



Board of Directors Minutes

Monday, March 18, 2024, | 9:00AM | Location: 30 Muirfield Ln #13

Meeting called by Kate Newell-Coupe, President

Board Members

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

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

Olivia Saunders	Mike Letsky (via phone)	Bob Tuveson	Paul Rizzo	Nancy Beck
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President Coupe called the meeting to order at 9:09AM.

Kate Coupe

I Agenda Adjustments:

none

II Minutes of the Last Meeting:

Kate Coupe

The approved minutes of the last meeting are attached.
(Attachment F: Pages 14-23)

Board members reviewed these minutes on March 23, 2024, via email [as authorized by RSA 356-B:37, and in accordance with Roberts Rules of Order Newly Revised, 48:12. President Coupe sent this email to the Board, "There being no corrections to the minutes of the March 18 2024 meeting of the Board of Directors of the Highland Colony Homeowner Association as distributed via email on March 19, the minutes stand approved."

President's Report:

It has been a quiet winter. There has been continued progress on the pump house and water inspections. Walking around the HC neighborhood, it is evident that Michah and his crew will have to clean up after the snow disappears. The BOD have been working on the By-Laws and Declaration, which we will share at the meeting. There has been one condo sold, 23 Fairway Drive, #4.

Nancy Ehlers will contact the real estate agent regarding the closing.

III Treasurer's Report:

Jan Panagoulis

Treasurer Jan Panagoulis asked that we defer to John Carpenter for the Financial Report.

IV Financial Report:

Financial statements

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

Attachment A: (Page 9):

Profit & Loss Budget Performance (July 2023 through February 2024)

Attachment B: (Page 10)

Balance Sheet as of Feb. 29, 2024

Attachment C: (Page 11)

A/P Aging Summary as of February 29, 2024

The reports were accepted for filing.

[It was noted by a board member that "Aging Summary" is an accountant's euphemism for "overdue."]

John announced he will be sending second notices regarding dues for this quarter, and he will be sending notices for the next quarter.

The operational costs are just on, or under, budget.

The Capital Expenditures and Improvements appears to be over budget, but there were no surprises there. Some of the vendors are slow to send the bill, but the amounts are included in the report. John explained that Nancy Ehlers' excellent relationship with vendors allows us to maintain our principal and pay when the funds are available without charging interest.

In summary, the year has involved some "catch up" and as such was a success.

Lincoln Condominium Management Group (Nancy and Co.) will provide an itemized list of all repairs and spending.

V Managing Agent's Report:

HIGHLAND COLONY
MANAGEMENT REPORT
March 18, 2024

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

Since your last Board meeting in December, we have just been finishing up on our last few summer/fall projects and then looking ahead to the next year.

Pump House Rebuild

This project has been completed. After two major delays with the NH Electric Coop, our electrician was finally able to move the service to the pump house location. You now have brand new service from the street to the panels. They are all new panels, the old ones were rusted out. It was a 200 amp service upgrade as required by the state and now has an emergency disconnect located on site. All new interior wiring, and a new heater and thermostat were installed. The old heater did not work, and the old thermostat was melted and not working. New LED lighting was also installed. Isaac Newton, our electrician, did a great job from the start, and in addition to the new installation, they removed all of the old

equipment and met with the Coop on several occasions with me to get this job moving and then finished.

Water System

This is the next big project we are working on with Jack Evans and Brian Gately from Mass Tank. We had hoped to tackle this sooner, but the upgrade to the pump house had to be completed first. We have hired Mass Tank to perform a cleaning and inspection and they will also reline the water tank. This has never been done and is way overdue. This project is budgeted for \$50,000. Mass Tank will be forwarding me their contract for \$38,000 which includes testing, cleaning, and relining the tank. This project will be scheduled for late May of 2024. Jack Evans is working on our temporary water supply, which means bringing in water trucks at roughly \$1,000 per day to supply you water while the system is being cleaned and repaired. We are hoping it will be a Monday – Friday operation. Jack is also working with another contractor to run the pipes to the water trucks so we can keep the water on during this process. More to come on this as we finalize the schedule.

After bringing us up to date on the work accomplished at the pump house, Nancy described the work that remains.

She announced that Jack Evans from the State Department of Environmental Services is currently working with Brian Gately, Vice President of Mass Tank Inspection Services, LLC. It is Mass Tank that will be installing the new tank lining and inspection of our 10,000 gallon water tank. She distributed a copy of the proposal and invoice.

