

Highland Colony Homeowners Association

Board of Directors Quarterly Meeting Minutes

Date: September 11, 2025

Time: 9:30 AM – 11:08 AM

Location: Highland Colony Clubhouse

PRESENT:

Directors: Kate Coupe, President; Steve Kelly, Treasurer; Cynthia White, Secretary; Annie Hoyer, Director; Hiram Ely, Director

MANAGEMENT: Nancy Ehlers, Managing Agent, LCMG, LLC

MEMBERS: Bob Tuveson, Olivia Saunders, Mike Letsky, Gregg Pitman

1. Call to Order

President Kate Newell Coupe called the meeting to order at 9:30 AM.

2. Meeting Minutes

The minutes of the June 2025 Annual Homeowner's Meeting will continue to be updated as the manager's report as well as homeowner discussion must still be added.

3. President's Report – Kate Newell Coupe

- Updates were provided on current work of the BOD and the managing agent. Kate shared a brief overview of contracts and reviewed ongoing association projects. (see president's report attached)

4. Treasurer's Report – Steve Kelly (John Carpenter not present)

- Current financial status reviewed.
- Profit & Loss Budget Performance and Balance Sheet were made available for review.
- We are on budget with the work being done, all contractors are being paid.

5. Secretary's Report – Cynthia White

- Review of the organizational meeting notes and the slate of officers as explained in the attachment that went out with the agenda.

6. Managing Agent's Report – Nancy Ehlers (see manager's report attached)

- Nancy spoke to the following:

-carpentry/rot repairs, maintenance contracts, pool, unit paintings, and septic system issues

(see manager's report attached)

7. Committee Reports

- Bylaws Committee – Annie reported on work performed by the Bylaw committee. The committee met on two occasions to edit and adjust the draft of our Declaration. This was posted so that homeowners had an opportunity to comment. Two rounds of edits based on feedback were made and the Declaration has been sent to an attorney for final review. The attorney will then write our Bylaws directly from our new Declaration. Once completed, the Declaration and Bylaws will be uploaded to the website for all homeowners to review prior to an association vote at our next annual meeting.

- Habitat Committee – Gregg informed the board that there are still butterflies, insects, and animal activity in our fields. Mr. Coursey has been asked to hold off on the second field mowing until notice by the habitat committee.

8. Old Business

- Dryer Vents: Responsibility of owners; Hall's has been great to work with. 20 homes were serviced by Halls. Thank you, Annie for your coordination of this. Hall's business cards are in the clubhouse if interested. Please be advised: if you have not yet had your dryer vent inspected, the board will be contacting you to do so.

- Fireplace/Chimney Inspections: Steve Kelly brought to our attention that chimney liners must go up to the roofline to be up to code and pass inspection. Working chimneys must be inspected and inspection reports must be sent to Lincoln Management office. Lakes Region Chimney was used by Steve; he was pleased with their cost and their work. Annie and Steve will work together to try to find a chimney company that will come to our association and provide a group rate.

- Clubhouse Internet: Monthly rates and installation quotes from both Spectrum and Conexon (NH Broadband fiber optics) have been obtained. Given variables such as cost of obtaining heat for the clubhouse, more pressing association-wide priorities, this will remain in discussion stage.

-Mini splits – donated by Tim Walsh. Nancy is in the process of having an electrician give us an estimate for install. Mike Letsky also suggested we investigate an electric wall heater, which needs 230v wiring.

9. New Business

- Property Maintenance Contract: Four bids have come in. The board will go into executive session immediately after this meeting to discuss the 4 bids.

-Lincoln Condominium Management Group – Nancy presented the board with her new contract for signature. The board will review the contract and sign.

- Reserve Funding Study Group/Software – at our annual meeting, financial planning software was introduced. A group of homeowners volunteered to serve on that committee. John Carpenter is ready and waiting to work with this group. Cindy White will send out emails to those members and have them set up a time/date to meet with John.

- Septic system- owners would like to be made aware if they have a shared septic tank.

