

HIGHLAND COLONY HOMEOWNERS ASSOCIATION

ANNUAL MEETING

SATURDAY, JUNE 17, 2023 9:00 AM

HIGHLAND COLONY CLUBHOUSE MT. PROSPECT ROAD

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Agenda:

HIGHLAND COLONY ANNUAL HOMEOWNERS' ASSOCIATION 9:00 AM Highland Colony Clubhouse Mt. Prospect Rd.

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 Panagoutis, 43 Wedgewood Dr. Unit 1

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

Nancy Ehlers, Owner

John Carpenter, C.P.A.A

Lincoln

Agenda

Welcome and Call to Order Collection of Proxies

Gregg Pitman

II. Introductions

Gregg Pitman

III. Verification of Quorum

Nancy Ehlers

IV. Approval of Minutes of the 5/22/2023 BOD Meeting (Sent earlier)

Gregg Pitman

V. Reports From the Officers of the Board of Directors
[to be presented at the meeting or via email prior to the meeting]

Gregg Pitman, President Robert Fleck, Treasurer Robert Fitzpatrick, Secretary

VI Management Report Nancy Ehlers VII Financial Report (See attachments)
John Carpenter

1. Balance sheet as of April 30, 2023. (Page 4)

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.

2. Profit & Loss Budget Performance. (Page 5)

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.

VIII Presentation of the 2023-24 Budget. Robert Fleck John Carpenter

Proposed Operating Budget July 1, 2023 - June 30, 2024 (Page 6)

The Proposed Operating Budget shows our proposed HOA budget funded at three reserve levels. The levels are \$100,000, \$150,000, and \$200,000.

Fiscal Year 23-24 Proposed Assessment by Unit (Page 7)

The Assessment by Unit data shows the impact of reserve funding at \$100,000, \$150,000, and \$200,000 on each individual Unit. The Board of Directors selected the \$150,000 level to present at the annual meeting

IX. Approval of the 2023-24 Budget

Gegg Pitman

X. Elections

Gregg Pitman

- a. Nominations from the floor
- b. Acceptance of Nominations
- c. Vote and Proxy Count
- XI. Open Forum
- XII. Announcement of Election Results

Nancy Ehlers

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HIGHLAND COLONY HOMEOWNERS' ASSOCIATION HOLDERNESS, NEW HAMPSHIRE

THIRTY-FIRST ANNUAL HOMEOWNERS' MEETING SATURDAY, JUNE 11, 2022

MINUTES

On Saturday, June 11, 2022, the Thirty-First Annual Homeowners' Meeting of the Highland Colony Homeowners' Association was held virtually, through Zoom Video Systems.

The representation of the following unit homeowners, in person and by proxy (74%), constituted the required (25%) quorum for conducting association business.

<u>In Person</u>		Day Dura	
Ron Snyder	#6-30	By Proxy	
Bob & Anne Hoyer	#41-1	Lou & Claudette Pare' Hiram Ely	#2-28
Jan Panagoulis	#43-2		#13-10
Kevin & Barbara Flynn	#30-12	Jason & Tammy Murray	#3-20
Gregg Pitman	#3-27	Brenda Connell	#8-31
William & Cynthia White	#18-8	Sarah & Jim Johnston	#7-18
Mike Letsky	#23-3		
Regina Bosinger	#3-34		
Lev Mukhaelyan	#19-7		
Bob & Joey Tuveson	#4-29		
Mary Bohn	#7-19		
Judith & Lawrence Gooch	#13-23		
Kathleen Boyle	#5-33		
Bob Fleck	#10-32		
Nancy Conklin	#3-26		
Olivia Saunders	#24-5		
Eileen & Fred Shaw	#9-16		
Robert Fitzpatrick	#30-13		
Steve Kelly	#31-15		-
Ernie & Kate Coupe	#9-17		16.

Also in attendance and representing Moriarty Management Company was Chris Wood and Heidi Yarish-Coburn. Melissa Seppi joined the meeting at 1:45pm.

Gregg Pitman called the meeting to order at 1:03pm.

APPROVAL OF MINUTES

Following a review and whereby it was noted that under "Managers Report" the date for the chimney inspection was changed to reflect "Saturday. September 18th". On a motion duly made and seconded, the minutes to the Thirtieth Annual Highland Colony Homeowners meeting held September 11, 2021 were unanimously approved.

REPORT OF THE BOARD

Gregg Pitman acknowledged the efforts of fellow Board members, Bob Fleck, Nancy Conklin, Ron Snyder and Bob Tuveson for their service on the Board. He noted that Ron and Nancy were leaving the Board this year and went on to recognize their service over the years. Ron with his efforts and time working on the Dam project and Nancy with her history of the property both have contributed a lot of insight over the years for the better of the community.

Gregg referenced a document that Bob Tuveson has created outlining all projects completed over the past few years. If interested Bob can make that available to owners. The reserve account has been building up in anticipation of future projects that the Board is considering and planning for the future.

A walkthrough is completed in the Spring prioritizing items as needed. Owner input is always welcome. Contractor availability and costs dictate when and how projects are completed.

AMENDMENTS

Bob Tuveson referenced two amendments passed last year. One reflecting rental guidelines and one regarding the name change. Other amendments recorded included the changing of the annual mailing from certified mail to regular mail as well as the responsibility and payment of window and door replacements. The 24th Amendment to the Declaration and 2nd By-Law Amendment were filed at the Grafton County Registry.

Bob Fleck next talked about the document committee thanking Kate Coupe, Steve Kelly, Kathy Boyle, and Bob Tuveson for their help and input. He went on to explain the intentions of the committee are to bring clarification to our Declaration, By-Laws and Residency Regulations. To explain how things are interpreted and to create more transparency for the homeowners and noted it is work in progress. The committee is working on creating a document that explain these items in easy to understand language. Kate Coupe outlined the goals of the committee as to reflect the responsibilities of the homeowners, Board and management company. Document Review Committee Report is attached to and becomes part of these minutes.

Next committee meeting is tentatively scheduled for July 20th at the clubhouse at 1:30pm. All are welcome.

FINANCIAL

Bob Fleck presented a review of the Association's financial report noting that FY'22 expenditures are projected numbers. He stated the reserve contribution to be \$99,000 for the current year with next year's budget to include an \$86,000 contribution. The FY'23 budget is based on an 8% increase to keep up with projected rising costs. Two Reserve schedules were presented. Please note the explanations under the Capital Reserve Requirements of each schedule. The floor was open to discussion. In response to a question raised the Board was unsure why the rot repair was not finished last year. The painting was not completed due to weather and contractor availability. Matt Benedix was contacted this spring and is scheduled to start work on units #12 & #13 this month. He will be working on the areas that do not need rot repair and will come back to complete when the repairs are made.