She also addressed the work, and price, involved in getting a water tank truck on site and connected to our water lines while Mass Tank performs the lining and inspection. We won't experience any interruption in our water supply. We're hopeful the water will be even better than it is now and that this might address some of the past water problems.

Motion: By Kate Coupe:

A motion was made to accept the March 11, 2024, Mass Tank proposal of \$38,750 for water tank lining installation and inspection. *[See Mass Tank proposal: Attachment D, Page 12]*

The motion was seconded. .

Vote: 4 in favor 0 opposed. The motion passed.

Nancy Ehlers then announced she will notify us when the work will be done—either the week of May 6th or May 13th.

Budget

We are currently working on your 2024-25 budget and our list of capital improvements. In addition to the water system repairs, we will also be painting 4 more units, roofing 4 more units, and continuing with deck and rot repairs as our budget allows.

Nancy distributed her initial budget recommendation for the coming year. The board will review, tweak, and approve a budget. A copy will be distributed to owners 21

days prior to its presentation for ratification by the Association at our Annual Meeting on June 15, 2024, 10:00AM at the Highland Colony Clubhouse..

Cable TV/Internet

I have asked Spectrum for a bulk cable TV/internet quote for your Association. I should get that quote in the next few weeks and I will forward it to the Board just in case you are interested. In order for them to give you the bulk rate, everyone has to opt in. I'll keep you posted.

There was considerable discussion about having a bundled package for cable TV and Internet for the Association. The board agreed, pending the results of an electronic ballot vote (as permitted by the New Hampshire [RSA 356-B:39-a Voting Without a Meeting](#)), that the preferred approach would be to have one fee to cover basic service for every unit. The fee would be subsumed into the quarterly assessment, and individual unit owners could then opt for, and be individually invoiced for, any additional special features or channels they might desire. The board views this as both a cost savings and a positive, convenient amenity and sales asset for Highland Colony properties. As noted in her report, Nancy Ehlers will inform us regarding the cost for a bundled package in the next few weeks. We hope to be able to announce the decision at the Annual Meeting.

Financial Statements

We have attached a copy of the financials, July – Feb of 2024. Your budgeted items are in line with the budget, and some less than budgeted. Your loss is due to the capital projects we completed. John will review at the meeting.

Nancy announced that she and John Carpenter worked on the budget recommendations they presented at this meeting and there were no increases in assessments.

There were questions about the condition of the tennis court and Nancy said she would look into it.

Clothes Dryer Vents

This was not part of Nancy's report, but it was brought up by a board member:

Under the "*there's always something*" category... The subject of clothes dryer vents and cleaning clothes dryer vents came up. This is a problem that has long been overlooked at Highland Colony. Please check your lint screen and dryer vent. <https://www.cpsc.gov/s3fs-public/5022.pdf>

Insurance companies are beginning to require that all clothes dryer vents be metal. "dryer duct materials (metal with smooth interior, not plastic), dimensions (min. 4 inch diameter)" <https://codes.iccsafe.org/content/IRC2018P7/chapter-15-exhaust-systems>

This issue will undoubtedly come up again and may require us to have inspections and remediation. Nancy will get more information about this and our very own association member Paul Rizzo might also send a quote.

Maintenance Concerns 2024 Submission Form

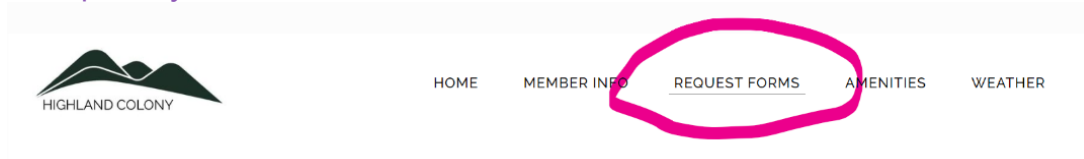
Nancy distributed

“Maintenance Concerns 2024 Submission Form”

(Attachment E, Page 13)

The form is also available on our website www.highlandlinkscolony.com

Or <https://tinyurl.com/4d5c83dz>



VI Old Business:

1) Heating Survey & Internet/Cable Survey / Cindy White

I would like to thank those of you who took the time to complete the survey we sent out regarding heating/cable/internet.

I am happy to report that 27 out of 34 surveys were completed. (Actually 26, but one household was super ambitious and completed 2.)

The results were positively in favor of exploring more options for bundling our heating fuel, our electricity, and our cable and internet services into group rates.

