

HIGHLAND COLONY HOMEOWNERS ASSOCIATION
HOLDERNESS, NEW HAMPSHIRE

BOARD OF DIRECTORS' MEETING
TUESDAY, JULY 14, 2020

MINUTES

On Tuesday, July 14, 2020, the Board of Directors of the Highland Colony conducted a virtual Board meeting via Zoom video.

The presence of Board members Nancy Conklin, Ron Snyder, Bob Fleck, Bob Tuveson, and Gregg Pitman constituted the required quorum for conducting Association business.

Additional unit owners present included Mike Letsky, Barbara & Kevin Flynn, Hiram Ely, and Louis Pare'. Representing Moriarty Management Company, Inc. was David Moriarty.

President, Ron Snyder, called the meeting to order at 10:02am.

APPROVAL OF MINUTES

Following a review, and on a motion made by Bob Fleck and seconded by Nancy Conklin, the minutes to the Board of Directors meeting held May 5, 2020 were unanimously approved as written.

PRESIDENTS UPDATE

Ron Snyder reported that the open common areas have recently been cut, adding that the areas look good. He also acknowledged Bob Tuveson for his assistance with the trimming along Mt. Prospect Road. Ron further suggested that whereas the recent warm weather has negated the need for lawn cutting each week, that in lieu of the mowing's, 3 Lakes can be asked to trim the rest of the areas along the roadway. Those present concurred. Ron went on to confirm that the storage area has been cleaned out and opened up and looks good. A discussion followed on the use of the area and it was agreed that brush should be placed at the back in the left corner, and personal items such as small boats and trailers off to the back right corner. It was agreed that some signs should be posted indicating these two areas, and Gregg Pitman agreed to draft a list of use procedures for the area subject to review by the Board. In addition, it was agreed that some stone should be put in the area to help make the area more usable during wet periods.

FINANCIAL

Bob Fleck presented the FY'2020 year-end financial status reporting the following:

- The operating budget produced a year end next surplus of \$15,000 which has been transferred to the reserve. This surplus was a result of several factors including a mild winter, restrictions on the pool opening, and the lower costs for cutting the open common areas.
- That the roofing projects were all completed in FY'2020.
- That last year's special assessment was very beneficial to the Association serving to build back up the capital reserve fund as planned.
- A year-end balance of \$56,581.57 in the Associations capital reserve fund was noted.

- That unit owners have remained current with their assessment payments.

Following a further review of the year-end financial statements, on a motion duly made by Gregg Pitman and seconded by Nancy Conklin, the FY'2020 year-end financial report was accepted as presented.

Bob Fleck next presented the proposed FY'2021 operating budget explaining that the budgeted revenues are based on the current level of assessments with no planned special assessment. He reviewed the various line item allocations, commenting that some minor adjustments from last year have been made. Bob also presented the updated capital expenditure forecast and recommended that with the surplus funds added to the reserve fund, that the Board consider proceeding with doing all the drainage work along Muirfield Road in the coming year, pointing out that the schedule has been adjusted accordingly. A discussion on the drainage project followed and Ron Snyder agreed to discuss the possibility with the contractor and the benefits of doing all at once or in two phases. Some comments were also raised on the reserve plan and it was agreed that account interest should be added in as revenue on the schedule and that an inflation factor of 2% also applied. Bob then concluded his report by confirming that the Association is in a much improved financial condition than a year ago however pointing out the importance of continuing to build up the reserve. Following further review, on a motion duly made by Nancy Conklin and seconded by Gregg Pitman, the FY'2021 budget was unanimously approved.

DAM PROJECT

Ron Snyder confirmed that the renovations made to the dam have held up well, adding that the contractors Frank and Matt will be returning in the coming weeks to complete the last few minor details. Ron also explained they will likely be on site late July-early August to attend to both the dam and drainage projects.

WEBSITE

Gregg Pitman reported that the Associations website is receiving hits on a regular basis and that he has been working to upgrade it and adding in current documents and information. Those present unanimously concurred on the informative status of the website and acknowledged Gregg for his efforts here.

OWNERS INPUT

- Hiram Ely expressed concern on the apparent lack of lawn trimming and grass cleanup work by 3 Lakes Landscaping Company.
- Lou Pare' commented on some needed work on the new drainage swale by his unit.

MISCELLANEOUS

- It was noted that Bob Corsey has been using a smaller tractor on certain areas of the open common areas cutting which has produced positive results.
- It was agreed that a painting schedule should be organized.
- Lou Pare' acknowledged the Board members for their efforts and interest in the Association.
- A discussion took place on the need of a generator for the property water system. Those present agreed on the importance of such being considered, but it was noted that a determination will need to be made between risk and cost. Bob Fleck agreed to start the

process of investigation into the installation process and Ron Snyder also agreed to assist with exploring costs and options.

ANNUAL MEETING

A date of September 19, 2020, beginning at 10:00am was set for this year's annual homeowners meeting. Due to the current pandemic, it was also agreed that the meeting will be a virtual meeting through Zoom Video Systems.

EXPIRING BOARD TERMS

The terms of Gregg Pitman and Nancy Conklin were noted to be expiring this year. Both members agreed to serve another term if elected. Bob Fleck was then appointed nominating committee chairperson, and it was also noted that additional nominations can be made from the floor at the meeting.

COMMUNITY GARDEN

David Moriarty reported that Bob Hoyer has expressed interest in developing a community garden for the membership. A discussion followed relative to location, cost, and how such will be maintained and constructed as well as a need for a soil test. Following further discussion, it was agreed that Bob should be asked to make a presentation at the annual meeting to see what level of interest there is.

With there being no further business, the meeting was then adjourned at 11:31am.

Reviewed by: _____
Gregg Pitman, Secretary

Date: _____