Some key points made included:

• There remains some rot repair and other projects that are still outstanding due to contractor unavailability.

- The Board is currently looking into finding a different landscape and snow removal
- Roof replacements that were originally slated to start in FY25 were started in FY22 with
- The Board has increased the projected cost of septic replacements in the reserve account upon recommendation from the management company.
- Separate accounts will be established for septic systems and rot repair
- It was a consensus that owners should be reimbursed costs incurred for repairs that were needed that were Association responsibilities. It was also noted there should be some form of control of this to ensure that such requests are monitored and approved.
- A list of prioritized projects is noted in the reserve schedule.

With no further discussion and on a motion duly made and seconded with a vote of 15 in favor, two opposed and two abstained, the FY23 budget was approved as presented.

MANAGEMENT UPDATE

Chris Wood presented the manager's report with the following being noted:

- He explained the current frustrations with the water system that some are experiencing. He noted it is actively being worked on utilizing outside resources to help rectify the
- He pointed out the property is currently insured with VT Mutual through the Melcher & Prescott agency. They have a minimum standard premium increase of 8% annually. The current policy has a \$5,000 deductible and was renewed on April 12th. Chris went on to say insurance values, deductible and premium costs are evaluated annually.
- Plow damage has been documented and some areas have already been repaired. Melissa noted that if your area has been hydro-seeded that regular watering is needed and it was asked that homeowners help with this. Areas that owners cannot attended to should be brought to the attention of management so other options can be found.
- Muirfield Road had stone added due to mud season.
- The pool was opened Memorial Day weekend. There are some minor repairs needed to
- Chris reiterated the process for requests and pointed out the modification form, which is on the portal, needs to be completed prior to any work being done. Bob Fleck responded that the turnaround time for Board approvals has been much quicker than in the past.
- Chris stated that the Spring property walk through is done annually and helps in determining priorities for needed maintenance.

In response to a question asked Melissa stated she has recorded and documented service requests received. It was explained that management comments are made public so owners can track the status of their request. It is apparent that more communication and owner assistance is needed navigating through the TOPS system. Melissa can be contacted for help with this. It was noted DJ's Septic Services does track septic cleanings on an annual basis.

NEW BUSINESS

Gregg Pitman suggested forming a committee to review the use of the clubhouse. It currently receives minimal usage with some owners using the basement for storage. Some Board meetings have taken place at the clubhouse and a few owners have used it for private functions.

He asked that anyone interested in working on this committee to contact him. Bob Fleck noted that maybe the pool and tennis court usage could also be made part of that committee.

Ron Snyder stated that he has contacted four companies and is seeking quotes for landscaping and plowing services. One stipulation he is seeking that the contractor be responsible for repairing plow damage after the winter season. He is hoping to have all bids in by August 1st with hopes of starting a new contract on November 1st.

ELECTION OF DIRECTORS

Gregg Pitman announced that two positions need to be filled. Nancy Conklin is stepping down with a remaining term of one year. Ron Snyder is not seeking renewal of his three year term. Jan Panagoulis and Kate Coupe expressed their interest in serving. With no additional nominations from the floor, they were both unanimously elected. The current Board is as follows:

Bob Fleck - 2 years Kate Coupe - 3 years Gregg Pitman - 1 year Bob Tuveson - 2 years Jan Panagoulis - 1 year

A formal thank you to Ron and Nancy for their service on the Board over the years. Their volunteered knowledge and input with the association has not gone unnoticed.

A thank you to those in attendance for their participation in the meeting. Owners were encouraged to attend Board meetings to stay informed and keep the Board aware of issues that may otherwise go unnoticed. Communication between owners the Board and the management company will be an ongoing process. With no further discussions and on a motion duly made and seconded, the meeting was then adjourned at 3:21pm.

Respectfully Submitted: Robert Tueson

Robert Tuveson, Secretary (HVC

Date: 7-11-22

Highland Colony Homeowners Association **Profit & Loss**

July 2021 through June 2022

	Jul '21 - Jun 22
Income 4010 · Dues Assessment Income	-
4015 · Special Assessment Income	175,586.08
4510 · CD/MMA Interest income	25,512.00
4590 · Miscellaneous income	218.52
	505.00
Total Income	201,821.60
Gross Profit	201,821.60
Expense	
5000 · Management Fees	9,425.00
5050 · Insurance	14,257.10
5100 · Snow Removal	21,250.00
5150 · Painting	4,000.00
5200 · Trash Removal	2,530.00
5250 · Electricity	3,805.13
5300 · Maintenance	
5311 · Brush Removal	135.00
5312 · Tree Removal	5,045.00
5315 · Snow Ramps and Sand Barrels	975.00
5512 · Pool Fence Repair	45.00
5515 · Pest Control	423.79
5520 · Siding/Deck Repair & Painting	596.51
5526 · Open/Close Clubhouse	145.00
5528 · Clubhouse Maintenance	110.00
5530 · Guter Cleaning	45.00
5535 · Open/Close Septic	315.00
5546 · Chimney inspection	1,500.00
5565 · Walkway Repairs	135.00
5570 · Video Drain	425.00
5572 · Water Penetration Test	135.00
5573 · Septic Pumping & Repairs	4,448,75
5580 · Skylight/Roof Repairs	292.50
5300 · Maintenance - Other	45.00
Total 5300 · Maintenance	14,816.55
5700 · Lawn Care (Contract)	40.400.00
6200 · Open Common Area Maintenance	18,182.00 1,545.00
6300 · Pool Operations	1,2 1222
6305 · Pool Daily Maintenance	2.250.00
6310 · Pool Open/Close	2,250.00 339.97
6315 · Pool Chemicals & Supplies	800,46
6320 · Pool Repair	27.50
6300 · Pool Operations - Other	2,425.00
Total 6300 · Pool Operations	5,842.93
6400 · Water System	-,- :
6405 · Water System Fees	2 475 00
6410 · Water Testing	2,475.00
6415 · GSRWA Membership Fees	1,336.00
6420 · Water System Check/Repair	600.00
Total 6400 · Water System	1,450.00
•	5,861.00
7600 · Administration and Taxes	
7650 · Legal and Professional	2,522.80
7600 · Administration and Taxes - Other	150.00
Total 7600 · Administration and Taxes	2,672.80