I am anxious and eager to move forward with this project. I look forward to beginning the leg work and hopefully able to report some findings soon. In the meantime, look over the survey results, and let me know if you have any questions.

Again, thank you for your participation.

The board thanked Cindy for all of her groundwork on this subject. Again, there was considerable discussion. Cindy is now investigating some actual possibilities, one of which is to buy power through a different source via the Coop. John Carpenter volunteered his positive experience among nine associations banding together for group electric rates. He'll be giving us more information.

Fireplace Chimney Inspections

Cindy also reported on the subject of chimney inspections which has come up several times at our board meetings and has been brought up by Association members.

We are required to provide our insurance with proof of chimney inspections and cleanings. The board decided that the association will contract a professional chimney inspector who will supply a report of any chimneys that need cleaning. Unit owners will be notified if their chimney requires cleaning. You may request that the inspector we have contracted do the cleaning, or you may choose your own cleaner. We will also supply a list of cleaners you can choose from. Two cleaners were mentioned that owners have had good experiences with in the past: Halls Burner Service <https://www.hallsburnerservice.com/> and Demers Chimney Service, 877 St Johnsbury Rd., Littleton, NH 03561 (833) 439-3288 unit owners will be required to provide proof of the cleaning for us to share with our insurer. If for some reason you are

unable to provide this proof, the board will authorize the cleaning on your behalf. You'll receive more specific information about this soon.

2) Meeting Dates: / Kate Coupe

- a) It was decided at the last meeting that:
 - (1) the **quarterly meetings for the Board of Directors, subject to change if necessary, will the third Monday of September, December, and March.** Time and place to be announced. The agenda will be sent the Monday before.
 - (a) September 15, 2024
 - (b) December 16, 2024
 - (c) March 17, 2025
 - (2) The **Annual Meeting will be held the third Saturday of June at 10:00am in the Clubhouse.** The agenda to be sent at least 21 days before.:
 - (a) June 15, 2024
 - (b) June 21, 2025
 - (c) June 20, 2026
 - (3) There will be an Organization Meeting for the Board and any newly elected officers withing 30 days of the Annual Meeting.

3) Parking Policy for Snow Plowing: / Kate Coupe:

Kate reported that while we were favored by this winter's apricity, perennial plowing and parking problems persist. (Those may not have been her exact words.) There have been many suggestions, but we're working toward creating a better policy for next winter. More to come.

4) Welcoming Committee: / Cindy White

White and Fitzpatrick volunteered to form a committee. You are welcome to join us if you're interested. Call Bob Fitzpatrick bob.fitz30@yahoo.com or 603 254 6636.

5) Bylaws and Declaration Committee / RFitz, Kate Coupe, Jan Panagoulis, Cindy White

- a) The committee has met several times and is making progress. A draft of the proposed edits of the Declaration will be available for viewing at the meeting, and will be posted to the website.
- b) Discussion of how we proceed.
- c) You can get a preview here:

<https://www.highlandlinkscolony.com/hoa-business.html>

Condominium Instruments

- **Declaration** (includes all amendments 2024)
- **By-Laws** of Highland Links colony. A Condominium,
- First Draft Declaration Revision

EXTREMELY IMPORTANT!

Fitzpatrick announced that the Bylaws committee (Cindy, Kate, Jan, and Fitz) has completed a rough draft of the extremely overdue revision of the Declaration. While the plan was to revise the Bylaws, our Bylaws currently and incorrectly refer to sections in the Declaration that are either outdated or need revision because of changes to [*RSA356-B The Condominium Act*](#). These changes forced the committee to shift its priority from the Bylaws to the Declaration. The changes to the Act need to be reflected in our Declaration which, despite its 24 amendments since 1990, is still a 34-year-old document that is seriously out of date.

Fitzpatrick stressed that the draft is just a beginning. While it's tempting to just let the committee and the board deal with this, it's imperative that all association members be aware of and involved in the revision process. This is the chance to be heard on these major decisions.

The revision process will involve several meetings that will focus on few Articles in the Declaration at a time. If you are not able to come to any of the meetings in person, you can review the draft and send comments to the committee via Fitzpatrick, bob.fitz30@yahoo.com or just call 603 254 6636.

