

HIGHLAND LINKS COLONY HOMEOWNERS' ASSOCIATION
HOLDERNESS, NEW HAMPSHIRE

TWENTY-FIFTH ANNUAL HOMEOWNERS' MEETING
SATURDAY, SEPTEMBER 17, 2016

MINUTES

On Saturday, September 17, 2016, the Twenty-Fifth Annual Homeowners' Meeting of the Highland Links Colony Homeowners' Association took place on site, in the Highland Links property clubhouse.

The representation of the following unit homeowners in person and by proxy constituted the required quorum for conducting association business.

<u>In Person</u>		<u>By Proxy</u>	
Bill & Betty Nicholson	#18-8	Mike & Kathy Letsky	#23-3
Gregg & Carla Pitman	#3-27	Paul & Nancy Beck	#31-14
Tom Hess	#19-7	Lynn Rand	#13-11
Lou & Claudette Pare'	#2-28	Steve and Barbara Lambert	#13-23
Victor Baran	#19-6	Ron & Sue Snyder	#6-30
Sarah Johnston	#7-18	Louise Remington	#23-4
Hiram & Dorothy Ely	#13-10	Deborah Moore	#9-16
Olivia Saunders	#24-5	Phil & Rosie Angell	#7-25
Kevin & Barbara Flynn	#30-12		
Mary Bohn	#7-19		
Bob & Helen Lindstrom	#4-29		
Bob Connell	#8-31		
Ann & Bob Hoyer	#41-1		
Steve & Jan Panagoulis	#41-2		
Bob & Linda Fleck	#10-32		
Nancy Conklin	#3-26		
Eileen Boyle	#5-33		

Also in attendance and representing Moriarty Management Company, Inc., were Heidi Coburn, and David Moriarty.

Tom Hess called the meeting to order at 9:00am.

APPROVAL OF MINUTES

Following a review of the minutes to the Twenty-Fourth Annual Meeting held September 12, 2015, on a motion duly made by Lou Pare' and seconded by Bob Lindstrom, the minutes were then unanimously approved as amended.

REPORT OF THE BOARD

Tom Hess welcomed those in attendance and acknowledged that the Association has had a successful year with various projects being completed as well as new matters continuing to be pursued. He also recognized the efforts and involvement of his fellow Board members.

FINANCIAL

David Moriarty presented the Association's financial report for the fiscal year, which ended June 30, 2016. He explained, that while a net operating surplus of \$4,010.26 was produced, the amount fell short of the planned \$6,991.00 surplus. David attributed this to some areas of higher than planned costs, including insurance, lawn repairs, tree and shrubbery removal, and some additional required roadway repairs. He went on to confirm a yearend balance of \$78,319.08 in the Association's capital reserve, and he summarized the various capital improvements made over the past year, including the painting of various units and buildings, roof shingle replacements, and needed siding and window repairs. David also noted that all owners are current with their assessment payments and further pointing out that overall, the Association is in good financial condition.

David next presented the proposed FY'2017 operating budget for the current new year, which began July 1, 2016. He explained that the budget is based on the current level of assessments, adding that the line item allocations have been based on last year's actual costs as well as projections for the year ahead. In response to a question raised on a lower golf course allocation than last year, David explained that the amount is based on a lesser price received for the cuttings, and the number of cuttings that have been done the last two years. In addition, David also referenced the revised capital expenditure forecast acknowledging the assistance of Mike Letsky who helped revise and improve upon it. With no further discussion, and on a motion duly made by Bob Hoyer and seconded by Dot Ely, the FY'2016 yearend financial report as well as the Proposed FY'2017 budget were unanimously approved.

MANAGEMENT UPDATE

David Moriarty presented the report of the manager, a copy of which is attached to and becomes part of these minutes. He reviewed each of the noted items encouraging all to read and remain familiar with them explaining that they are general guidelines for the property. Following an acknowledgement to the management company for their continued efforts and achievements, the manager's report was accepted as presented.

CLUBHOUSE

Nancy Conklin reported that the clubhouse has received usage over the past season with a regular men's coffee hour on most Tuesdays, a homeowner's bridal shower, and a homeowner's cookout. She reminded those present that she can be contacted for access to the building, and in response to a question raised, she stated that the building will close down for the season later in October.

Gregg Pitman next explained that the clubhouse garage can be used for the storage of seasonal non-motorized recreational equipment. He also reviewed the agreement for such that the Board has adopted, of which is attached to and becomes part of these minutes. Gregg also

pointed out that when storing such items, unit owners take full responsibility for all associated risks.