10. Owner Comments & Open Discussion

- unit painting, power washing, and preparation of units to be power washed
- septic work, D boxes and their locations, no planting should be done around D boxes.
- homeowners are concerned with how to get answers to their questions, and how to communicate those questions and/or concerns. Nancy Ehlers said to contact her directly.
- at our quarterly and annual meetings, if a homeowner wishes to have their discussion made part of the minutes to the meeting, they need to indicate that at the time of discussion.
- reserve expenditures – does rot repair include the decks? If the floor of the deck is beyond repair, Treks will be used. If not, upgrade is at the homeowner's expense.
- Discussion on replacing 3 board members in June, consider staggering terms.
- Discussion regarding the dangerous road conditions on Troon and Wedgewood. Troon is a major drainage issue. Nancy is going to have an engineer look at the situation. Wedgewood, getting bids to grate that road.
- Question about paving all roads; Nancy talks about this as a future, purely hypothetical wish. Discussion regarding the cost of paved/dirt roads. Continued conversation regarding those homeowners who believe more resources have been allocated to unpaved roads than their paved roads. This discussion was tabled until a vote on this expenditure becomes necessary.
- Discussion regarding consideration of selling a portion of our property. A committee should be formed to research further and report back to the board. An email will be sent out to see who would be interested in serving on that committee.

11. Next Meetings

Board of Directors Meetings: December 11, 2025 9:30 am (Location TBD)

March 12, 2026 9:30 am (Location TBD)

Annual Homeowners Meeting: June 20, 2026 10:00 am (Location – HC Clubhouse)

12. Adjournment

Meeting adjourned at 11:08 AM.

President's Quarterly Meeting Report

September 11, 2025

As we transition from the busy summer months into fall, the BOD has been working on the issues identified at our June annual meeting. During the quarterly meeting, an update will be provided on the following matters.

- **Landscaping Contracts:** The Board is working with our property manager and reviewing bids for new landscaping services. We are committed to ensuring our community's common areas are well-maintained while also being mindful of cost and value. Updates on the finalized landscape contract will be communicated as soon as a decision is made.
- **Summer Maintenance Update:** Summer is always an active time for upkeep. Our property manager will report on the routine repairs, seasonal upkeep, and ongoing maintenance.
- **Bylaws Review:** Annie Hoyer will report on the bylaw committee.

As always, Homeowners' involvement is encouraged, and we value your feedback and suggestions. Our community thrives when we collaborate.

**HIGHLAND COLONY
MANAGEMENT REPORT
September 11, 2025**

Carpentry/Rot Repairs

Troon 20, Troon 16, Fairway 24-5, 10 Highland View #32, 2 Highland View #28, 4 Highland View #29, Muirfield 30-12, Muirfield 30-13, Fairway 13-10, Fairway 13-11, Muirfield 3-26, Muirfield 3-27.

Major rot repairs, railings, decks, siding have been completed this summer. Touch up painting is needed.

Maintenance Contracts

Working with board. Have bids from 3 Lakes Landscaping, Micah, Clements and Wright Landscaping for winter & summer maintenance.

Pool

Will be closing the pool mid-September.

Unit Painting

4 buildings will be painted this year. Start September 15th?

Fairway 19-7, Fairway 24-5, Fairway 23-3, Fairway 23-4, Muirfield 3-26, Muirfield 3-27.

Remove window screens and air conditioners prior to September 15th.

Septic Systems

Reviewed by Rowells. We have 4 different septic designs on property. We have some undersized tanks. Current code mandates 1250 gallon tanks.

The following shared 1000 gallon tanks must be pumped annually on Muirfield, Troon & Fairway Drives until they are upgraded.

Troon Terrace - Units 16-19 share a pump station that directs waste to a large pipe in stone field. This pump station on Troon has not been cleaned and was just located. The 14-year-old

pump was not adequately functioning so it was replaced. New control and switch floats will be installed. The alarms will be fixed. New wiring installed.

41 Wedgewood was inspected. A collapsed distribution box was found. Filled with roots. Dug up and replaced D-Box, baffle repair, installed riser. Rake, clean out all roots when back filled.

On Muirfield Lane the first 3 buildings share a common pump station with a very large cover. This pump station lacks a high water alarm. This station has not been cleaned or opened in 14 years. The D-Box is in the woods, full of roots and needs to be dug up. We are waiting for a quote. Also needs a pump.

Trees, shrubs, or gardens should not be placed near systems.

