respect for Mr. Evans' time, President Pitman requested Jack Evans, State Certified Water Contract Service Provider, deliver the first report.

Water Systems

Mr. Evans reported: The NH Dept. of Environmental Services (NHDES) recorded [no significant deficiencies](#) in the required triennial inspection of our water system. [\[complete data\]](#)

Mr. Evans carried out a "blow-off," * or flushing of the mains, in the southern portion of the Colony. Rob Fleck and Bob Tuveson reported some reduction of the sediments in their water. Ron Snyder and Kate Coupe were slightly less positive. Inspection is continuing throughout the property.

Treated water that ages needs to be flushed in order to maintain safe residuals for consumers. So, when it comes to many dead-end mains, they need to be flushed out regularly to bring new, treated water into the line. This helps avoid any issues in water quality for customers.

Nancy Ehlers addressed several water-related concerns:

The Pump House is a hazard and a liability. Due to the structure's age, years of neglect, severe building rot, improper dehumidification, electrical problems (rusted electrical boxes, corroded wires, etc.), the Pump House needs to be rebuilt.

Water Tanks

Mr. Evans and Ms. Ehlers both expressed concern that our two water tanks were installed in 1985—making them 38 years old and well past the recommended replacement period of 30 years. Depending on several factors, including the likely need to replace the tank linings, the necessary expense is significant. Including the rebuilding, the required improvements, and the cost of inspections, the project will exceed \$30,000 to \$40,000. The good news being that these improvements should last another 30 years.

Water Schematics

Ms. Ehlers has recovered the water system schematics from Moriarty Management. Unfortunately, the schematics do not correspond to the reality of the system that our Declarant (Krypton Corporation) installed. Bob Tuveson recalled that the schematics were drawn prior to Phase Two construction. Their accuracy was not only doubted but has been proven wrong. [You may have seen Mr. Evans and an assistant on the property using a metal detector in search of the water shutoffs.]

Solution to Possible Interruption of Water

Mr. Evans warned that the tank and Pump House projects, when they might be undertaken, could require the water to be turned off for at least one week. As the group deemed this unacceptable, someone suggested the possibility of bringing in a water tanker to supply our needs during such an interim. This idea was immediately praised by both Ms. Ehlers and Mr. Evans. A sense of calm returned to the group.

Flushing the Mains

Ms. Ehlers recommended adopting a policy of flushing the mains annually in the hope of obviating future problems. **The Board agreed, and this is now policy.**

Recommended Consultant

Finally, Mr. Evans recommended consultation with Brian Gately of "[Mass Tank](#) and Mass Tank Inspection Services," (508) 923-3445.

The Board thanked Mr. Evans for his report and his diligence, and he left the meeting.

4. Reports and New Business

President's Report, Gregg Pitman

- **Micah's Property Management**

There was both praise and complaint for Micah Mikelboro's service, [Micah's Property Maintenance](#). Some members reported damage to buildings. There were comments on both a lack of sanding, and a lack of sweeping sand away; both damage of lawns, and inadequate repair of damaged lawns; both lack of boundary awareness due to not staking, and claims from Micah's staff that they don't use stakes. There were claims that the late starting date of the contract prevented staking before the snow, and claims that there was no snow at that time; claims that there was an inadequate walkthrough before the season began, and a claim that a thorough walkthrough had been conducted at which Mr. Mikelboro appeared attentive.

The spring thaw revealed the new Kubota snowblower had blown many rocks into lawns and gardens. The initial enthusiasm for Micah's procurement of this new tool has ebbed.

[There was a considerable amount of discussion about this.]

Overall, the reaction was obviously mixed. However, while the group was divided into two distinct camps, there seemed to be agreement that Mr. Mikelboro was approachable, friendly, and clearly wanted to do a good job. Ms. Ehlers described her frequent meetings with Mr. Mikelboro and believes he seriously underestimated the scope of this job. She also believes he feels he is doing what he can. She noted the contract's agreed remuneration was well below that being paid by comparable communities. In her estimation, it became a matter of a fine line between demanding more from him or risking losing the account in mid-season. This appears to be a matter of getting what you pay for.

There was consensus that our most recent service provider, [Three Lakes Landscaping](#), was over-extended, and that a former provider, [Clements Nursery: Landscape and Maintenance](#), did a better job but at a much higher cost. Ms. Ehlers indicated a preference for Clements. There was sympathetic recognition that, currently, all service providers are having serious problems finding dependable employees, and it may be too early for an outright condemnation of Micah's.

The group agreed to look at the contract again, and perhaps include more specific

expectations and another walkthrough. Ms. Ehlers can make the current contract available to members.

- **Spillway Dam**

You will recall the failure of our spillway dam last December. Ron Snyder commented on the satisfactory repairs made by Frank and Matt Tilton. He reported he has new suggestions for an additional improvement to the spillway that will cost less than \$1,000.

Note: The spillway dam is located on the stream and pond south of Mr. Prospect Rd. Responsibility for the dam was a requirement of Highland Colony's original property acquisition. According to Order [of the [NH Water Resources Board](#)] No. 118.12 "Registration of a (sic) Existing Dam (RSA 482:3-7) [July 26, 1985]": "1. The dam shall be operated and maintained in compliance with the provisions of Revised Statutes Annotated [Chapter 482](#). 2. Registration of the dam by the Board [NH Water Resources Board] does not relieve the owner from meeting the requirements of public safety or other provisions of the law." This record is registered with the Grafton County Registry of Deeds document no. 1555-0743.

- **Paving Bids**

Ms. Ehlers announced she is continuing her search for paving bids.

Ron Snyder presented a revised bid from [R&D Paving](#). Mr. Snyder has also recommended that due to our problematic financial state we should put off the paving project for now. The Board thanked Mr. Snyder for his considerable effort on behalf of the Association.

- **Motion Regarding Bids**

To avoid the confusion of too many people being involved in procuring or recommending bids, Mr. Fitzpatrick raised a motion:

MOTION

It is moved that: Our property management company, [presently Lincoln Condominium Management Co., L.L.C. (LCMC)] oversees the bidding process for the major expenditures of Highland Colony. Association members or commercial enterprises are welcome to submit bids to the property manager who will, after evaluating their pros and cons, present recommendations for the consideration of the Board of Directors and the Highland Colony Homeowners Association as a whole.

Jan Panagoulis seconded the motion. Vote: In Favor: 5 Opposed: 0

- **The Association's Annual Meeting**

[Mr. Fitzpatrick noted that the latest revision to the [New Hampshire Condominium Act](#), New Hampshire Revised Statutes Annotated: Chapter 356-B (August 29, 2022) is very specific regarding requirements for the frequency and the processes for Homeowners Association [meetings](#).