7:51 AM 06/15/23 Accrual Basis

Highland Colony Homeowners Association **Profit & Loss**

July 2021 through June 2022

	Jul '21 - Jun 22
8000 · Reserves	
8015 · Rot Repair	7,324.31
8020 · Roadway Grading	1,530.00
8022 · Roadway Repair	1,405.00
8040 · Roof Replacement	21,250.00
Total 8000 · Reserves	31,509.31
Total Expense	135,696.82
Net income	66.124.78

8:36 AM **95/19/23** Accrual Basis

Highland Colony Homeowners Association Profit & Loss Budget Performance April 2023

Income	Apr 23	Budget	Jul 22 - Apr 23	YTO Sudgel	Answel Budget
10099 - Returned Check Charges			***************************************	***************************************	
4010 - Duez Assessment Income	0.00		15.00		
4015 - Special Assussment Income	48.311.23 0.00	48,311.25	193,244.92	193,245,00	193,245.0
4319 - CD/MMA Interest Income	0.00 326.86	0.00	8.504.00	8.500.00	8.500.0
Total Income	48.638,11	THE R. LEWIS CO., LANSING MICHAEL	3.172.41	Substituting Committee Com	
Gross Profit		48,311,25	204.936.33	201,745,00	201,745.00
Expanse	48.638.11	48,311,25	204,936.33	201,745.00	201,745,00
5090 - Management Pags	1,375,00				
5056 · Insurance	3.213.60	770.83 1,166.67	10,125.00	7.708.33	P.250,00
5100 - Snow Removal 5160 - Painting	3,750.00	4,375.00	13.445.60 26.250.00	11,668,67	14,000,00
5290 - Tresh Removal	0.00	0.00	10,500,00	26,250.00 9,333,33	26,250.00 14,000.00
6250 · Electricity	225.00 375.04	266.67	2,250.00	2,666.67	3.200.00
5300 - Maintenance	275.04	300.00	4,705,97	3,000.00	3,600,00
8365 · Contract Grounds	0.00	1.354.17			
6307 - Grounde Clean-up 8316 - Snow Ramps and Sand Barrels	0.00	***************************************	9.00 409.00	13,541.67	16.259.00
5500 - Tennis Court Maintenance	0.00		880.00		
3029 - Siding/Dack Receir & Paintinn	0.00		949.67		
5528 · Open/Close Club/mues	0.00		1.929.17		
5535 · Open/Close Septic	0.00		192.50		
5546 · Chimney inspection	0.00		467,50 1.865,00		
6573 - Septie Pumping & Repairs 5300 - Maintenanco - Other	0.00		5.048.92		
	0.00	0.00	237.50	0.00	0.00
Total 5300 - Maintenance	0.00	1,354.17	11.968.28	13,541.67	16,250.00
8700 - Lawn Care (Contract)	0.00		5.830.00	,	Tayland.co
8200 - Open Common Area Maintenance 8205 - Open Natural Area Meintenance			3.8au.uv		
8200 - Open Common Area Maintenance - Other	0.00 00.0		1.500.00		
Total \$200 - Open Common Area Maintenance	14 . 14	166.67	0.00	1.666.67	2.000.00
6300 - Pool Operations	0.00	166.67	1.500.00	1,666,67	2.000.00
6305 · Pool Daily Maintenance	0.00	4.707.00			
6310 - Pool Open/Close	0.00	1,395.83	0.00	13.958.33	16.750.00
6316 · Pool Chemicala & Supplies 6300 · Pool Operations - Other	0.00	416.67	137.50 451.05		
	0.00		3.250,00	4.166,67	5.000.00
Total 6300 - Pool Operations	0.00	1.812.50	3.838.55	18,125.00	21,750,00
6400 - Water System 6405 - Water System Face					
8410 - Water Testing	0.00		1.425.00		
6415 - GSRWA Membership Food	15.00 D.00		837.00		
6420 - Water System Check/Repair	0.00		153.28		
6400 - Water System - Other	0.00	375.00	2.848.98		
Total 6400 - Water System	15,00		0.00	3.750.60	4,500.00
66010 - Bank Service Charges	75,00	375.00	5.284.24	3.75G.00	4,500.00
7500 - Miscellaneous	0.00		15.00		
7860 - Reserve Allocation/Contribution	0.00				
7500 - Miccellaneous - Other	0.00	7,512.08 33.33	0.00	75.120.83	90.145.00
Total 7500 - Miscellaneous	0.00		0.00	333.33	400.00
7600 · Administration and Taxes	0.00	7,545.41	0.00	75,454,16	90,545.00
7650 - Legal and Professional	4.50				
7600 - Administration and Taxes - Other	0.00	41.67	1.012.78	416.67	500.00
Total 7609 - Administration and Taxos	and the same of th	8.33	522.68	B3.33	100.00
7700 · Website Hosting	0.00	59.00	1.535.46	508.00	600.00
8000 · Reserves	0.00	20.83	256.34	≟08.33	250.00
8010 · Septic Repairs/Replacement	0.00			440,33	250,00
8015 · Rot Ropus	0.00	0.00 0.00	0.00	0.00	0.00
	0,00	0.00	20,223,34	0.00	0.00
8020 - Roadway Grading		0.00	20.376.76	0.00	0.00
8022 · Roadway Repair	0.00			6.00	0.00
8022 · Roadway Repair 6040 · Roof Replacement	0.00	0.00	14,400,00		
8022 · Roadway Repair		0.00	\$4.400.00 55.000.10	0.00	0.00
8022 · Roadway Repair 6040 · Roof Replacement	0.00	0.00	55.000.10	0.00	
3022 - Rosdway Repair 6940 - Roof Roplacement Total 8009 - Roserves	0.00			0.00	0.00

9:36 AM

05/18/23 **Accrual Basis**

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

	Apr 30, 23
ASSETS Current Assets	
Checking/Savings	
1900 · BNH - Cesh - Operating Account	100 440 50
1010 · Cash · MMA Account 1120 · BNH · Cash · CD Account	108,142.53 1,463.07
	117,205.76
Total Checking/Savings	226,811.36
Accounts Receivable	
11000 · Accounts Receivable	6,859.97
Total Accounts Receivable	Anne and special property and appear of the second special property and appear and appea
Other Current Assets	6,859.97
1400 · Other Assets	2.750.00
Total Other Current Assets	2,750.00
Total Current Assets	2,750.00
	236,421.33
TOTAL ASSETS	236,421.33
LIABILITIES & EQUITY	
Liabilities Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	7.550.64
Total Accounts Payable	7,653.64
Total Current Liabilities	7,653.64
•	7,653.64
Total Liabilities	7,653.64
Equity	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
3200 · Current Year Income/Loss	66,124.78
3910 · Retained Earnings Net income	110,191.10
Total Earth.	52,451.81
Total Equity	228,767.69
TOTAL LIABILITIES & EQUITY	