This is the process we're proposing:

- 1) You'll be able to download and review the draft using this link:
<https://tinyurl.com/445mwcfp> The current Declaration can be viewed online at:
<https://tinyurl.com/476ydspn>
- 2) Meetings regarding various Articles will be announced.
- 3) All input will be taken into account and another draft will be written.
- 4) The draft will be taken to a lawyer for the creation of a legal draft.
- 5) The lawyer's draft will be distributed to all members prior to a vote.
- 6) According to our Declaration, the Declaration "may be amended by the vote of two-thirds (2/3) or more of the total voting power of all unit owners." The Association as a whole will either accept or reject the final version either in a meeting or by "vote without a meeting" whichever you'd prefer.
- 7) The final Declaration will be filed at the Grafton County Registry of Deeds.

The task may seem daunting, but you can easily focus on the sections of interest to you by scanning the Articles in the Table of Contents to find the Sections you want to weigh in on.

The committee recommends that you review the draft and identify the matters of special importance to you by telling us the Article number and the Section number that you'd like to comment on. For example, *"Article 10, Section 200 (10-200) Requirement to Pay Assessments Prior to Sale or Lease. My concern is.... Or I suggest..."*

This is a major undertaking and we want to be sure you are involved so that when the project is ready for a vote there should be no surprises and we're likely to all be in agreement. The time to express your concerns or opinions is now.

Let Bob Fitzpatrick know if you need a print copy of the draft.
Bob.fitz30@yahoo.com or 603 254 6636.

VII New Business:

- 1) Budget planning.
 - a) Discussion about the process of budget planning. The budget will be presented at the Annual Meeting for ratification.
- 2) Clubhouse.
 - a) We discussed improvements, modifications, and Internet for the Clubhouse.

VIII Open Discussion:

It became increasingly obvious as the meeting progressed that our current method of including remotely located association members is not acceptable. We will have Internet in the Clubhouse in time for the Annual Meeting, and we'll try using Zoom for communication.

In response to comments about additional undertakings for the coming year, Nancy announced that our current budget "wouldn't even touch extra things."

IX Announcements:

X Adjournment:

The meeting adjourned at 11:37AM.

Attachment A: Profit & Loss Budget Performance (July 2023 through February 2024)

9:23 AM

03/11/24

Accrual Basis

Highland Colony Homeowners Association
Profit & Loss Budget Performance
July 2023 through February 2024

	Jul '23 - Feb 24	Budget	Jul '23 - Feb 24	YTD Budget	Annual Budget
Income					
10009 - Returned Check Charges	15.00		15.00		
4010 - Dues Assessment Income	210,442.50	210,442.50	210,442.50	210,442.50	280,590.00
4016 - Special Assessment Income	0.00	0.00	0.00	0.00	0.00
4510 - CD/MMA Interest Income	3,287.05	2,333.34	3,287.05	2,333.34	3,500.00
Total Income	213,744.55	212,775.84	213,744.55	212,775.84	284,090.00
Gross Profit	213,744.55	212,775.84	213,744.55	212,775.84	284,090.00
Expense					
5000 - Management Fees	11,000.00	11,000.00	11,000.00	11,000.00	16,500.00
5050 - Insurance	9,146.55	11,026.67	9,146.55	11,026.67	16,540.00
5100 - Snow Removal	11,375.00	15,000.00	11,375.00	15,000.00	22,500.00
5150 - Painting	182.98	0.00	182.98	0.00	0.00
5200 - Trash Removal	1,880.00	1,800.00	1,880.00	1,800.00	2,700.00
5250 - Electricity	2,640.71	3,800.00	2,640.71	3,800.00	5,700.00
5300 - Maintenance					
5305 - Contract Grounds	15,000.00	15,000.00	15,000.00	15,000.00	22,500.00
5307 - Grounds Clean-up	60.00		60.00		
5311 - Brush Removal	360.00		360.00		
5315 - Snow Ramps and Sand Barrels	340.00		340.00		
5512 - Pool Fence Repair	79.96		79.96		
5515 - Pest Control	350.00		350.00		
5520 - Siding/Deck Repair & Painting	6,814.84	9,333.33	6,814.84	9,333.33	14,000.00
5525 - Open/Close Clubhouse	273.00		273.00		
5575 - Septic Pumping & Repairs	4,077.99		4,077.99		
5300 - Maintenance - Other	210.25	11,333.33	210.25	11,333.33	17,000.00
Total 5300 - Maintenance	27,566.04	35,666.66	27,566.04	35,666.66	53,500.00
6200 - Open Common Area Maintenance					
6205 - Open Natural Area Maintenance	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
6200 - Open Common Area Maintenance - Other	0.00	0.00	0.00	0.00	0.00
Total 6200 - Open Common Area Maintenance	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
6300 - Pool Operations					
6305 - Pool Daily Maintenance	1,933.13	0.00	1,933.13	0.00	0.00
6310 - Pool Open/Close	100.00		100.00		
6315 - Pool Chemicals & Supplies	0.00	0.00	0.00	0.00	0.00
6320 - Pool Repair	1,322.22		1,322.22		
6300 - Pool Operations - Other	0.00	3,300.00	0.00	3,300.00	5,500.00
Total 6300 - Pool Operations	3,355.35	3,300.00	3,355.35	3,300.00	5,500.00