The revised Condominium Act makes these stipulations:

- Meetings of the unit owners' association shall be held at least once each year.
- An officer shall provide each unit owner with a notice of the time, place, and purposes of all meetings at least 21 days before the annual meeting, and at least 7 days before any other meeting.
- The meetings must include budget changes.
- The secretary or other officer must prepare an affidavit accompanying a list of the addresses of all unit owners for the annual meeting.
- The secretary must attest, with an affidavit, that meeting notices were distributed 21 days before annual meetings, and 7 days before all other meetings and attest to the presence of a quorum.
- Meetings must be conducted according to [Robert's Rules of Order](#).
- Owners must be given a reasonable opportunity at any meeting to comment on any matter affecting the association.
- Bylaws may allow for meetings to be conducted via any electronic means.
- Minutes of all meetings are required to be made available to all association members within 60 days of the meeting or 15 days after the minutes are officially approved
- Minutes of all meetings must be available to members and may be posted to a website for which all members must be given the website address: [Our website URL is <http://www.highlandlinkscolony.com> "HOA Business"
 - The **password** for access to the Association Business page is **Prospect**

- **Date for the Annual Meeting**

Saturday, June 17th, 10:00 AM is the date for the 2023 Annual Meeting – at the Clubhouse)

- **Agenda for the Annual Meeting**

1. **Board of Directors Election**

The election of the new Board of Directors position vacancies will take place at the annual meeting. Nominations for candidates for the Board of Directors must be received by June 10th so we can let Members know who is running. You may nominate yourself. Send nominations to President Pitman at pitmangregg@gmail.com

Current Status of Board Member terms

Bob Fleck, Treasurer, one year remaining.

Bob Fitzpatrick, Secretary, one year remaining.

Kate Coupe, At-Large, two years remaining.

Open Seat, President, three years

Open Seat, At-Large, three years

Note: It has been suggested that it would be good to have representation from the owners on Fairway. This would give us representation from all Highland Colony areas.

2. Budget Approvals

The budgets approved by the Board at this meeting (See Treasurer's Report, this page) are included in these minutes and will be sent to Association members with the agenda for the annual meeting.

3. Agenda Item Requests

The Secretary requested that any report from the President, Treasurer, or Secretary be sent to him by May 26 to be included with the agenda for the annual meeting. Otherwise, they will be made available at the annual meeting.

- ***Suggestions and Concerns Received from Association Members***

Due to time limitations, the following were announced as notices and only discussed briefly:

1. [The Board expressed its gratefulness to George Hill's](#) thoughtful analysis and recommendations regarding the Brush and Storage Area (See below: "A. George Hill's Storage Area Suggestions.") All agreed these were worthy consideration and pending availability of funds will receive further consideration.
2. [The Board expressed its gratefulness to Nancy Conklin](#) for her environmental consciousness and recommendation for a "No Mow May" (See below: "B. No Mow May") The Board agreed that this was a good and environmentally conscious recommendation. Concerns regarded problems with ticks if mowing were to be delayed. Micah's indicated that by June, the length of the grass would cause difficulties for his equipment. In any event, the issue became moot since Micah's had mowed the grass on May 12, before this issue came before the Board.
3. Nancy Ehlers indicated she has been in touch with our new resident, Paul Rizzo, Muirfield Ln. regarding his willingness to work on finishing the clapboarding the PREP left unfinished on Muirfield Ln.
4. Security: [The Board extended thanks to Paul Beck](#), Muirfield Ln. who notified us regarding his information from the Holderness Police Department and compromised mailboxes in Campton, Thornton, and Holderness. (See below: "C. Holderness Police")

Treasurer's Report, Bob Fleck, Treasurer

John Carpenter, CPA (LCMC)

1. **Balance sheet as of April 30, 2023.** ([Page 10](#))

The Balance Sheet shows the assets, liabilities, and equity of our Association. All the funds that had been under Moriarity Management have been moved to LCMG.

The funds from the Vanguard reserve account are now in a CD at the Bank of New Hampshire. Three owners still have Q4 dues outstanding but are expected to be paid by the annual meeting or shortly thereafter.

2. **Profit & Loss Budget Performance.** ([Page 11](#))

The Profit and Loss Budget Performance show how the HOA has performed financially for the month of April and the ten-month period from July 1 to April 30 compared to the HOA budget. The management fee expense is higher than indicated in the budget due

to our change of management company; electric is higher due to higher rates. Everything else is tracking to budget. The capital reserve account was not funded during the current year as access to the Vanguard account was not available for deposits. These funds are in the Bank of NH operating account and will be used for capital reserve expenses in 2024/2025.

3. **Proposed Operating Budget July 1, 2023 - June 30, 2024** ([Page 12](#))

The Proposed Operating Budget shows our proposed HOA budget funded at three reserve levels. The level are \$100,000, \$150,000, and \$200,000. At this meeting, the Board of Directors selected the \$150,000 level to present at the annual meeting.

4. **Fiscal Year 23-24 Proposed Assessment by Unit** ([Page 13](#))

The Assessment by Unit data shows the impact of reserve funding at \$100,000, \$150,000, and \$200,000 on each individual Unit.

5. ***Motion Regarding Budgets***

MOTION

Treasurer Fleck moved that: The Board Approve the Budgets as presented to be presented and voted on by the Association's members at our Annual Meeting June 17, 2023, and that the proposed increase once approved will remain constant for the following three years.

The Motion was seconded by President Pitman.

Vote: 5 in Favor 0 Opposed

6.. ***Regained Financial Assets:*** Nancy Ehlers announced she has regained the financial assets that remained under the control of Moriarty Management.

7. ***Insurance Policy:*** The Board has selected Prescott/Melcher ([See Attached](#)) as our insurer for next year, and on the advice of our manager, we will be increasing the deductible to \$25,000. (See "[Historical Insurance Costs](#)") Lincoln Management informs us that most associations have gone to the higher deductibles, and the cost is minimal \$25-\$50 and keeps the association out of all the small claims.

8. ***Historical Financial Information:*** Mr. Tuveson has recovered historical financial data that has become part of our financial record. (See Attachment: "Historical Operating Budgets")

Manager's' Report

Nancy Ehlers (LCMC)

Ms. Ehlers reported progress in many areas. In addition to the water issues discussed above, Ms. Ehlers listed numerous ongoing activities along with her hopes for future policy. The status of the reserve budget will have to guide priorities and set a realistic vision of what is possible. Ms. Ehlers reported her hope that we can get to the point where we will deal with entire buildings rather than our current mode of addressing crises. Among the issues discussed were:

- Painting as a continuing major expense,

- The need for rebuilding the Pump house,
 - Water Issues (above), and
 - Roofing
1. **Winter Boardwalks:** We need to address the winter boardwalks which are not a good solution to walkway maintenance.
 2. **Drainage Problems:** Ms. Ehlers also indicated a need for a civil engineer to look at the drainage problems on Muirfield Ln.
 3. **Maintenance Requests:** Members are reminded of the Submission Form to gather homeowner maintenance concerns for 2023. (attached)
 4. **Member Concerns:** Ms. Ehlers stated her acknowledgment of member concerns regarding: Lawn repair, building repairs, roofs and painting, tennis court set up, the swimming pool, and road damage on Troon Terrace.

Old Business

Committee Report:

Status of Association legal document (Fitzpatrick, Coupe)

The committee reported progress in indexing and retrieving the documentation of declarations recorded with the [Grafton County Registry of Deeds](#). The committee's work thus far will be posted to the Website and reported at the annual meeting

Adjournment.

A motion to adjourn was moved and seconded. All were in favor.

The meeting adjourned at 12:37PM.