Highland Colony Homeowners Association Profit & Loss Budget Performance May 2023

-	May 23	Budget	Jul '22 - May 23	YTD Budget	Annual Budget
Income					
10009 · Returned Check Charges 4010 · Dues Assessment Income	0.00		15.00		
4015 · Special Assessment Income	0.00	0.00	193,244.92	193,245.00	193,245.0
4510 · CD/MMA Interest Income	0.00 491,69	0,00	8,504,00	8,500.00	8,500.00
Total income	491.69		3,664.10		
Gross Profit	491.69	0.00	205,428.02	201,745.00	201,745.00
Expense	451.05	0.00	205,428.02	201,745.00	201,745.00
5000 · Management Fees	1,375.00	770,83	44 500 00	A 480 40	
5050 · Insurance	1,931.55	1,166,67	11,500.00 15,377.15	8,479.16	9,250.00
5100 · Snow Removal 5150 · Painting	0.00	0.00	26,250.00	12,833.34 26,250,00	14,000.00 26,250.00
5200 · Trash Removal	0.00	2,333.33	10,500.00	11,666,66	14,000.00
5250 · Electricity	225,00	266,67	2,475,00	2,933.34	3,200.00
5300 · Maintenance	370.82	300.00	5,076.79	3,300.00	3,600.00
5305 - Contract Grounds	3,750,00	1,354.17	0.750.00		
5307 · Grounds Clean-up	0,00	1,004,17	3,750,00 400.00	14,895.84	16,250,00
5315 · Snow Ramps and Sand Barrels	340.00		1,220.00		
5600 · Tennis Court Maintenance 5520 · Siding/Deck Repair & Painting	0.00		949.67		
6526 · Open/Close Clubhouse	0.00		1,929.17		
5535 · Open/Close Septic	0.00 0.00		192.50		
5546 · Chimney Inspection	0,00		467.50		
5573 - Septic Pumping & Repairs	0.00		1,865,00		
5300 · Maintenance - Other	0.00	0.00	5,046.92 237.50	0.00	0.00
Total 5300 · Maintenance	4,090.00	1,354.17	16,058,26	14,895.84	0.00
5700 · Lawn Care (Contract)	4,000.00	1,22.77		14,083.04	16,250.00
6200 · Open Common Area Maintenance			9,830.00		
6205 - Open Natural Area Maintenance 6200 - Open Common Area Maintenance - Other	0.00		1,500.00		
	0.00	166.67	0.00	1,833.34	2,000.00
Total 6200 · Open Common Area Maintenance	0.00	166.67	1,500.00	1,833.34	2,000.00
6300 · Pool Operations 6305 · Pool Daily Maintenance					
6310 · Pool Open/Close	0,00	1,395.83	0.00	15,354.16	16,750.00
6315 · Pool Chemicals & Supplies	0.00 0.00	440	137.50	·	, , , , , , , , , , , , , , , , , , , ,
6300 · Pool Operations - Other	0.00	416.67	451.05 3,250.00	4,583.34	5,000.00
Total 6300 · Pool Operations	0.00	1,812.50	3,838.55	19,937.50	21,750.00
6400 · Water System					21,100.00
8405 · Water System Fees	0.00		1,425.00		
6410 · Water Testing 6416 · GSRWA Membership Fees	30.00		867.00		
6420 - Water System Check/Repair	0.00		153.28		
6400 · Water System - Other	792.97 0.00	375.00	3,641.93		
Total 6400 - Water System	822,97		0.00	4,125.00	4,500.00
66010 - Bank Service Charges		375.00	6,087.21	4,125.00	4,500.00
7500 · Miscellaneous	0.00		15.00		
7550 • Reserve Allocation/Contribution 7500 • Miscellaneous • Other	0.00	7,512.08	0.00	82.632.91	90,145.00
Total 7500 · Miscellaneous	0.00	33,33	0.00	366,66	400.00
	0.00	7,545.41	0.00	82,999.57	90,545,00
7600 · Administration and Taxes 7650 · Legal and Professional					
7600 · Administration and Taxes - Other	0.00	41.67	1,012.78	458.34	500.00
Total 7600 - Administration and Taxes	0.00	8.33	522.68	91.66	100.00
7700 · Website Hosting	0.00	50.00	1,535,46	550.00	600.00
8000 · Reserves	0.00	20.83	256.34	229.16	250.00
8010 · Septic Repairs/Replacement	0.00	0,00			
8015 - Rot Repair	0.00	0.00	0.00	0.00	0.00
8020 · Roadway Grading	0.00	0.00	20,223.34 0.00	0.00 0.00	0.00
8022 • Roadway Repair 8040 • Roof Replacement	0.00	0.00	20,376,76	0.00	0.00 0.00
	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
otal Expense	12,815.34	16,162.08	165,299.86	190,032.91	
ome			-,	100,002.01	206,195.00
	-12,323.65	-16,162.08	40,128.16	11,712.09	-4,450.00

2:26 PM 06/02/23 Accrual Basis

Highland Colony Homeowners Association Balance Sheet

As of May 31, 2023

	May 31, 23
ASSETS	
Current Assets Checking/Savings	
1000 - BNH - Cash - Operating Account	
1120 · BNH - Cash - CD Account	107,058.11 117,697,45
Total Checking/Savings	224,755.56
Accounts Receivable	22-4,700.00
11000 · Accounts Receivable	82.00
Total Annual Developed	-82.98
Total Accounts Receivable	-82.98
Other Current Assets	
1400 · Other Assets	1,375.00
Total Other Current Assets	1,375.00
Total Current Assets	226,047.58
TOTAL ASSETS	226,047.58
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	9,603.54
Total Accounts Payable	9,603.54
Total Current Liabilities	9.603.54
Total Liabilities	
Fault	9,603.54
Equity 3200 · Current Year Income/Loss	
3910 · Retained Earnings	66,124.78
Net Income	110,191.10 40,128.16
Total Equity	40,128.10
	216,444.04
TOTAL LIABILITIES & EQUITY	226,047.58