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9:23 AM

03/11/24

Accrual Basis

Highland Colony Homeowners Association
Profit & Loss Budget Performance
July 2023 through February 2024

	Jul '23 - Feb 24	Budget	Jul '23 - Feb 24	YTD Budget	Annual Budget
6400 - Water System					
6410 - Water Testing	1,590.00		1,590.00		
6420 - Water System Check/Repair	1,597.50		1,597.50		
6400 - Water System - Other	0.00	4,333.33	0.00	4,333.33	6,500.00
Total 6400 - Water System	3,187.50	4,333.33	3,187.50	4,333.33	6,500.00
66010 - Bank Service Charges	15.00		15.00		
7500 - Miscellaneous					
7550 - Reserve Allocation/Contribution	0.00	112,500.00	0.00	112,500.00	150,000.00
7500 - Miscellaneous - Other	210.99	266.67	210.99	266.67	400.00
Total 7500 - Miscellaneous	210.99	112,766.67	210.99	112,766.67	150,400.00
7600 - Administration and Taxes					
7650 - Legal and Professional	459.40	1,500.00	459.40	1,500.00	2,000.00
7600 - Administration and Taxes - Other	388.00	375.00	388.00	375.00	500.00
Total 7600 - Administration and Taxes	847.40	1,875.00	847.40	1,875.00	2,500.00
7700 - Website Hosting	0.00	250.00	0.00	250.00	250.00
8000 - Reserves					
8010 - Septic Repairs/Replacement	0.00	0.00	0.00	0.00	0.00
8015 - Rot Repair	31,604.72	0.00	31,604.72	0.00	0.00
8020 - Roadway Grading	0.00	0.00	0.00	0.00	0.00
8022 - Roadway Repair	3,188.36	0.00	3,188.36	0.00	0.00
8025 - Pumphouse Repair	36,703.55		36,703.55		
8030 - Painting	35,641.92		35,641.92		
8040 - Roof Replacement	47,930.00	0.00	47,930.00	0.00	0.00
8045 - Site Grading and Excavation	34,566.00		34,566.00		
Total 8000 - Reserves	189,634.55	0.00	189,634.55	0.00	0.00
Total Expense	262,542.07	202,318.33	262,542.07	202,318.33	284,090.00
Net Income	-48,797.52	10,457.51	-48,797.52	10,457.51	0.00

8:59 AM

03/11/24

Accrual Basis

Highland Colony Homeowners Association

Balance Sheet

As of February 29, 2024

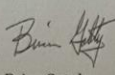
	Feb 29, 24
ASSETS	
Current Assets	
Checking/Savings	
1000 · BNH - Cash - Operating Account	11,086.84
1120 · BNH - Cash - CD Account	121,433.36
Total Checking/Savings	132,520.20
Accounts Receivable	
11000 · Accounts Receivable	9,897.68
Total Accounts Receivable	9,897.68
Other Current Assets	
1400 · Other Assets	1,375.00
Total Other Current Assets	1,375.00
Total Current Assets	143,792.88
TOTAL ASSETS	143,792.88
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	959.36
Total Accounts Payable	959.36
Total Current Liabilities	959.36
Total Liabilities	959.36
Equity	
3200 · Current Year Income/Loss	81,439.94
3910 · Retained Earnings	110,191.10
Net Income	-48,797.52
Total Equity	142,833.52
TOTAL LIABILITIES & EQUITY	143,792.88

9:11 AM

03/11/24

Highland Colony Homeowners Association
A/P Aging Summary
As of February 29, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
LCMG, LLC	352.50	0.00	0.00	0.00	0.00	352.50
NH COOP - MT PROS 9014	34.66	0.00	0.00	0.00	0.00	34.66
NH COOP - MUIRFLD WELL 3700	130.00	0.00	0.00	0.00	0.00	130.00
NH COOP - PUMP 7110	36.12	0.00	0.00	0.00	0.00	36.12
NH COOP - PUMP 7910	36.51	0.00	0.00	0.00	0.00	36.51
NH COOP - WELL 8810	144.57	0.00	0.00	0.00	0.00	144.57
Todd Randlett Trucking, LLC	225.00	0.00	0.00	0.00	0.00	225.00
TOTAL	<u>959.36</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>959.36</u>