George Hill's Storage Area Suggestions

[\(Return to Suggestions, Page 7\)](#)

Observations

The size of the lot of too small to accommodate the maneuvering of trailers (boat, jet ski, snowmobile)

It would have to be cleaned of debris. The amount of debris is significant along with overgrowth.

It would have to increase in square footage by 50% to allow the parking of much beyond rowboats and kayaks.

The lot is unsecured. Aside from a ramshackle gate, the lot is unfenced.

New gate

A ten-foot cyclone fence.

The lot is dirt and will require some site improvement in terms of grading and drainage.

A significant amount of crushed stone is required.

Casual Recommendations

I only submit my thoughts for the purpose of evaluation by the committee. Please email or call me with questions. I list these in order of increasing costs so that if the committee decides to pursue this effort, items can be stricken to control costs.

Remove accumulated debris and overgrowth.

New lockable gate with electronic security card access

Enclose the lot in a cyclone fence.

Grade the lot to enhance drainage and cover with crushed stone.
Motion activated security lighting.

No Mow May

[\(Return to Suggestions, Page 7\)](#)

I would like to propose that we adopt a policy of not mowing the lawn areas throughout The Colony for the month of May. This practice is highly recommended by most environmental organizations and is being adopted (or at least encouraged) in many towns.

The avoidance of mowing during this early growing season encourages pollinators, helps to create a more resilient lawn, and reduces pollution by decreasing the use of mowers.

Please consider this request at your earliest convenience before the contractor starts mowing.

Respectfully submitted.

Nancy Conklin

Holderness Police

[\(Return to Suggestions, Page 7\)](#)

[I] Informed my friend Lt Brianna Gerrior, Chief Prosecutor, of the Kubota tractor issues. She was not aware! She will monitor going forward. Over four hundred mailboxes, Campton, Thornton, and Holderness have been compromised! Mt Prospect Rd is a hot spot for mailbox and car theft!! Be aware!!

Paul Beck

9:36 AM

05/18/23

Accrual Basis

Highland Colony Homeowners Association**Balance Sheet**

As of April 30, 2023

	<u>Apr 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · BNH - Cash - Operating Account	108,142.53
1010 · Cash - MMA Account	1,463.07
1120 · BNH - Cash - CD Account	117,205.76
Total Checking/Savings	226,811.36
Accounts Receivable	
11000 · Accounts Receivable	6,859.97
Total Accounts Receivable	6,859.97
Other Current Assets	
1400 · Other Assets	2,750.00
Total Other Current Assets	2,750.00
Total Current Assets	236,421.33
TOTAL ASSETS	236,421.33
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	7,653.64
Total Accounts Payable	7,653.64
Total Current Liabilities	7,653.64
Total Liabilities	7,653.64
Equity	
3200 · Current Year Income/Loss	66,124.78
3910 · Retained Earnings	110,191.10
Net Income	52,451.81
Total Equity	228,767.69
TOTAL LIABILITIES & EQUITY	236,421.33

Profit & Loss Budget Performance

[\(Return to Treasurer's Report\)](#)

9:36 AM

05/19/23

Highland Colony Homeowners Association
Profit & Loss Budget Performance
 April 2023

Accrual Basis

	Apr 23	Budget	Jul '22 - Apr 23	YTD Budget	Annual Budget
Income					
10009 - Returned Check Charges	0.00		15.00		
4010 - Dues Assessment Income	48,311.23	48,311.25	193,244.92	193,245.00	193,245.00
4015 - Special Assessment Income	0.00	0.00	8,504.00	8,500.00	8,500.00
4510 - CD/MMA Interest Income	326.88		3,172.41		
Total Income	48,638.11	48,311.25	204,936.33	201,745.00	201,745.00
Gross Profit	48,638.11	48,311.25	204,936.33	201,745.00	201,745.00
Expense					
5000 - Management Fees	1,375.00	770.83	10,125.00	7,708.33	9,250.00
5050 - Insurance	3,213.60	1,166.67	13,445.60	11,666.67	14,000.00
5100 - Snow Removal	3,750.00	4,375.00	26,250.00	26,250.00	26,250.00
5150 - Painting	0.00	0.00	10,500.00	9,333.33	14,000.00
5200 - Trash Removal	225.00	266.67	2,250.00	2,666.67	3,200.00
5250 - Electricity	375.04	300.00	4,705.97	3,000.00	3,600.00
5300 - Maintenance					
5305 - Contract Grounds	0.00	1,354.17	0.00	13,541.67	16,250.00
5307 - Grounds Clean-up	0.00		400.00		
5315 - Snow Ramps and Sand Barrels	0.00		880.00		
5500 - Tennis Court Maintenance	0.00		949.67		
5520 - Siding/Deck Repair & Painting	0.00		1,929.17		
5526 - Open/Close Clubhouse	0.00		192.50		
5535 - Open/Close Septic	0.00		467.50		
5546 - Chimney Inspection	0.00		1,865.00		
5573 - Septic Pumping & Repairs	0.00		5,046.92		
5300 - Maintenance - Other	0.00	0.00	237.50	0.00	0.00
Total 5300 - Maintenance	0.00	1,354.17	11,968.26	13,541.67	16,250.00
5700 - Lawn Care (Contract)	0.00		5,830.00		
6200 - Open Common Area Maintenance					
6205 - Open Natural Area Maintenance	0.00		1,500.00		
6200 - Open Common Area Maintenance - Other	0.00	166.67	0.00	1,666.67	2,000.00
Total 6200 - Open Common Area Maintenance	0.00	166.67	1,500.00	1,666.67	2,000.00
6300 - Pool Operations					
6305 - Pool Daily Maintenance	0.00	1,395.83	0.00	13,958.33	16,750.00
6310 - Pool Open/Close	0.00		137.50		
6315 - Pool Chemicals & Supplies	0.00	416.67	451.05	4,166.67	5,000.00
6300 - Pool Operations - Other	0.00		3,250.00		
Total 6300 - Pool Operations	0.00	1,812.50	3,838.55	18,125.00	21,750.00
6400 - Water System					
6405 - Water System Fees	0.00		1,425.00		
6410 - Water Testing	15.00		837.00		
6415 - GSRWA Membership Fees	0.00		153.28		
6420 - Water System Check/Repair	0.00		2,848.96		
6400 - Water System - Other	0.00	375.00	0.00	3,750.00	4,500.00
Total 6400 - Water System	15.00	375.00	5,264.24	3,750.00	4,500.00
66010 - Bank Service Charges	0.00		15.00		
7500 - Miscellaneous					
7550 - Reserve Allocation/Contribution	0.00	7,512.08	0.00	75,120.83	90,145.00
7500 - Miscellaneous - Other	0.00	33.33	0.00	333.33	400.00
Total 7500 - Miscellaneous	0.00	7,545.41	0.00	75,454.16	90,545.00
7600 - Administration and Taxes					
7650 - Legal and Professional	0.00	41.67	1,012.78	416.67	500.00
7600 - Administration and Taxes - Other	0.00	8.33	522.68	83.33	100.00
Total 7600 - Administration and Taxes	0.00	50.00	1,535.46	500.00	600.00
7700 - Website Hosting	0.00	20.83	256.34	208.33	250.00
8000 - Reserves					
8010 - Septic Repairs/Replacement	0.00	0.00	0.00	0.00	0.00
8015 - Rot Repair	0.00	0.00	20,223.34	0.00	0.00
8020 - Roadway Grading	0.00	0.00	0.00	0.00	0.00
8022 - Roadway Repair	0.00	0.00	20,376.76	0.00	0.00
8040 - Roof Replacement	0.00	0.00	14,400.00	0.00	0.00
Total 8000 - Reserves	0.00	0.00	55,000.10	0.00	0.00
Total Expense	8,953.64	18,203.75	152,484.52	173,870.83	206,195.00
Net Income	39,684.47	30,107.50	52,451.81	27,874.17	-4,450.00