Respectfully submitted,
Nancy Ehlers
Property Manager

8:10 AM

08/28/25

Accrual Basis

Highland Colony Homeowners Association

Profit & Loss Budget Performance

July through August 2025

	Jul - Aug 25	Budget	Jul - Aug 25	YTD Budget	Annual Budget
Income					
4010 · Dues Assessment Income	80,662.57	80,662.50	80,662.57	80,662.50	322,650.00
4510 · CD/MMA Interest Income	290.24	666.67	290.24	666.67	4,000.00
Total Income	80,952.81	81,329.17	80,952.81	81,329.17	326,650.00
Gross Profit	80,952.81	81,329.17	80,952.81	81,329.17	326,650.00
Expense					
5000 · Management Fees	2,750.00	2,750.00	2,750.00	2,750.00	16,500.00
5050 · Insurance	4,178.40	3,666.67	4,178.40	3,666.67	22,000.00
5100 · Snow Removal	0.00	0.00	0.00	0.00	35,000.00
5150 · Painting	0.00	4,000.00	0.00	4,000.00	8,000.00
5200 · Trash Removal	450.00	500.00	450.00	500.00	3,000.00
5250 · Electricity	472.52	833.33	472.52	833.33	5,000.00
5300 · Maintenance					
5305 · Contract Grounds	0.00	0.00	0.00	0.00	0.00
5307 · Grounds Clean-up	1,005.00	2,000.00	1,005.00	2,000.00	5,000.00
5515 · Pest Control	770.00		770.00		
5520 · Siding/Deck Repair & Painting	0.00	0.00	0.00	0.00	0.00
5573 · Septic Pumping & Repairs	6,173.75	1,333.33	6,173.75	1,333.33	8,000.00
5300 · Maintenance - Other	0.00	2,000.00	0.00	2,000.00	12,000.00
Total 5300 · Maintenance	7,948.75	5,333.33	7,948.75	5,333.33	25,000.00
5700 · Lawn Care (Contract)	7,500.00	14,666.67	7,500.00	14,666.67	44,000.00
6200 · Open Common Area Maintenance					
6205 · Open Natural Area Maintenance	700.00	750.00	700.00	750.00	1,500.00
Total 6200 · Open Common Area Maintenance	700.00	750.00	700.00	750.00	1,500.00
6300 · Pool Operations					
6305 · Pool Daily Maintenance	1,860.00		1,860.00		
6315 · Pool Chemicals & Supplies	360.25		360.25		
6300 · Pool Operations - Other	0.00	1,333.33	0.00	1,333.33	8,000.00
Total 6300 · Pool Operations	2,220.25	1,333.33	2,220.25	1,333.33	8,000.00
6400 · Water System					
6410 · Water Testing	15.00		15.00		
6420 · Water System Check/Repair	0.00	916.67	0.00	916.67	5,500.00
6400 · Water System - Other	0.00	0.00	0.00	0.00	0.00
Total 6400 · Water System	15.00	916.67	15.00	916.67	5,500.00
7500 · Miscellaneous					
7550 · Reserve Allocation/Contribution	0.00	37,500.00	0.00	37,500.00	150,000.00
7500 · Miscellaneous - Other	0.00	66.67	0.00	66.67	400.00
Total 7500 · Miscellaneous	0.00	37,566.67	0.00	37,566.67	150,400.00
7600 · Administration and Taxes					
7650 · Legal and Professional	315.00	333.33	315.00	333.33	2,000.00
7600 · Administration and Taxes - Other	0.00	83.33	0.00	83.33	500.00
Total 7600 · Administration and Taxes	315.00	416.66	315.00	416.66	2,500.00
7700 · Website Hosting	0.00	0.00	0.00	0.00	250.00
8000 · Reserves					
8010 · Septic Repairs/Replacement	14,330.68		14,330.68		
8015 · Rot Repair	40,901.99		40,901.99		
Total 8000 · Reserves	55,232.67		55,232.67		
Total Expense	81,782.59	72,733.33	81,782.59	72,733.33	326,650.00
Net Income	-829.78	8,595.84	-829.78	8,595.84	0.00

8:08 AM

Highland Colony Homeowners Association

08/28/25

Balance Sheet

Accrual Basis

As of August 28, 2025

	Aug 28, 25
ASSETS	
Current Assets	
Checking/Savings	
1000 · BNH - Cash - Operating Account	39,769.16
1120 · BNH - Cash - CD Account	77,956.38
Total Checking/Savings	117,725.54
Accounts Receivable	
11000 · Accounts Receivable	1,175.97
Total Accounts Receivable	1,175.97
Other Current Assets	
1400 · Other Assets	1,375.00
Total Other Current Assets	1,375.00
Total Current Assets	120,276.51
TOTAL ASSETS	120,276.51
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	2,429.20
Total Accounts Payable	2,429.20
Total Current Liabilities	2,429.20
Total Liabilities	2,429.20
Equity	
3200 · Current Year Income/Loss	8,485.99
3910 · Retained Earnings	110,191.10
Net Income	-829.78
Total Equity	117,847.31
TOTAL LIABILITIES & EQUITY	120,276.51