Highland Colony Homeowners Association **Profit & Loss**

July 2022 through May 2023

	Jul '22 - May 23
Income	-
10009 · Returned Check Charges	15.00
4010 · Dues Assessment Income	193,244.92
4015 · Special Assessment Income	8,504.00
4510 · CD/MMA Interest Income	3.664.10
Total Income	205,428.02
Gross Profit	
Expense	205,428.02
5000 · Management Fees	
5050 · Insurance	11,500.00
5100 · Snow Removal	15,377.15
5150 · Painting	26,250.00
5200 · Trash Removal	10,500.00
5250 · Electricity	2,475.00
5300 · Maintenance	5,076.79
5305 · Contract Grounds	3 750 00
5307 · Grounds Clean-up	3,750.00 400.00
5315 · Snow Ramps and Sand Barrels	1,220.00
5500 · Tennis Court Maintenance	949.67
5520 · Siding/Deck Repair & Painting	1,929.17
5526 · Open/Close Clubhouse	192.50
5535 · Open/Close Septic	467.50
5546 · Chimney Inspection	1,865.00
5573 · Septic Pumping & Repairs	5,046.92
5300 · Maintenance - Other	237.50
Total 5300 · Maintenance	16,058.26
5700 · Lawn Care (Contract)	
6200 · Open Common Area Maintenance	9,830.00
6205 · Open Natural Area Maintenance	4 = 4 = -
Total 6200 · Open Common Area Maintenance	1,500.00
6300 · Pool Operations	1,500.00
6310 · Pool Open/Close	
6315 - Pool Chemicals & Supplies	137.50
6300 · Pool Operations - Other	451.05
	3,250.00
Total 6300 · Pool Operations	3,838.55
6400 · Water System	
6405 · Water System Fees	1,425,00
6410 · Water Testing	867.00
6415 · GSRWA Membership Fees	153.28
6420 · Water System Check/Repair	3,641.93
Total 6400 · Water System	6,087.21
66010 · Bank Service Charges	
7600 · Administration and Taxes	15.00
7650 · Legal and Professional	1 040 70
7600 · Administration and Taxes - Other	1,012.78 522.68
Total 7600 · Administration and Taxes	
7700 · Website Hosting	1,535.46
	256.34

7:42 AM

06/15/23

Accrual Basis

Highland Colony Homeowners Association **Profit & Loss**

July 2022 through May 2023

8000 · Reserves 8015 · Rot Repair 8022 · Roadway Repair

8022 · Roadway Repair 8040 · Roof Replacement

Total 8000 · Reserves

Total Expense

Net Income

_	Jul '22 - May 23
	20,223.34
	20,376.76
_	14,400.00
	55,000.10

165,299.86

40,128.16

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
<u>Revenue</u>			
Assessments	102.045	10# 6##	
Special Assessments	193,245	193,245	280,590
Capital Investment Interest	8,500	8,504	-
	-	3,832	3,500
Total Revenues	201,745	205,581	284,090
Unused funds from prior year			
Carry-over (pai	int) 2,500		
Carry-over (oth	,	-	*
y (1,515	-	
Total Revenues and Unused Funds Available	205,558	205,581	284,090
Operating and Reserve Expenditures			
Electricity	3,600	5,647	£ 700
Insurance	14,835	16,664	5,700 16,540
Water System	5,000	5,864	6,500
Pool Supplies and Operation	5,000	4,839	5,500
Maintenance General	16,750	15,468	17,000
Lawn Care (Contract)	18,000	13,330	22,500
Grounds Clean up	100	15,550	22,500
Trash Removal	3,200	2,700	2,700
Snow Removal (contract)	26,250	26,250	22,500
Management Fee	9,250	12,875	16,500
Miscellaneous	400	,0,0	400
Administrative Taxes	100	523	500
Legal/Professional	500	1,013	2,000
Website Hosting	250	256	250
Painting/Rot Repair	14,000	13,500	14,000
Open Area Maintenance	2,000	1,500	1,500
Maintenance Reserve - Contribution	86,323	-,	
Maintenance Reserve - Rot Repair	-	70.222	150,000
Maintenance Reserve - Roadway Repair	_	20,223	-
Maintenance Reserve - Roof Replacement	-	20,377 14,400	-
-		17,700	Ma.
Total Expenditures	205,558	175,429	284,090
Net Income / Loss		30,152	-

Highland Colony Fiscal Year 23-24 Proposed Assessments

Unit 4	# %%	Name	21-22 Quarterly Rate	22-23 Quarterly Rate	23-24 Quarter Rate	ly Quarterly Increase
1	3.24%	Hoyer, Robert	1 400 00			
2	3.46%		1,423.00	1,565.28	2,272.7	8 707.50
3	2.90%	D	1,519.00	1,671.57	2,427.1	0 755.53
4	2.90%	Remington, Louise	1,273.00	1,401.03	2,034.2	8 633.25
5	3.46%	Saunders, Olivia	1,273.00	1,401.03	2,034.2	8 633.25
6	3.01%	Baran, Victor	1,519,00	1,671.57	2,427.10	755.53
7	3.01%	Mukhaelyan, Lev	1,322.00	1,454,17	2,111.44	657.27
8	3.01%	White, William	1,322.00	1,454.17	2,111.44	657.27
9	3.01%	Diagneault, Sally	1,322.00	1,454.17	2,111.44	657.27
10	2.79%	Ely, Hiram	1,322.00	1,454.17	2,111.44	657.27
11	2.68%	Rand, Lynne	1,225.00	1,347.88	1,957.12	609,24
12	2.86%	Flyng, Kevin	1,177.00	1,294.74	1.879.95	
13	2.76%	Fitzpatrick, Robert	1,256.00	1,381.70	2,006,22	
14	2.94%	Beck, Paul	1,212,00	1,333.39	1,936.07	602.68
15	2.76%		1,291.00	1,420.35	2,062,34	641,99
16	2.76%	Kelly, Steve & McGill, Kathy	1,212.00	1,333.39	1,936.07	602.68
17	2.76%	Shaw, Eileen	1,212.00	1,333.39	1,936.07	602.68
18		Coupe, Sam	1,212.00	1,333.39	1,936,07	602.68
19		Johnston, Jim	1,322.00	1,454.17	2,111.44	657.27
20		Bohn, Mary	1,177.00	1,294.74	1,879.95	585.21
21		Митау, Тапппу	1,256.00	1,381.70	2,006.22	624.52
22		Cooper, Jennifer	1,177.00	1,294,74	1,879,95	585.21
22 23		McKinnon, Don	1,256.00	1,381.70	2,006,22	624,52
		Gooch, Judith	1,212.00	1,333,39	1,936.07	602.68
24 25		Hill, George	1,256.00	1,381.70	2,006.22	624.52
		Rizzo, Nicolle	1,212.00	1,333,39	1,936,07	602.68
		Conklin, Nancy	1,177.00	1,294,74	1,879.95	585.21
		itman, Gregg	1,212.00	1,333.39	1,936.07	
		aré, Claudette	1,423.00	1,565.28	2,272.78	602.68
		uveson, Robert	1,273.00	1,401.03	2,034,28	707.50
		nyder, Ronald	1,374.00	1,512.14	2,195.62	633.25
		onnell, Brenda	1,423.00	1,565.28	2,193.62	683.48
		eck, Bob	1,374.00	1,512.14		707.50
		oyle, Kathleen	1,322.00	1,454.17	2.195.62	683.48
4 _ 3	3.13% B	osinger, Regina	1,374.00	1,512.14	2,111.44	657.27
		_		2,512.14	2,195.62	683.48
_10	0.00%	-	43,912.00	48,311.23	70,147.50	21,836.27
	Aı	nnualized	175,648.00	193,244.92	280,590.00	87,345.08