Highland Colony Homeowners Association
Proposed Operating Budget
July 1, 2023 - June 30, 2024

	FY 2022-23 Approved Budget	FY 22-23 Projected Actual	FY 23-24 Proposed Budget (\$100K)	FY 23-24 Proposed Budget (\$150K)	FY 23-24 Proposed Budget (\$200K)
<u>Revenue</u>					
Assessments	193,245	193,245	230,590	280,590	330,590
Special Assessments	8,500	8,504	-	-	-
Capital Investment Interest	-	3,832	3,500	3,500	3,500
Operating Account Interest	-	-	-	-	-
Total Revenues	201,745	205,581	234,090	284,090	334,090
Unused funds from prior year					
Carry-over (paint)	2,500	-	-	-	-
Carry-over (other)	1,313	-	-	-	-
Total Revenues and Unused Funds Available	205,558	205,581	234,090	284,090	334,090
<u>Operating and Reserve Expenditures</u>					
Electricity	3,600	5,647	5,700	5,700	5,700
Insurance	14,835	16,664	16,540	16,540	16,540
Water System	5,000	5,864	6,500	6,500	6,500
Pool Supplies and Operation	5,000	4,839	5,500	5,500	5,500
Maintenance General	16,750	15,468	17,000	17,000	17,000
Lawn Care (Contract)	18,000	13,330	22,500	22,500	22,500
Grounds Clean up	100	-	-	-	-
Trash Removal	3,200	2,700	2,700	2,700	2,700
Snow Removal (contract)	26,250	26,250	22,500	22,500	22,500
Management Fee	9,250	12,875	16,500	16,500	16,500
Miscellaneous	400	-	400	400	400
Administrative Taxes	100	523	500	500	500
Legal/Professional	500	1,013	2,000	2,000	2,000
Website Hosting	250	256	250	250	250
Painting/Rot Repair	14,000	13,500	14,000	14,000	14,000
Open Area Maintenance	2,000	1,500	1,500	1,500	1,500
Maintenance Reserve - Contribution	86,323	-	100,000	150,000	200,000
Maintenance Reserve - Rot Repair	-	20,223	-	-	-
Maintenance Reserve - Roadway Repair	-	20,377	-	-	-
Maintenance Reserve - Roof Replacement	-	14,400	-	-	-
Total Expenditures	205,558	175,429	234,090	284,090	334,090
Net Income / Loss	-	30,152	-	-	-

Highland Colony
Fiscal Year 23-24 Proposed Assessments

Unit #	%	Name	21-22 Quarterly Rate	22-23 Quarterly Rate (\$90K Reserve)	23-24 Quarterly Rate (\$100K Reserve)	23-24 Quarterly Rate (\$150K Reserve)	23-24 Quarterly Rate (\$200K Reserve)	Quarterly Increase (\$100K)	Quarterly Increase (\$150K)	Quarterly Increase (\$200K)
1	3.24%	Hoyer, Robert	1,423.00	1,565.28	1,867.78	2,272.78	2,677.78	302.50	707.50	1,112.50
2	3.46%	Panagoulis, Jan	1,519.00	1,671.57	1,994.60	2,427.10	2,859.60	323.03	755.53	1,188.03
3	2.90%	Letsky, Mike	1,273.00	1,401.03	1,671.78	2,034.28	2,396.78	270.75	633.25	995.75
4	2.90%	Remington, Louise	1,273.00	1,401.03	1,671.78	2,034.28	2,396.78	270.75	633.25	995.75
5	3.46%	Saunders, Olivia	1,519.00	1,671.57	1,994.60	2,427.10	2,859.60	323.03	755.53	1,188.03
6	3.01%	Baran, Victor	1,322.00	1,454.17	1,735.19	2,111.44	2,487.69	281.02	657.27	1,033.52
7	3.01%	Mukhaelyan, Lev	1,322.00	1,454.17	1,735.19	2,111.44	2,487.69	281.02	657.27	1,033.52
8	3.01%	White, William	1,322.00	1,454.17	1,735.19	2,111.44	2,487.69	281.02	657.27	1,033.52
9	3.01%	Diagneault, Sally	1,322.00	1,454.17	1,735.19	2,111.44	2,487.69	281.02	657.27	1,033.52
10	2.79%	Ely, Hiram	1,225.00	1,347.88	1,608.37	1,957.12	2,305.87	260.49	609.24	957.99
11	2.68%	Rand, Lynne	1,177.00	1,294.74	1,544.95	1,879.95	2,214.95	250.21	585.21	920.21
12	2.86%	Flynn, Kevin	1,256.00	1,381.70	1,648.72	2,006.22	2,363.72	267.02	624.52	982.02
13	2.76%	Fitzpatrick, Robert	1,212.00	1,333.39	1,591.07	1,936.07	2,281.07	257.68	602.68	947.68
14	2.94%	Beck, Paul	1,291.00	1,420.35	1,694.84	2,062.34	2,429.84	274.49	641.99	1,009.49
15	2.76%	Kelly, Steve & McGill, Kathy	1,212.00	1,333.39	1,591.07	1,936.07	2,281.07	257.68	602.68	947.68
16	2.76%	Shaw, Eileen	1,212.00	1,333.39	1,591.07	1,936.07	2,281.07	257.68	602.68	947.68
17	2.76%	Coupe, Sam	1,212.00	1,333.39	1,591.07	1,936.07	2,281.07	257.68	602.68	947.68
18	3.01%	Johnston, Jim	1,322.00	1,454.17	1,735.19	2,111.44	2,487.69	281.02	657.27	1,033.52
19	2.68%	Bohn, Mary	1,177.00	1,294.74	1,544.95	1,879.95	2,214.95	250.21	585.21	920.21
20	2.86%	Murray, Tammy	1,256.00	1,381.70	1,648.72	2,006.22	2,363.72	267.02	624.52	982.02
21	2.68%	Cooper, Jennifer	1,177.00	1,294.74	1,544.95	1,879.95	2,214.95	250.21	585.21	920.21
22	2.86%	McKinnon, Don	1,256.00	1,381.70	1,648.72	2,006.22	2,363.72	267.02	624.52	982.02
23	2.76%	Gooch, Judith	1,212.00	1,333.39	1,591.07	1,936.07	2,281.07	257.68	602.68	947.68
24	2.86%	Hill, George	1,256.00	1,381.70	1,648.72	2,006.22	2,363.72	267.02	624.52	982.02
25	2.76%	Rizzo, Nicole	1,212.00	1,333.39	1,591.07	1,936.07	2,281.07	257.68	602.68	947.68
26	2.68%	Conklin, Nancy	1,177.00	1,294.74	1,544.95	1,879.95	2,214.95	250.21	585.21	920.21
27	2.76%	Pitman, Gregg	1,212.00	1,333.39	1,591.07	1,936.07	2,281.07	257.68	602.68	947.68
28	3.24%	Paré, Claudette	1,423.00	1,565.28	1,867.78	2,272.78	2,677.78	302.50	707.50	1,112.50
29	2.90%	Tuveson, Robert	1,273.00	1,401.03	1,671.78	2,034.28	2,396.78	270.75	633.25	995.75
30	3.13%	Snyder, Ronald	1,374.00	1,512.14	1,804.37	2,195.62	2,586.87	292.23	683.48	1,074.73
31	3.24%	Connell, Brenda	1,423.00	1,565.28	1,867.78	2,272.78	2,677.78	302.50	707.50	1,112.50
32	3.13%	Fleck, Bob	1,374.00	1,512.14	1,804.37	2,195.62	2,586.87	292.23	683.48	1,074.73
33	3.01%	Boyle, Kathleen	1,322.00	1,454.17	1,735.19	2,111.44	2,487.69	281.02	657.27	1,033.52
34	3.13%	Bosinger, Regina	1,374.00	1,512.14	1,804.37	2,195.62	2,586.87	292.23	683.48	1,074.73
100.00%			43,912.00	48,311.23	57,647.50	70,147.50	82,647.50	9,336.27	21,836.27	34,336.27
Annualized			175,648.00	193,244.92	230,590.00	280,590.00	330,590.00	37,345.08	87,345.08	137,345.08