<div data-bbox="316 304 479 388" data-label="Image"> </div> <p>Mass Tank Inspection Services, LLC 29 Abbey Lane Middleboro, MA 02346</p> <p>March 11, 2024</p> <div data-bbox="332 451 576 556" data-label="Text"> <p>RE: Tank liner installation/ inspection for (1) 10,000 gallon water tank</p> <p>Refurbish Location: Holderness, NH</p> </div> <p>Nancy Ehlers Lincoln Condo Management PO Box 37 Campton, NH 03223</p> <p>Dear Nancy:</p> <p>Mass Tank Inspection Services respectfully proposes to blast and coat the internal surface of the above referenced tank, for the consideration of \$ 38,750.00 (Thirty eight thousand seven hundred fifty dollars). Price includes a tank inspection. A certificate of insurance for \$5,000,000 in General Liability, and a certificate of professional insurance for \$1,000,000 will be issued before the services are rendered. The tank needs to be opened by others and dry.</p> <p>Refurbish Scope of Work</p> <ol style="list-style-type: none"> 1. Prepare interior plate surfaces by sandblast to achieve a white metal profile comparable to a SP-10 surface profile. Dust collection and containment will be utilized (tank must be drained by others prior to Mass Tank arrival). 2. The tank interior will be cleaned of any foreign material (blast media, water, sedimentation, caulking or old paint residue). 3. Apply 20-25 mils of S16 Arcor, 100% solids epoxy, 0% VOC's, in accordance with manufacturer's specifications. 4. Supply all labor, equipment, materials and housing to perform the project. <p>www.masstankinspection.com 508-923-3445</p>	<p>Statement of Combined Qualifications Mass Tank Inspection</p> <p>Certified API 653 Tank Inspector Certified API 510 Pressure Vessel Inspector Certified API 570 Piping Inspector STISP-001 AST Inspector NACE Cathodic Protection System Engineer CP4 Mechanical Engineer P.E. Licensed Plumber National Board U & R Stamp MA Licensed 3rd Party UST Inspector Licensed Commonwealth of Pennsylvania IAF/IAM AST Licensed Commonwealth of Massachusetts 3rd Party UST Level 2 NDT Technician MT, PT, UT, VT SNT-TC-1A 40 Hour Magnetic Flux Leakage Scan Technician Certified Hazardous Materials Manager, Master Level Level 2 NDT MT, PT UT SNT-TC-1A Licensed Unrestricted Construction Supervisor Licensed Grade V Combined Wastewater Treatment Plant Operator Veeder-Root Certified 40 Hour OSHA HAMAT 8 hr. Refresher PCB Awareness FEMA Incident Commander 24 Hour Hazwopper Current Confined Space Trained Current Fall Protection Trained Current Lock out Tag Out Trained Respirator Trained and Medically Cleared (scba, ap, OSHA)</p> <p>References</p> <p>The Boston Globe Anthony Schiavi 617 929 3393 Ocean Spray Cranberries Patti Gallagher 508-946-5896 Eastman Kodak Eileen Watkins 978-573-3774 Clean Harbors Wayne Alfano 781 953 4431 Harvard University contact Mohamed Omar (617) 384-5019 US Navy Harold Robinson 401 841 2425 Constellation Energy Steven Doody 617 381 2469 US Coast Guard, CEU Providence contact John Brezinski, Contract Specialist The Massachusetts Water Resource Authority</p> <p>www.masstankinspection.com 508-923-3445</p>																																		
<p>Suffolk University The Massachusetts Institute of Technology The Medical Area Total Energy Liberty Mutual Insurance... Genzyme Malden Mills Inc. Waters Corp. Dartmouth Power NRG Energy Inc. Sarnafil Inc. RM Packer Co. SEMASS Hollingsworth & Vose Bay State Paper Inc. Gitto Global IncJabil Circuit Inland Fuel Brittany Dye and Printing Roy Weston Engineering J. Cashman Inc</p> <div data-bbox="389 1281 576 1354" data-label="Text"> <p>Additional references and/or contacts provided upon request.</p> </div> <p>I look forward to speaking with you further regarding this project. Feel free to contact me at brian@masstank.com or phone: 508-923-3445, with any questions.</p> <p>Sincerely,</p> <p> Brian Gately VP of Sales</p>	<p>Mass Tank Inspection Services, LLC 29 Abbey Lane Middleboro, MA 02346</p> <p>Deposit Invoice</p> <table border="1"> <tr> <th>Date</th> <th>Invoice #</th> </tr> <tr> <td>3/12/2024</td> <td>4674</td> </tr> </table> <div data-bbox="820 1228 1112 1312" data-label="Text"> <p>Bill To Lincoln Condominium Management Group, LLC P.O. Box 37 Campton, NH 03223</p> </div> <div data-bbox="1153 1239 1437 1312" data-label="Text"> <p>Ship To Highland Colony Condominium Association Holderness, NH 03245</p> </div> <table border="1"> <thead> <tr> <th>S.O. No.</th> <th>Cust P.O. No.</th> <th>Project #</th> <th>Terms</th> <th>Billing Contact</th> <th>Rep</th> </tr> </thead> <tbody> <tr> <td>2861</td> <td></td> <td></td> <td>50% Dep, Bal on Completion</td> <td></td> <td>BGG</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Description</th> <th>Deposit Amount</th> </tr> </thead> <tbody> <tr> <td>50% deposit:</td> <td>19,375.00</td> </tr> <tr> <td>Tank Refurbishment & External/Internal Inspection Services - (1) Underground Storage Tank</td> <td></td> </tr> <tr> <td>Date of Service: April 2024</td> <td></td> </tr> </tbody> </table> <table border="1"> <tr> <th>Phone #</th> <th>Fax #</th> <th>Web Site</th> <th>E-mail</th> <th>Deposit Due</th> </tr> <tr> <td>508-947-8826</td> <td>508-947-3342</td> <td>www.masstankinspection.com</td> <td>randy@masstankinspection.com</td> <td>\$19,375.00</td> </tr> </table>	Date	Invoice #	3/12/2024	4674	S.O. No.	Cust P.O. No.	Project #	Terms	Billing Contact	Rep	2861			50% Dep, Bal on Completion		BGG	Description	Deposit Amount	50% deposit:	19,375.00	Tank Refurbishment & External/Internal Inspection Services - (1) Underground Storage Tank		Date of Service: April 2024		Phone #	Fax #	Web Site	E-mail	Deposit Due	508-947-8826	508-947-3342	www.masstankinspection.com	randy@masstankinspection.com	\$19,375.00
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❧HIGHLAND COLONY HOMEOWNERS ASSOCIATION❧
MAINTENANCE CONCERNS
2024 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