Highland Colony Homeowners Association 3 Year Schedule of Proposed Capital Projects Assumes Leaving Approx. \$100,000 in Reserve CD Account

	Fiscal 23/24	Fiscal 24/25	Fiscal 25/26
Use of Existing Cash Reserve Funding	85,000 100,000	100,000	100,000
Available Capital Funds	185,000	100,000	100,000
Proposed Projects: Road Work Water Tank Inspection Water Tank Lining Homes - Roofs Homes - Painting Carpentry/Rot/Siding/Decks Clubhouse - Roof Clubhouse - Painting Pumphouse - Structural/Roof	5,000 30,000 40,000 23,000 30,000 8,600 8,400 40,000	75,000 - - 40,000 25,000 - - - -	75,000 - - 40,000 30,000 - - -
Total Proposed Projects	185,000	140,000	145,000
(Over)/Under Available Funds	•	(40,000)	(45,000)



HIGHLAND COLONY CONDOMINIUM ASSOCIATION

What insurance should the Association obtain?

The Board of Directors shall obtain a master policy affording fire and extended coverage insuring all the buildings in The Condominium including, without limitation all portions of the interior of such buildings as are for insurance purposes normally deemed to constitute part of the building and customarily covered by such insurance, such as heating and other service machinery, interior walls, all finished wall surfaces, bathroom and kitchen cabinets and fixtures, and heating and lighting fixtures, except for improvements made by individual owners which exceed a total value of One Thousand Dollars (\$1,000.00) and are not reported to the insurer, such insurance to be in an amount at least equal to the full replacement value of the building, and to be payable to the Board as trustees for the unit owners and their mortgagees as their respective interests may appear.

What insurance should the Unit Owner obtain?

Each owner must obtain insurance for his benefit and at his own expense, insuring all personal property located in his unit or Limited Common Area, all floor coverings whether or not fixtures, and all improvements to his unit which exceed a total value of One Thousand Dollars (\$1,000.00) and which are not reported in writing to the Board.

Current Master Policy Coverage

Blanket Property Limit (Replacement Cost)

\$9,055,696

Base Deductible / All Covered Causes of Loss Per Unit Deductible

\$10,000 / \$25,000

Recommended Unit Coverage

Coverage A (Building):

Cover the master policy deductible, add in the value of the floor coverings, and include all interior unit improvements. There may be some overlap of coverage but there are situations where the master policy may not always provide adequate coverage and it is wise to fully insure your ownership interest in your individual unit. Include Special Form Coverage for Building and Contents. Confirm with your insurer they will cover the

master deductible if the loss occurs within your unit.

Coverage C (Contents):

Your decision!

Coverage D (Loss of Use): 40% of Coverage A

Coverage E (Liability):

\$500,000

Coverage F (Medical):

\$5,000

Loss Assessment:

\$50,000

If you now rent your unit out using AirBnb, VRBO, or other means you may need to reconfirm your property and liability coverage is adequate. A standard HO-6 Unit Owner policy covers owner occupied condos and may limit coverage when used as an investment property. Check with your insurance advisor for proper coverage.

Why you should insure the full value of inside of your unit, even though there is a master policy



The purchase of your condo unit may be one of your largest purchases and assets you own. Fully insuring what you own inside your unit (building interior and contents) makes financial sense to protect your investment.



If the association policy deductible increases and you are not notified, **you will be underinsured.** Some association deductibles today are approaching or exceeding \$25,000.



If the association policy cancels for any reason, or is not renewed timely, at least you know your unit is fully protected.



Most association policies have a stricter "failure to maintain heat" exclusion than unit policies. In other words, you may have coverage under your unit policy where a large water loss may be excluded by the master policy due to failure to maintain heat resulting in freezing pipes.

A typical master insurance exclusionary language states no coverage unless "heat is maintained in the unit." A typical unit policy states no coverage unless "you have used reasonable care to maintain heat in the unit." Those extra two words can be very important!



Most association policies have a stricter "continuous or repeated seepage" exclusion than unit policies. A typical master insurance exclusionary language states no coverage for "continuous or repeated seepage of water that occurs over 14 days or more." A typical unit policy only limits water losses if the unit is vacant for more than 60 days.



In the event of a significant loss, where the master insurance settlement is insufficient and the association votes not to rebuild, a unit policy may provide the necessary funds for you to go and purchase a condo at another location.



Mold Coverage. Most association master policies will exclude all mold damage and remediation. Typically, unit owner policies provide some limited mold coverage (i.e., \$10,000) and will cover in full any mold, fungus or wet rot when hidden within the walls or ceilings or beneath the floors or above the ceilings.





HOMEOWNERS ASSOCIATION Holderness, New Hampshire 03245

RESIDENCY REGULATIONS

Police Emergency: call **911** or **603-536-1626** (Police Dispatch)

Fire/Medical Emergency: call **911** or **603-524-1545** (Fire Dispatch)

Lincoln Condominium Management Group: Campton Office: **603-960-9061**24 Hour Emergency Nancy Ehlers: **603-381-7051**

GENERAL REGULATIONS

- 1. Owners shall not change the appearance of any portion of the exterior of the unit (including the common areas and limited common areas) or building without the approval of the Board of Directors. An exception is maintenance of small personal landscaping such as a flower garden or decorative plantings within the Limited Common Area, which must always be kept in good appearance and not intrude closer than ~24" from the walls of the building. A Highland Colony Property Modification Form, available on the association website, must be completed and submitted to the board for review and approval before any exterior modifications can be made.
- 2. Air conditioners and heat pumps are allowed, using the following guidelines:
 - Thru-the-wall units, heat pumps and central air require approval from the Board of Directors.
- 3. Each owner shall be liable for any damage and all damage to their unit and/or common property which shall be caused by said owner, his lessees or invited guests, and to the extent that such damages are not covered by insurance proceeds, such owner shall be assessed for the cost of repairs.
- 4. Common walks and/or other common areas
 - Shall not be obstructed, littered, defaced or misused in any manner.
 - No signs may be placed within the common area.
 - Please use care when planting/gardening to ensure that plowing or mowing is not impeded.
 - No planting should be done on the leach fields.
 - Any plantings on the common areas need <u>Board approval</u>.
 - All fuel tanks and any approved external appliances must be reasonably shielded from the public view.
- 5. Pets shall be under the control of their owner at all times. Owners are expected to clean up after their pets.