Minutes of the Quarterly Meeting of the Board of Directors, Friday, March 10, 2023

10:00 AM | *Meeting called by* Gregg Pitman
Held at 30 Muirfield Ln, Unit 13 (Fitzpatrick)

Board Members

Gregg Pitman, Pres., 3 Muirfield Ln. Unit 27
Bob Fleck, Treas., 10 Highland View Ln. Unit 32
Bob Fitzpatrick, Sec., 30 Muirfield Ln. Unit 13
Kate Coupe, 9 Troon Terrace Unit 17
Jan Panagoulis, 43 Wedgewood Dr. Unit 1 (excused)

Management (Lincoln Condominium Management Group, LLC) (603) 960-9061

Nancy Ehlers, Owner
John Carpenter, C.P.A.A

Association Members

Paul Beck, 31 Muirfield Ln. Unit 14
Judith Gooch, 13 Muirfield Ln. Unit 23
Ron Snyder, 6 Highland View Ln. Unit 30
Bob Tuveson, 4 Highland View Ln. Unit 29
Cindy White, 18 Fairway Dr. Unit 8

Guest

Jack Evans, State Certified Water Contract Service Provider, 107 Hardhack Rd. Holderness, NH

Agenda

Welcome and Call to Order

Gregg Pitman

- The meeting was called to order at 10:07 AM

Agenda Adjustment

Gregg requested that we allow our guest, Jack Evans, to give his analysis and report of our water situation as the first order of business to avoid unnecessarily detaining him throughout our meeting. This item is moved here from "New Business."

- **The Dirty Water Problem:** Some units have been experiencing a "dirty water" problem for years which has worsened recently. The water in some units is visibly discolored. This discoloration can be evidenced by residue accumulating in water filters, turning them from white to quite nearly black in a matter of weeks or less. This discoloration is contrary to the expectation that a filter would be effective for several months or more. (See fig. 1 below)

Jack Evans, our *local state certified water contract service provider*, was asked to investigate, report findings, and make recommendations.

Mr. Evans reassured the group that **the quality of the water coming from the wells is "very clean" and safe**. He reported that **both wells tested clean for bacteria**. Mr. Evans also informed the group that the quantity of water being realized, *28 gallons per minute*, is "very good." However, he reported that *while the quality of our water is clean and safe*, the presence of iron in these isolated cases should be considered unacceptable.

Mr. Evans' testing revealed the output from **well number 1 registers 0.22 milligrams per liter for iron**, and the output from **well number 2 registers 0.28 milligrams per liter for iron**. Readings exceeding 0.3 milligrams of iron per liter are considered objectionable. Disturbingly, Mr. Evans informed us that the iron level in the problem units is as high as 89.6 milligrams per liter—about 300 times higher than the amount generally considered acceptable. [The State of NH [environmental fact sheet](#).]

Judging from which units are affected, the trouble appears to be occurring in the water line somewhere before it reaches Troon Terrace. The current guess is that there may be a leak or some other problem in a pipe. However, locating the problem will not be possible until warmer weather allows for digging if that is necessary. We won't know for sure without further investigation.

The bottom line is that we must find the cause of the problem. The plan as of now is to follow Jack Evans advice to keep track of the wells' gallons per minute output. We will determine if it's necessary to contact the state Department of Environmental Services for expert intervention. Mr. Evans advised us that the state would be likely to "want a tank check" which can be "expensive" and may limit access to water for a few days. Our property manager, Nancy Ehlers recommends looking for the leak sometime this month as a first step. Ron Snyder suggests putting a meter on the distribution side. Finally, Ms. Ehlers asked Jack Evans to get a quote from the state regarding possible remediation.

- The board requested that minutes include the names of association members in attendance.
 - Bob Fleck motioned to approve the minutes with the recommended addition.
 - Kate Coupe seconded the motion.
 - 4 Ayes / 0 NoesThe minutes were accepted as amended. (*Attachment A: Approved Minutes of the 12/12/2022 BOD Meeting*)

Report of the President

Greg Pitman

- **Transitions** were the key activities since our last board meeting.
 - We have moved our grounds maintenance contract from *Three Lakes Landscaping* to *Micah's Property Maintenance*, 143 Peppercorn Rd., Ashland, NH.
 - We have moved our condominium management from *Moriarty Management Co.*, Campton, NH (MMC) to the *Lincoln Condominium Management Group, LLC*, Campton, NH (LCMG). (See "Management Report" below)
- **Problems** persist from our association with *Moriarty Management Company* (MMC) since ownership of that company changed hands. [Note: *Moriarty Management Company* is now a part of [Advantage Property Management](#) headquartered in Amesbury, Massachusetts.]
 - There was a surprise \$20,000 invoice from *P.R.E.P. Contractors, LLC*, Plymouth, NH. This was \$5,000 more than authorized or budgeted. Whether through indifference, incompetence, or negligence, MMC failed to monitor either PREP's work or their expenditures. President Pitman contacted both MMC and the Highland board members about the overspending. MMC denied any responsibility and shifted the blame to LCMG. Gregg requested a detailed list identifying what work had been done and on which units. The resulting list failed to provide sufficient information. Ultimately, in part due to the cold weather, the work that PREP had begun was not finished. Painting, for example, has been left undone. After much discussion, Nancy Ehlers (LCMG) suggested we pay the \$20,000 for the work done. And, while we still need to try to reconcile PREP's work with our continuing needs, the board agreed to cease arguing about responsibility and move on. We've amply noted our dissatisfaction with MMC and PREP, and we now contract with different agents.
- **Failure of our Spillway Dam**
 - Members will recall the extreme rains that fell the days before Christmas, 2022. This caused a dramatic dam failure on Christmas Eve. (See fig. 2) Last year, repair of the dam had been organized by Ron Snyder and executed by Frank and Matt Tilton. As the dam's Christmas Eve failure constituted an emergency requiring immediate action, Pres. Pitman authorized Ron Snyder to oversee the reconstruction just as he had arranged for it the previous repair. Ron Snyder reported that due to the state's involvement with last year's repair, our request to use larger stone to mitigate future problems wasn't allowed. This time, the repair was made with 18" riprap stone. [[Riprap](#) describes a range of rocky material placed along shorelines, bridge foundations, steep slopes, and other shoreline structures to protect from scour and erosion. Rocks used range from 4 inches to over 2 feet.] Mr. Snyder

reported that since Frank and Matt Tilton had done the repair last year, they chose to charge only for materials and the excavator. The total cost was \$3,850.