Attachment F: Minutes of the December 18, 2024 Meeting



Board of Directors Minutes

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

Meeting called by Kate Newell-Coupe, President

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

Board Members

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

Management

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

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

Kate Coupe

II Minutes of the Last Meeting:

Kate Coupe

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

President's Report:

Highland Colony has successfully moved from the beauty of the fall foliage to our snowy meadows. I am pleased to report things are going well. Our managing agent, Nancy Ehlers, and the Lincoln Condominium Management Group are making steady

progress with no additional problems. Our finances are in good shape, and we continue to work on the bylaws with Bob Fitz's lead. I hope you are all well, getting into the Holiday spirit, and enjoying our dear deer greeting us at the clubhouse. Be mindful of the 'deer in your headlights!

III Treasurer's Report:

Jan Panagoulis

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

IV Financial Report:

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

Financial statements

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

Attachments:

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

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

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

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

The financial report was accepted for filing.

V Management Report

Pump House

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

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

Pool

The pool has been closed and winterized.

Walkways

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

Drainage on Muirfield

In order to eliminate the water/drainage issues on Muirfield, we talked to Hess Engineering, Halls Excavation, D. A. White excavation, and Micah's Group. Ryan's bid from Halls Excavation was approved by the Board. New drainage was installed on your field. The walkways were raised, and the walkway stones were all replaced. The original slate

walkways just crumbled into pieces when they were removed by hand. Too much water over too many years.

Roofs

The clubhouse roof was completed this summer. The roofs on units 12, 13, 24, and 25 have also been completed. Next year we will be looking at the roofs on units on Troon. We will be getting quotes on units 20, 21, 16, and 17. We will review the priority in the spring.

Painting Buildings

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

Water System

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

Septic Pumping.

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

Rot Repair/Decks

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

Windows/Skylights.

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

Skylight prices:

Fixed- \$1000.

Venting- \$1500.

