



## Board of Directors Meeting Minutes

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December 12, 2022 | 10:00 AM |

*Meeting Called By Gregg Pitman*

*The meeting will be held at the home of Jan Panagoulis, 43 Wedgewood Dr. No. 2*

*As always, board meetings are open to all association members*

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### Board members:

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Greg Pitman, Pres. ☒ | Bob Fleck, Treas. ☒ | Bob Fitzpatrick, Sec. ☒ | Kate Coupe ☒ | Jan Panagoulis ☒ |

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Welcome and Call to Order

The meeting was called to order by Gregg Pitman at 10:12AM

- Agenda adjustment:
- PREP is on site for rot repairs. Members expressed concern that there is no communication between the Board and PREP

Gregg Pitman

### Reports

- President's Report (Attachment A, and Available on the Highland Colony Website)
- Micah Management has replaced Three Lakes for grounds management.
- Treasurer's Report (Available on the Highland Colony Website)
- Bob expressed concern that there are slight differences between the approved budget and the expended budget:  
Attention drawn to painting budget. Specific attention drawn to the Maintenance. Attention drawn to "Aging Report" There are questions about this.
- Bob reported that otherwise the report shows we are in pretty good shape.
- Grounds budget is now \$44,000 per year.
- Management fee is expected to increase this year.
- Although the report appears reasonable, Bob is not prepared to ask approval of the budget report as he received it. Accepted as given.

Gregg Pitman

Bob Fleck

### New Business

- Update on Management Company contracts (G.P)

Motion: Not to renew the contract with Moriarty Management on 12/31/2022. ( A contract termination in

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keeping with the existing contract requires 60 days' notice).

Moved by GP seconded by JP. (Year) \$9,600

(Yes 5; No 0)

**Motion Passed**

- Motion: To sign a contract with Nancy Ehlers of *Lincoln Condominium Management Group, LLC* (two year \$16,500)

Moved by GP seconded by JP

(Yes 5; No 0)

**Motion Passed**

- Updating Condominium Legal Documents (R.Fitz)
  - Motion: To consult with Nancy Ehlers to find and hire a lawyer specializing in condominium law and to hire this lawyer to review and update all of our association's legal documents. Moved by RFitz seconded by GP)

(Yes 5; No 0)

**Motion Passed**

- Adoption of BOD Code of Ethics (Attachment B) (R.Fitz)
  - Motion: To adopt the attached Code of Ethics. Moved by RFitz seconded by KC.

(Yes 5; No 0)

**Motion Passed**

## Announcements

We will ask the new management for a financial audit. Nancy indicated that that was part of their process in taking on new associations.

The secretary doesn't have a complete accurate list of association members with their emails and phone numbers.

## Adjournment

Meeting adjourned at 11:53

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Attachment A

President's Report

Board of Directors Quarterly Meeting

December 12, 2022

Over the past few months, the Board has worked to assure our community has the best tools possible to manage our affairs.

Replaced 3 Lakes with Micah Property Management to handle landscaping and winter snow removal. The transition was a bit shaky with fall cleanup at the end of October and the need to hire additional help to remove leaves around Fairway. Thanks to Bob Fitzpatrick, a reasonable alternative was found to provide this service. With the first snowstorm came the transition with Micah and a better understanding of what was needed for cleaning up after a winter storm. Fortunately, we haven't needed these services since then and will be watching to make sure Micah follows through to the satisfaction of our owners. He has purchased a tractor with a snow blower for use at Highland Colony and it is sitting under cover in the parking area by the tennis court.

Speaking of the tennis court. A BIG shout out to Ernie Coupe and his team for the repairs of the tennis court surface. This work saved our association from having to hire out the project.

The Board is still working with our management company to figure out the water problems that many owners are encountering with sediment clogging filters and discoloring appliances. It is a concern that needs to be dealt with and a solution found to provide clean drinking water to all homeowners.

The fall repairs to our property for rot repair have not gone as we had hoped. The company hired to provide these services has continually pushed further and further in the future. Our management company has been unable to get many of the projects on our maintenance list accomplished over the last two years. This summer we had two units painted and one unit reroofed. This is far from what we had wanted to accomplish.

Which leads me to the last part of this report. Due to our dissatisfaction with our current management company over the last few years since it was sold to a new owner, the Board searched for an alternative to manage our affairs at Highland Colony. This fall an alternative was found in a highly recommended management company in Campton under the leadership of Nancy Ehlers. After an interview and due diligence, the Board worked with the Lincoln Condo Management Group to draw up a contract between us. We'll be reviewing this proposal at our meeting today and taking a formal vote on making this change.

## Attachment B

### Model Code of Ethics

#### Board members should:

1. Strive at all times to serve the best interests of the association as a whole regardless of their personal interests.
2. Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances, and resources.
3. Act within the boundaries of their authority as defined by law and the governing documents of the association.
4. Provide opportunities for residents to comment on decisions facing the association.
5. Perform their duties without bias for or against any individual or group of owners or non-owner residents.
6. Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.
7. Conduct open, fair, and well-publicized elections.
8. Always speak with one voice, supporting all duly adopted board decisions—even if the board member was in the minority regarding actions that may not have obtained unanimous consent.

#### Board members should not:

1. Reveal confidential information provided by contractors or share information with those bidding for association contracts unless specifically authorized by the board.
2. Make unauthorized promises to a contractor or bidder.
3. Advocate or support any action or activity that violates a law or regulatory requirement.
4. Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
5. Spend unauthorized association funds for their own personal use or benefit.
6. Accept any gifts—directly or indirectly—from owners, residents, contractors or suppliers.
7. Misrepresent known facts in any issue involving association business.
8. Divulge personal information about any association owner, resident or employee that was obtained in the performance of board duties.
9. Make personal attacks on colleagues, staff, or residents.
10. Harass, threaten, or attempt through any means to control or instill fear in any board member, owner, resident, employee, or contractor.
11. Reveal to any owner, resident or other third party the discussions, decisions and comments made at any meeting of the board properly closed or held in executive session.

Source: [G2G ModelCodeEthics.pdf \(caionline.org\)](#) [Community Associations Institute]