- **Dealing with Snow and Our New Maintenance Contractor**

- Our new property maintenance contractor, Micah Mickelboro of *Micah's Property Maintenance* bought a Kubota snowblower for his exclusive use at Highland Colony. It is kept on our property in the parking area next to the tennis court.

Once the snowplow completes its work, Leon II, uses the Kubota snowblower for final cleanup. [Note: Leon II is the father of Leon III who is the crew manager for Micah's Property Maintenance.] During our most recent storm, Micah's shovelers did not show up for work. Leon II tries to complete the job as fast as he is able, but with limited assistance, this makes for a very long day and a lengthy snow removal process. Please be supportive of Leon who has been extremely responsive to members' requests. Nancy Ehlers has contacted Micah Mickelboro when there have been remediable problems. We are aware of the hiccups with our new contractor, and we hope members will be patient until Micah establishes a workable routine. Micah's service is not expensive, which makes us hesitant to cancel the contract without being certain of a better option. Paul Beck commended the work of *Micah Property Maintenance*, singling out Leon's work and attitude as exemplary.

Nancy Ehlers is investigating related snow issues, such as whether more roof raking is necessary. We appreciate her attention to these details.

- **New Association Members**

- The update of new members appeared on the agenda but was not mentioned and will reappear on the agenda for our next meeting.

Financial Report

John Carpenter/LCMG & Bob Fleck, Treas.

- The transition from *Moriarty Management Company* to the *Lincoln Condominium Management Group, LLC*, has been particularly difficult owing to what our new manager, Nancy Ehlers (LCMG), referred to as the "utter chaos" of their record keeping. It should be noted that *Lincoln Condominium Management Group* has not disparaged MMC but has expressed dismay at the lack of organized and timely transfer of the financial information needed to establish our accounts with her group.
- John Carpenter, C.P.A. *Lincoln Condominium Management Group, LLC*, distributed the "**Highland Colony Homeowners Association Balance Sheet**" (Attachment B) and the "**Profit & Loss Budget vs. Actual – July 2022 through February 2023**" reports (Attachment C). Mr. Carpenter included the following comments along with his report:
 - Highland Colony's financial records have been transitioned to QuickBooks and reflect financial activity of the last eight months.
 - We are "*on track*" and all bills are being paid as they come. A most recent bill was for the association's insurance policy.

- There has been a problem securing appropriate tax information records for which it appears MMC has not kept backup copies. Ms. Ehlers has contacted our lawyer to resolve this problem.
- Association dues are handled through the management and are not routinely reviewed by the board unless a problem occurs. **Following Ms. Ehlers' advice, the board agreed to placing a lien (at the discretion of the board and LCMG) on any properties whose association dues are in arrears.**
- Since there was no specific line item in the budget for the repair of the dam, Mr. Carpenter listed that cost under line item 8022-Roadway Repair.
- While our reserve funds, managed by Vanguard Money Markets, are in the name of Highland Colony, Moriarty Management is still getting the statements. Moriarty currently has signing authority. John Carpenter reported some withdrawals for which there is no record. Mr. Carpenter says the amounts are not large and don't reflect a need for serious concern. Such unaccounted expenditures will not occur in the future.
- Nancy Ehlers expressed her intention to build on the work of Bob Fleck and Bob Tuveson to formalize our future financial needs and goals. *Lincoln Condominium Management Group* will create a *five- or seven-year-plan* to present to the board at a future meeting. The plan will include scheduled maintenance goals, estimated costs, and dates.
- Our new management company, *Lincoln Condominium Management Group*, requires a motion to appear in these minutes **authorizing Nancy Ehlers to consolidate our money under their management.**

MOTION:

The Highland Colony Homeowners Board of Directors authorizes the closure of its Vanguard Money Market account, now held in the name of Moriarty Management Company; furthermore it authorizes that that money be transferred to a new account to be opened by, and held under the stewardship of, the Lincoln Condominium Management Group, LLC.—that money to then be used exclusively for the financial needs of Highland Colony Homeowners Association as specifically authorized by its Board of Directors.

Moved: Bob Fleck, Treasurer

Seconded: Kate Coupe Ayes: 4 Noes: 0

The financial report was accepted as given with an expression of appreciation to John Carpenter.

Management Report Nancy Ehlers, Lincoln Condominium Management Group, LLC

- This management report covered a lot of ground relating to association maintenance affairs; this list is a summary of issues, accomplishments, and needs. The board noted with appreciation the

depth and breadth of efforts made by our new management in the three months they have been associated with Highland Colony.

Ms. Ehlers continues to work with Melissa, Derrick, and Chris of *Moriarty Management Co.* to try to complete the transition to *Lincoln Condominium Management Group*. The former owner, David Moriarty, has been helpful in these efforts.

- Management has actively pursued resolving the "dirty water" issue, updating the water plan, securing the permit to operate our water system, and getting the annual update of our water quality.
- Management has repaired the lights at the pumphouse. And Ms. Ehlers has repaired and replaced the damaged pumphouse door with a door she has donated (from her own garage).
- Management has examined the property and marked water shut offs. There will be more information on this at our next meeting.
- Ms. Ehlers has updated the "Condominium Rules and Regulations." These have been posted to our website: www.highlandlinkscolony.com The password to access the "Member Information" pages is **Prospect**.
- Discussion covered issues relating to our Vanguard Money Market account (also discussed earlier in the meeting).
- Discussion continued coverage of issues relating to P.R.E.P
- The association can look forward to a five-year budget-and-maintenance plan.
- Management discussed its review of what repairs have or should have been made to property units and the arrangement of priorities.
- *Ogden Construction* [60 Thompson St., Ashland, NH, (603) 455-7640] has been contracted to evaluate and estimate needed repairs and costs regarding unit decks. Ms. Ehlers indicated her initial attention has focused on needed repairs for our clubhouse.
- We have a new official address: **Highly Colony Homeowners Association, PO BOX 400, Plymouth, NH 03264.**
- Nancy Ehlers also gave even more specifics regarding the transition from *Moriarty Management Co.* to *Lincoln Condominium Management Group, LLC*.

Old Business

- Several subjects were mentioned briefly following up on questions raised in the **Reports** section of our last meeting:
 - An update of the transition to *Micah Maintenance Management* was covered earlier in the meeting and is recorded above.
 - Differences between the approved budget and the expended budget was covered earlier and appears in the "President's Report" section of these minutes.
 - There was a question of the exact amount of the grounds budget that was estimated at \$44,000. That amount is itemized in the budget handout from John Carpenter and actually

totals about \$45,000 annually (\$3,750 per month). Refer to the attached budget handouts for details.