Venting solar-\$2300.

Blinds -\$500.

Chimney Cleaning

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

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

VI Old Business:

1. Policy about

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

reimbursing owners for costs incurred when making needed repairs that should be the responsibility of the Association. *Kate Coupe* Nancy advises us to contact her first. Then if authorized, they will reimburse the owners.

2. Decision about the dates of the board meetings and the annual meeting. The following dates and policies have been suggested for discussion: *Bob Fitz*
 - a. Board of Directors Quarterly Meetings: 9:00AM, third Monday of March, September, December.
Annual Meetings: 2:00PM, third Saturday of June
 - i. Notice of regular meetings is sent seven days prior to the meeting.
 - ii. Notice of the Annual meeting is sent twenty-one days prior to the meeting.
 - b. This table is just for discussion:
- Board members indicated approval for the additional organizational meeting of the Board as described above.
 - The next meeting of the Board of Directors will be March 18 with the agenda and notice of the meeting sent to Association members by March 11.

- c. [Wording for the bylaws:]

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

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

3. Insurance: Those interested

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

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

Condominium

Insurance

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

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

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

Other Documents

4. Internet in the Clubhouse.

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

VII New Business:

1. Discussion of grounds maintenance
- We need to work with Micah to make improvements to the landscaping on Muirfield Ln. as a continuation of the work being done in that area. Nancy noted that he will need to use smaller equipment when mowing there.
2. Should we send "Winter Reminders" (See attachment " Winter Reminders" page 9) Bob Fitz
- Sending reminders was not addressed, But there was agreement that the Association needs to be more clear about plowing procedures and make a plan for where cars should move after the first plowing. We can't expect Micah to continually return to see if cars have been moved to allow plowing, but we also can't expect members to move cars if it isn't clear where they should be moved to. The Board agreed to create a policy.
3. Reviewing and approving the minutes of Board meetings. Bob Fitz
 - a. We can consider appending this to the approved minutes:

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

- The Board agreed to approve the minutes of Board meetings by email.

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

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

4-101 General Notices. The Board of Director's Secretary or the Association's **Managing Agent** shall tend to the notices regarding meetings, or other matters of interest to association members. **Required notices will be sent to the address, physical or electronic, that the unit owner has provided to the association's managing agent** at the address of the management company. **If the unit owner does not designate an address, notices shall be delivered by United States mail to the mailing address of each unit.** [RSA 356-B:37a]

4-102 Notice of Meetings. Notice of the unit owners' annual meeting shall be sent at least twenty-one (21) days in advance, and for any other meeting notices shall be sent at least seven (7) days in advance; Notices shall be sent to each unit owner indicating the time, place, and purpose of such meeting. **Such notice shall be sent by United States certified mail to all unit owners of record at the address of their respective units and to such other addresses as any of them may have designated.**
 - c. These also need attention:

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

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

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

6-301 Proxy Content. The proxy shall list the name of the person who is to vote. **No such proxy shall be revocable except by actual notice to the person presiding over the meeting, by the unit owner or by any of such persons that it be revoked.** Any proxy shall be void if it is not dated or if it purports to be revocable without the required notice. The proxy of any person shall be void if not signed by a person having authority, at the time of the execution thereof, to execute deeds on behalf of that person. Any proxy shall terminate automatically upon the adjournment of the first meeting held on or after the date of that proxy.
 - The Board gave initial approval, pending input from Association members, to:

-
- Use the title Managing Agent for Nancy Ehler's position, and to reword the bylaws regarding how members will receive notices, whether print or electronic, and to remove references to certified mail.
 - Fix the date of the annual meeting for the third Saturday in June but indicated a preference for 10:00AM as the starting time,
 - That a minimum of 12 owners should be required for a quorum.
 - That there will be 21 days' notice for the Annual Meeting as required by the Condominium Act.
 - RFitz is continuing to work on a draft of the bylaws for consideration and vote of the entire membership.

6. Road Issues

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

. Announcements:

Adjournment:

The meeting adjourned at 11:56AM

Respectfully submitted, Robert Fitzpatrick with special thanks to Cindy White

Profit & Loss Budget Performance (July through November 2023)

3:31 PM

12/07/23

Accrual Basis

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

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

3:17 PM

12/07/23

Accrual Basis

Highland Colony Homeowners Association

Balance Sheet

As of November 30, 2023

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



Winter Reminders for Your Protection

Snow Removal:

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

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

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

Frozen Water Pipes:

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

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

Season Absence:

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