DAM

David Moriarty reviewed the status of the dam breaching project, citing various meetings over the past year with the Department of Environmental Services as well as the Wetlands Division. He explained the details of the necessary work involved, including the recreation of the original stream bed, the planting of conforming vegetation, the notification of Highland Links Abutters and the requirement to advise environmentalists as well as the historical society. David further pointed out that Ron Snyder has been working with a contractor to develop the excavating plan, explaining that the cost of the project so far is less than the \$22,000 allocated for the work which allows for cost over runs if necessary. In addition, David acknowledged the efforts and involvement of Ron Snyder with this project and he welcomed anyone interested in assisting with the work to become involved. In conclusion, David explained that the plan is to have the project completed by the end of 2017. Gregg Pitman then acknowledged that he had approached the town of Holderness to see if they had any interest in the dam confirming they do not.

RENTALS

Tom Hess discussed the renting of units at Highland Links, noting the potential problems that the Association can encounter as a result of problem tenants, Air B& B's, and too many rentals. He referenced the options of limiting the number of rentals at a time, restricting rentals all together, and requiring a certain rental period. Tom then referenced a list of recommended guidelines to follow when units are considered for renting, confirming that the Board has adopted two policies in this regard including 1.) No more than two unrelated persons may occupy a unit; and 2.) No more than two motorized vehicles per unit. Tom also referenced a suggested lease agreement for owners to consider when deciding to rent their unit, explaining the importance of tenants and guests being properly informed of all property rules and regulations. A discussion followed and it was a unanimous consensus that the Board should pursue a regulation that requires six month minimal rentals. Tom Hess acknowledged the feedback explaining that the Board will pursue the matter further during the coming year.

PROPERTY IMAGE

Tom Hess referenced the current image of Highland Links in relation to how the property is being viewed without the golf course. He noted items such as changing the property name, changing street names, and creating walking pathways throughout the golf course as opposed to keeping the fairways cut. He added the importance that consideration be given towards re-marketing the property to maintain unit values, and present the Association in a positive manner. A discussion then followed with various options being considered. Tom asked for volunteers to help with a survey on the matter, and Gregg Pitman, Bob Fleck, and Kathleen Boyle so volunteered. Tom then concluded the report by asking that the survey and responses be accomplished by the end of the year so that the Board can begin to develop a plan.

ELECTION OF DIRECTORS

Ron Snyder was nominated to fill his expired term for three years. With no additional nominations or volunteers from the floor, he was then unanimously re-elected. In addition, Gregg Pitman was nominated to fill the remainder of his appointed term for one year. With no

additional nominations or volunteers from the floor, he was unanimously elected. The current Board is as follows:

Al Magnus - 2 years
Ron Snyder - 3 years
Gregg Pitman - 1 year
Tom Hess - 2 years
Nancy Conklin 1 year

AMENDMENT

The proposed amendment to Article 9 of the By-Laws was presented. David Moriarty explained that with changes in the State Condominium Act which currently no longer require meeting notices to be sent by certified mail, Highland Links can so amend their By-Laws accordingly and also eliminate this requirement. Following a brief discussion and on a motion duly made by Bob Hoyer and seconded by Bob Connell, the amendment, which is attached to and becomes part of these minutes, was unanimously approved.

WEBSITE

Greg Pitman explained the details of the Association's website and that he, along with Bob Fleck, have been working to develop it, confirming its purpose being to improve communications for unit owners as well as provide an easy source for information. He provided a detailed outline of what the site can include, and Bob Fleck encouraged those present to review the plan and provide their input which will be used to help develop the site. Gregg went on to explain that the goal is to get the site up and running as soon as possible, and he did acknowledge that there is a minimal cost that the Association will incur to maintain the site. Those present concurred.

MISCELLANEOUS

- Jan Panagoulis referenced a potential group savings rate on dryer vent cleaning and volunteered to pursue the option for those interested.
- In response to a question raised on a group cable savings rate, Heidi Coburn explained that because of the amount of connections already in place, it is unlikely that the cable company would lower their fee for a group service plan.
- The potential of a group fuel savings plan was also referenced.
- A question was raised relative to overgrown trees, potentially hazardous trees, and some views that have become less so with now taller trees. The Board agreed to look into this matter and options further in the coming year.
- In response to an inquiry, it was noted that allocations are in the budget for improvements to the gravel roads in the coming year.

Following a general consensus of a productive meeting, on a motion duly made and seconded the meeting was then adjourned at 10:20am.

Respectfully Submitted: _____
David Moriarty, Acting Secretary

Date: _____