- There was a question about the annual management fee. That fee is \$16,500 and is broken out by month in line item *5000-Maintenance Fees*.
- Updating the association's legal documents remains unaddressed. Bob Fitzpatrick and Kate Coupe agreed to review the existing documents to get a head start on this project before meeting with our lawyer. No completion date was assigned.
- Several subjects were mentioned briefly following up on questions raised in the **New Business** section of our last meeting:
 - The new management contract is attached. (Attachment D: Highland Colony Management Proposal)
 - We have formally welcomed *Lincoln Condominium Management Group, LLC* as our new management company.
 - John Carpenter, CPA for *Lincoln Condominium Management Group*, has completed our financial audit, and it was discussed in the "Financial Report" section of these minutes.
 - An owner's list was sent by Ms. Ehlers reflecting updates reported from her survey of members. Due to an incomplete response, some of that information is still inaccurate. Bob Fitzpatrick will make another attempt to complete an accurate owners' directory based on available data. Please verify your information and send corrections and suggestions to Bob Fitzpatrick l93.exit25@gmail.com
 - The association's website has been updated, but more remains to be done. Please verify your information and send corrections and suggestions to Bob Fitzpatrick l93.exit25@gmail.com
 - The www.highlandlinkscolony.com "Member Information" pages password is **Prospect**. The URL has yet to be changed to reflect our association's "new" name.

New Business

- The issue of **Delinquent Member Dues** was covered earlier in the "Financial Report" section of these minutes: "Association dues are handled through the management and are not routinely reviewed by the board unless a problem occurs. ***Following Ms. Ehlers' advice, the board agreed to placing a lien (at the discretion of the board and LCMG) on any properties whose association dues are in arrears.***"
- Discussion of a spring "walk around" (to identify property needs such as repairs, etc.) did not occur, but informal discussion among board members has implied the "walk around" might not be necessary since Nancy Ehlers has this well in control.
- "Condo Regulations" was covered in the management report: "Ms. Ehlers has updated the Condominium Rules and Regulations. These have been posted to our website: www.highlandlinkscolony.com Again, the password to access the 'Member Information' pages is **Prospect.**"

Announcements

Perhaps due to the time of day and the length of the meeting, no announcements were forthcoming. Should they arise, crucial announcements will be sent via email and posted to the website.

Adjournment

The meeting adjourned at 12:16 PM.

Respectfully submitted, Robert Fitzpatrick, Secretary.

Figures



Figure 1:



Figure 2:

Historical Insurance Costs (return to Treasurer's Report: [Insurance](#))

Per my discussion with Nancy, we will forward the \$25,000 deductible option under separate cover early next week.

Historical Data	Blanket Buildings	Percent Increase	Deductible	Premium	Percent Increase
2018-2019	\$ 6,407,047		\$ 5,000	\$ 11,781	
2019-2020	\$ 6,733,737	5.10%	\$ 5,000	\$ 12,332	4.47%
2020-2021	\$ 7,475,448	11.01%	\$ 5,000	\$ 12,406	0.60%
2021-2022	\$ 7,774,465	4.00%	\$ 5,000	\$ 12,788	2.99%
2022-2023	\$ 8,085,444	4.00%	\$ 5,000	\$ 13,735	6.89%
2023-2024	\$ 9,055,696	12.00%	\$ 5,000	\$ 16,068	16.99%

Optional Quotes	Blanket Buildings	Deductible	Premium	Percent Increase
2023-2024	\$ 9,055,696	\$5,000 Per Unit All Covered Causes of Loss	\$ 15,278	11%
2023-2024	\$ 9,055,696	\$10,000 Per Unit All Covered Causes of Loss	\$ 14,564	6%

Claims	Date of Loss	Type of Loss	Description	Open/Closed	Amount Paid
	N/A				

David and I can jump on a zoom call or attend a board meeting in person if you wish to review and answer any questions.

Thank you for your continued trust in our agency!

Prescott & Melcher (return to Treasurer's Report: [Insurance](#))



March 27, 2023

Highland Colony Condominium Association
PO Box 400
Plymouth, NH 03264

Re: Condominium Master Package Renewal
Businessowners Policy – Vermont Mutual 04/12/2023-24
Umbrella Liability – Vermont Mutual 04/12/2023-24

Dear Nancy:

We are happy to provide you with your renewal insurance quotes effective 04/12/2023.

BUSINESS OWNERS POLICY – Vermont Mutual – 2023-2024 – BP11050909:

Property Coverage:

- Building Blanket Limit Estimate \$9,055,696
- Equipment Breakdown Included
- Inflation Guard 12%
- Ordinance or Law
 - Undamaged Portion Included
 - Demolition Costs \$250,000 Combined
 - Increase Cost of Const. \$250,000 Combined
- Base Deductible \$5,000
- Replacement Cost Included

Crime:

- Crime Coverages \$100,000
 - Employee Dishonesty
- Designated Agents as Employees \$100,000

Liability:

- Bodily Injury/Property Damage Occurrence \$1,000,000
- Personal Injury & Advertising Injury Offense \$1,000,000
- General Aggregate \$2,000,000
- Fire Damage Legal Liability \$50,000
- Hired & Non-Owned Auto \$1,000,000
- Medical Payments \$5,000
- Directors & Officers \$1,000,000

Renewal Premium: \$16,068

Optional Quote:

\$5,000 Per Unit All Covered Causes of Loss Deductible: \$15,278
\$10,000 Per Unit All Covered Causes of Loss Deductible: \$14,564

UMBRELLA LIABILITY – Vermont Mutual – 2023-2024 – CU11004022

- Liability Limit \$3,000,000

Renewal Premium: \$1,262

The coverage explained in this summary is a simplified outline of the insurance policy - it is intended to highlight some of the pertinent coverage but not all. The actual policy must be read for exact coverage, conditions, definitions, and exclusions.

Optional Recommendations to Consider:

1. Increase deductible to \$10,000 Per Unit All Covered Causes of Loss Deductible: \$14,564
2. Move the Directors & Officers coverage to standalone Cincinnati Insurance – Request a [quote](#)
3. Add Earthquake Coverage – Request a [quote](#)
4. Add Cyber Liability - Request a [quote](#)

If you have any questions or concerns, please contact me.