HOMEOWNERS ASSOCIATION Holderness, New Hampshire 03245

- 6. Fireworks: Use of fireworks is not allowed.
- 7. Each unit owner shall permit reasonable access to his exclusive property as referenced in By-Laws Article 7-100. For the purpose of providing access to each unit in emergency situations during their absence, each owner shall leave a key with the property manager or some other person residing on the premises after notifying the Association Property Manager of its location.
- 8. Two parking spaces have been assigned for each unit owner whenever possible.
 - Only registered motor vehicles (passenger cars or trucks) may be parked in unsheltered parking areas.
 - Parking Obstructions: Any vehicle parked in such a way as to prevent access or egress from any road, passage, fire lanes, or parking spaces is subject to being towed.
 - Any boat, minibike, motorcycle, snowmobile, camping trailer, boat trailer, golf cart, utility trailer, ATV or similar terrain vehicle must be housed in the homeowner's garage or <u>designated storage area</u>.
 - Snowmobiles, mini-bikes or ATVs or similar recreation vehicles shall not be used on premises of the Association property.
- 9. Units may be leased by its owner without approval of the Board of Directors. Occupancy under lease shall only be by the tenant and his family and guests (no more than 2 unrelated persons). All such leases or rentals shall be subject in all respects to these Residency Regulations, lessee must be given a copy.
- 10. Air B&B short term rentals are not permitted.

WATER USAGE

The Board of Directors will work in concert with the HCHA Water System Engineer and the New Hampshire Department of Environmental Services to set water usage rules for the Condominium Association as necessary.

- Please be environmentally considerate when watering lawns.
- During water or system emergencies, the Board of Directors or the Water System Engineer has the authority to further regulate the use of water at the Condominium upon notification to all Unit owners.
- Turn off min valve to water supply when leaving for an extended time and set thermostat to not less than 55 degrees. (Exception being if unit uses a hot water circulating heating system, in which case the water should be left on).



HOMEOWNERS ASSOCIATION Holderness, New Hampshire 03245

- Excessive use of garbage disposals is discouraged, as they can be very destructive to your septic system. Please refer to guidelines supplied by the management company.
- 11. <u>Highland Colony uses septic systems.</u> Do not put any of the following down the drains or toilets: tissues of any kind, cigarette butts, feminine sanitary products, plastic items, disposable diapers, disposable wipes, paper towels, coffee grounds, grease, oil, paints or chemicals.
- 12. All trash must be brought to the end of the unit's driveway or parking area for pick up. Garbage and household trash must be contained in plastic bags and must be placed within an animal resistant container if left unattended prior to pick up. Breakdown all cardboard boxes and tie or bag newspapers. Please recycle according to the guidelines supplied but the management company for the subcontractor who picks up the trash for the Colony. Special arrangements must be made through the Property Manager for nonhousehold items such as Christmas trees, gas grills, etc., which may be picked up for an additional charge.

HIGHLAND COLONY FACILITY REGULATIONS

Tennis Court

- The tennis court is for the use of unit owners (including renters) and their guests only.
- Proper tennis court footwear is required. No black soled shoes are permitted within the courts area.
- Use of the basketball backboard is permitted only when there is no tennis activity and only if appropriate soled shoes are used.
- Other than the above (tennis & basketball), no other activity is permitted within the court area.

Swimming Pool

- The pool is for use of unit owners (including renters) and their guests only.
- Please shower before using the pool after strenuous physical activity.
- Proper swim attire is required.
- Children under age fourteen (14) must be accompanied by an adult.
- Diapers are not permitted in the pool.
- No glass bottles or glass containers are permitted within the enclosed pool area.
- No pets are allowed within the enclosed pool area.
- No diving is allowed.
- Use discretion when using flotation devices or other water toys.
- No lifeguard is provided. Swimmers do so at their own risk.

HIGHLAND COLONY HOMEOWNERS ASSOCIATION HOLDERNESS, NEW HAMPSHIRE

REQUEST FOR MODIFICATION OF PROPERTY

DATE:	
NAME:	
UNIT#:	
EXPLANATION OF	
PROPOSAL:	
 Please include any pictures, diagrams, the proposal 	measurements that will help clarify
 Date and plan to have project perform 	ed
 Does the project meet with all state an 	d local codes?
(we) owner(s) of unit # at Association fully agree to perform the above	Highland Colony Homeowners
proposed. I (we) also understand that any var	iation to the project is subject to
eview and approval by the Board of Director	s, and, if such change is made
vithout this approval, I (we) accept the respo hange is approved or reversed.	nsibility of a fine of \$10 per day until
,	

MAINTENANCE CONCERNS 2023 SUBMISSION FORM

LIST ANY MAINTENANCE CONCERNS YOU HAVE FOR YOUR UNIT THAT YOU NEED TO BE REVIEWED AND ADDRESSED NAME:____ UNIT NUMBER:____ ADDRESS:____ CONTACT INFO:____ MAINTENANCE CONCERNS: ADD ANY PHOTOS OR OTHER DOCUMENTS THAT WILL HELP IDENTIFY THIS CONCERN 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

PLEASE RETURN TO LINCOLN CONDOMINIUM MANAGEMENT GROUP AT:

PO Box 37, CAMPTON NH, 03223

OR EMAIL TO LCMG.OFFICE@GMAIL.COM

HIGHLAND COLONY HOMEOWNERS LIST

Claudien?@roadrunner.com	603-536-5380/603-54-6380	2 Highland View Lane, 28, Holderness, NH 03245	Brian & Claudette Pare`	2 Highland View Lane, 28
George.Hill@concast.net nwcsadie@gmail.com	508-801-1550 603-707-6024 603-545-2997	7 Muirfield Lane, 24, Holderness, NH 03245 7 Muirfield Lane, 25, Holderness, NH 03245 3 Muirfield Lane, 26, Holderness, NH 03245 3 Muirfield Lane, 27, Holderness, NH 03245	George Hill Paul & Nicolle Rizzo Nancy Conklin Gregg & Carla Pitman	7 Muirfield Lane, 24 7 Muirfield Lane, 25 3 Muirfield Lane, 26 3 Muirfield Lane, 27
mbpaints@twc.com tm4school@gmail.com jcooper@lacademy.edu dgmckin@gmail.com judithgooch@me.com	603-536-8916/603-254-6688 603-481-0537 603-630-0275 603-217-7521/603-217-7280	7 Troon Terrace, 19, Holderness, NH 03245 3 Troon Terrace, 20, Holderness, NH 03245 3 Troon Terrace, 21, Holderness, NH 03245 13 Fawn Ridge Lane, Wilton, CT 06897 13 Muirfield Lane, 23, Holderness, NH 03245	Mary Bohn Jason & Tammy Murray Jennifer Cooper Don McKinnon Lawrence & Judith Gooch	7 Troon Terrace, 19 3 Troon Terrace, 20 3 Troon Terrace, 21 13 Muirfield Lane, 22 13 Muirfield Lane, 23
chakaskoogi@gmail.com / kathymcgill@mac.com ejonesshaw@gmail.com knewellcoupe@gmail.com	603-238-9421/617-281-2194 978-886-3370 603-520-9389/252-702-0654	60 Blossom Street, Arlington, MA 02474 9 Troon Terrace, 16, Holderness, NH 03245 9 Troon Terrace, 17, Holderness, NH 03245 P.O Box 1812, Plymouth, NH 03264	Steve Kelly & Kathy McGill Fred & Eileen Shaw Ernie & Kate Coupe Jim & Sarah Johnston	31 Muirfield Lane, 15 9 Troon Terrace, 16 9 Troon Terrace, 17 7 Troon Terrace, 18
bzflynn@aol.com bob.fitz30@yahoo.com nbeck2@gmail.com	603-536-5849/603-707-1775 603-254-6636 603-536-4988/603-481-1648	30 Muirfield Lane, 12, Holderness, NH 03245 30 Muirfield Lane, 13, Holderness, NH 03245 31 Muirfield Lane, 14, Holderness, NH 03245	Kevin & Barbara Flynn Robert Fitzpatrick Paul & Nancy Beck	30 Muirfield Lane, 12 30 Muirfield Lane, 13 31 Muirfield Lane, 14
lynnewrand@yahoo.com	603-536-3015/603-254-6310	611 15th Street, Virginia Beach, VA 23451	Lynn Rand	13 Fairway Drive, 11
Iremingtonboone@yahoo.com osaunders@myfairpoint.net victor@artepolis.net mukhaelyan@gmail.com aandsmom84@gmail.com frogpondnh@roadrunner.com chengduchef@gmail.com	603-536-1413 603-536-4276 603-455-6463 617-893-0303/617-308-4696 603-236-2401 603-412-2295 603-481-0678/603-481-0684	24 Fairway Drive, 5, Holderness, NH 03245 19 Fairway Drive, 6, Holderness, NH 03245 19 Fairway Drive, 7, Holderness, NH 03245 18 Fairway Drive, 8, Holderness, NH 03245 P.O Box 678, Holderness, NH 03245 13 Fairway Drive, 10, Holderness, NH 03245	Olivia Saunders Victor & Margaret Baran Lev & Elena Mukhaelyan William & Cynthia White Sally Daigneault Hiram & Dorothy Ely	24 Fairway Drive, 5 19 Fairway Drive, 6 19 Fairway Drive, 7 18 Fairway Drive, 8 18 Fairway Drive, 9 13 Fairway Drive, 10
letskymike@comcast.net laremington1936@yahoo.com	703-470-1181	23 Fairway Drive, 3, Holderness, NH 03245 23 Fairway Drive, 4, Holderness, NH 03245 5019 Helix Terrace, La Mesa, CA 91941	Mike Letsky Louise Remington Lee Remington-Boone	23 Fairway Drive, 3 23 Fairway Drive, 4
hoyerab@gmail.com janpan23@msn.com	252-412-2807/252-702-0654 603-536-3349	2006 Pinecrest Drive, Greenville, NC 27858 43 Wedgewood, Drive, 2, Holderness, NH 03245	Robert & Anne Hoyer Jan Panagoulis	41 Wedgewood Drive, 1 43 Wedgewood, Drive, 2
EMAIL ADDRESS	PHONE NUMBER	MAILING ADDRESS	OWNERS NAME	UNIT ADDRESS

3 Springer Lane, 34 5 Springer Lane, 33	4 Highland View Lane, 29 6 Highland View Lane, 30 8 Highland View Lane, 31 10 Highland View Lane, 32
Regina Bosinger Kathleen Boyle	Bob & Joey Tuveson Ron & Sue Snyder Brenda Connell Robert & Lynda Fleck
3 Springer Lane, 34, Holderness, NH 03245 5 Springer Lane, 33, Holderness, NH 03245	4 Highland View Lane, 29, Holderness, NH 03245 6 Highland View Lane, 30, Holderness, NH 03245 8 Highland View Lane, 31, Holderness, NH 03245 10 Highland View Lane, 32, Holderness, NH 03245
603-340-3722 gmbosinger@gmail.com	603-536-3699 bobtuv42@gmail.con 603-536-2168/603-998-3705 ronsuehikers@roadru 603-536-4113 <u>katiec18@gmail.com</u> 603-494-1322/603-493-0837 rwfleck@outlook.con
gmbosinger@gmail.com kbovle686@gmail.com	bobtuv42@gmail.com ronsuehikers@roadrunner.com <u>katiec18@gmail.com</u> rwfleck@outlook.com

► HIGHLAND COLONY HOMEOWNERS' ASSOCIATION ← Po Box 400, Plymouth, NH 03264

OWNER UPDATE FORM

	OWNER INFORMATION	
PROPERTY ADDRESS:	DATE:	
NAME OF UNIT OWNER(S):		
	ERENT:	
EMAIL:		
HOME PHONE:	CELL PHONE:	
~	CELL PHONE:	
TENANT INFORMATION (IF APPLICABLE)		
NAMES ON LEASE:		
HOME PHONE:		
TERM OF LEASE:		
	CARS TO BE ON SITE	
CAR #1	CAR #2	
YEAR:	YEAR:	
MAKE:	MAKE:	
MODEL:		
PLATE:	PLATE:	

Lincoln Condominium Management Group Contact Information

Main Office

1170 NH RTE 175

Campton, NH 03223

603-960-9061

Lcmg.office@gmail.com

Allison Heitz- Administrative Assistant

Nancy Ehlers- Owner / Property Manager

603-381-7051 cell

nehlers@aol.com