Best regards,

David Ficaro

David Ficaro
Commercial Lines Account Manager

Historical Operating Budgets

(return to Treasurer's Report: [Insurance](#))

**HIGHLAND COLONY HOMEOWNERS ASSOCIATION
RECOMMENDED OPERATING BUDGET
JULY 1, 2020- JUNE 30, 2021**

<u>REVENUE</u>	<u>FY'2020 BUDGET</u>	<u>FY2020 Actual</u>	<u>FY'2021 PROPOSED BUDGET</u>
Assessments	\$165,711.00	\$165,676.00	\$165,711.00
Special Assessment	34,000.00	34,000.00	0.00
Assessments Interest	0.00	190.23	0.00
Operating Account Interest	0.00	0.00	0.00
Window Reimbursement	0.00	0.00	0.00
Miscellaneous	0.00	205.00	0.00
TOTAL REVENUE	\$ 199,711.00	\$200,071.23	\$ 165,711.00
<u>OPERATING EXPENDITURES</u>			
Electricity	\$3,600.00	\$3,373.49	\$3,600.00
Insurance	13,500.00	12,186.50	13,500.00
Water	4,500.00	5,450.00	5,000.00
Pool Supplies & Operation	4,500.00	2,895.02	4,500.00
Maintenance	30,000.00	23,566.68	33,000.00
Trash Removal	3,200.00	2,700.00	3,200.00
Snow Removal	20,000.00	17,530.35	21,250.00
Management Fee	8,900.00	8,900.00	8,900.00
Miscellaneous	400.00	572.35	400.00
Administrative Taxes	100.00	0.00	100.00
Legal/Professional	500.00	132.60	500.00
Maintenance reserve	95,500.00	111,000.00	56,500.00
Website Hosting & Domain	500.00	0.00	500.00
Building Painting	12,000.00	10,211.00	12,000.00
Open (common) Grounds Maint.	2,500.00	1,500.00	2,000.00
TOTAL EXPENDITURES	\$ 199,700.00	\$200,017.99	\$ 164,950.00
NET	11.00	53.24	\$ 761.00

BUDGET NOTES

- 1) Quarterly assessment rates to remain at current rate.
- 2) Line items based on FY2020 actuals as well FY2021 projections.
- 3) Contributions to maintenance reserve is based on needs & scheduling of projects.

** special assessment
+ from left over
operating budget*

*ANNUAL MTG
9/19/20*

(return to Treasurer's Report: [Insurance](#))

**HIGHLAND COLONY HOMEOWNERS ASSOCIATION
RECOMMENDED OPERATING BUDGET
JULY 1, 2018- JUNE 30, 2019**

<u>REVENUE</u>	<u>FY'2018 BUDGET</u>	<u>FY'2018 PROJECTED</u>	<u>FY '2019 PROPOSED BUDGET</u>
Assessments	\$157,825.00	\$157,820.00	\$157,825.00
Assessments Interest	0.00	44.00	0.00
Operating Account Interest	0.00	9.00	0.00
Window Reimbursement	0.00	1,504.00	2,000.00
FY'2018 Surplus			0.00
Miscellaneous	0.00	210.00	0.00
TOTAL REVENUE	\$ 157,825.00	\$159,587.00	\$ 159,825.00
<u>OPERATING EXPENDITURES</u>			
Electricity	\$3,200.00	\$3,390.00	\$3,400.00
Insurance	13,200.00	13,800.00	14,000.00
Water	4,200.00	4,100.00	4,200.00
Pool Supplies & Operation	4,300.00	4,200.00	4,300.00
Maintenance	30,000.00	32,000.00	30,000.00
Trash Removal	3,300.00	3,000.00	3,200.00
Snow Removal	19,000.00	19,757.02	20,000.00
Management Fee	8,600.00	8,600.00	8,600.00
Miscellaneous	425.00	1,725.00	425.00
Administrative Taxes	100.00	0.00	100.00
Legal/Professional	500.00	0.00	500.00
Maintenance reserve	56,500.00	56,500.00	56,500.00
Website Hosting & Domain	500.00	31.00	500.00
Building Painting	10,000.00	6,400.00	10,000.00
Open (common) Grounds Maint.	4,000.00	4,000.00	4,000.00
TOTAL EXPENDITURES	\$ 157,825.00	\$157,503.02	\$ 159,725.00
NET	0.00	2,083.98	\$ 100.00

BUDGET NOTES

- 1) Quarterly assessment rates to remain at their current rate for FY'2019.
- 2) Line items are based on FY'2018 actuals as well as FY'2019 projected costs.
- 3) Contributions to maintenance reserve is based on needs & scheduling of projects.
- 4) Includes allowance for golf course cutting.
- 5.) Projected FY'2018 operating surplus to be factored in as FY'2019 budget revenue.

ANNUAL MTG
6/9/18

(return to Treasurer's Report: [Insurance](#))

**HIGHLAND COLONY HOMEOWNERS ASSOCIATION
RECOMMENDED OPERATING BUDGET
JULY 1, 2019- JUNE 30, 2020**

<u>REVENUE</u>	<u>FY'019 BUDGET</u>	<u>FY2019 Actual</u>	<u>FY'2020 PROPOSED BUDGET</u>
Assessments	\$157,825.00	\$157,820.00	\$165,711.00
Special Assessment	\$0.00	\$0.00	\$34,000.00
Assessments Interest	0.00	124.50	0.00
Operating Account Interest	0.00	0.00	0.00
Window Reimbursement	0.00	0.00	0.00
FY'2018 Surplus	2,000.00	0.00	0.00
Miscellaneous	0.00	70.00	0.00
TOTAL REVENUE	\$ 159,825.00	\$158,014.50	\$ 199,711.00
<u>OPERATING EXPENDITURES</u>			
Electricity	\$3,400.00	\$3,675.49	\$3,600.00
Insurance	14,000.00	14,213.10	13,500.00
Water	4,200.00	4,741.97	4,500.00
Pool Supplies & Operation	4,300.00	4,444.68	4,500.00
Maintenance	30,000.00	29,790.52	30,000.00
Trash Removal	3,200.00	2,755.00	3,200.00
Snow Removal	20,000.00	20,727.52	20,000.00
Management Fee	8,600.00	8,600.00	8,900.00
Miscellaneous	425.00	462.23	400.00
Administrative Taxes	100.00	0.00	100.00
Legal/Professional	500.00	906.68	500.00
Maintenance reserve	56,500.00	45,875.00	95,500.00
Website Hosting & Domain	500.00	0.00	500.00
Building Painting	10,000.00	12,572.00	12,000.00
Open (common) Grounds Maint.	4,000.00	7,800.00	2,500.00
TOTAL EXPENDITURES	\$ 159,725.00	\$156,564.19	\$ 199,700.00
NET	100.00	1,450.31	\$ 11.00

BUDGET NOTES

- 1) Quarterly assessment rates to increase by approximately 5%.
- 2) Line items are based on FY2019 actuals as well as FY2020.
- 3) Contributions to maintenance reserve is based on needs & scheduling of projects.
- 4.) Reserve Fund projected to have a FY2019 year end balance of \$24,000.
- 5.) Special Assessment average of \$1,000 per unit base on % of undivided interest.
- 6.) Open areas (old golf course) to be cut once at the end of the season.

BOARD MTG
9/4/19

Note from Nancy Ehlers about Water Issue

May 9, 2023 Message from Nancy Ehlers regarding the Water Problem and Flushing the Mains

May 9, 2023

Dear Highland Colony Residents,

We are continuing to work on your water system. Please be advised that on Tuesday, May 16, 2023, we will be blowing off the water mains for the entire community.

We will be starting with the 6 units on Currier Field Road and then the remaining units on the north side of Mt. Prospect Road.

We plan to start around 8:30 AM and this may continue into the afternoon. You may experience low water pressure and discolored water during and after this for a short period of time.

If you do experience dirty water, please run your outside faucet or cold-water faucet for short periods of time. It is not advisable to do laundry until the water is clear.

If you have any questions or concerns, please contact Jack Evans, our water manager, at 603-536-4580. If you can't reach Jack, please give me a call.

Sincerely,

Nancy Ehlers