

BOARD OF DIRECTORS MEETING MINUTES

February 12, 2015 6:30pm

**DRAFT**

**1. Call to order and attendance**

The meeting was called to order at 6:32pm

Board members present: Donna Rollins, Angella Sears, Kay Wallace, Liz Peacan, Shirley Baker-Stewart, John French, and Randy Pratt, representing 7 of 9 filled Board positions. Peter Bartlett and Ron Scovil were absent

Members & Guests present: A sign-in sheet was made available, showing 10 Member households represented, and two guests: Rob Bowens of CLF and Marcia Sprague of ROC-NH.

**2. Secretary's Report (Liz Peacan)**

i Revision of Dec 11 BOD meeting minutes. Donna Rollins moved to revise the minutes as accepted last month, to strike the name of a membership household from the record. Kay Wallace seconded, and the motion passed.

i Acceptance of January 8 BOD meeting minutes. Kay Wallace motioned for the minutes to be accepted as presented; Donna Rollins seconded, and the motion was passed.

i Correspondence: 12 letters mailed: 2<sup>nd</sup> and 3<sup>rd</sup> notice of violations (with request to attend this BOD meeting); 2 apology letters for sending away 2 Member households from the January 8 BOD meeting; 1 letter in reply to a Member in need of assistance; 4 letters regarding Comcast (one of which was certified); 1 letter accepting a Member's response to an eviction notice; 1 letter regarding a past due amount on a Member's account; and 1 letter typed for the Vice President in relation to organizing the cooperative's keys.

i Office Update: Filing has started in the office; thank you to Shirley Baker-Stewart and Jim Stewart for their help. Currently all the files are confidential and sensitive, but once these are stored away, the Board can begin to accept volunteer help, including those who have already offered

**3. Treasurer's Report (Angella Sears)**

i Acceptance of the November 2014 Financial Statements, previously tabled: previously requested items are reflected in December's financial statements. Angella Sears made a motion to accept the November Financial Statements, Kay Wallace seconded, and the motion was passed.

i Acceptance of the December 2014 Financial Statements: Shirley Baker-Stewart moved to accept the financials as presented, and Donna Rollins seconded. The motion was passed.

i Escrow Error: Finance Committee member Kay Wallace was notified by the bank that the amount of real estate taxes being escrowed with the mortgage payment has been too low, and there was a shortfall of \$780.00. They will increase the payment by \$65 per month for 12 months to make up the shortage.

**4. Vice-President's Report (Kay Wallace)**

i Tree Removal: Discovered that the downed tree by the mailhouse is the Park's. Would ask Magoon Tree to quote its removal, but he wouldn't do the work until spring. Member Dalton Flannery offered a friend's services, someone who does do tree removal in the winter. Donna Rollins questioned whether the cooperative has a contract with Magoon, but Kay said she would take the information from Dalton.

i 60-Day Notice of Penalties: Regarding the changes to the Park Rules that would result in fines, each resident must be notified 60 days prior to enactment before fines can begin. Have Hodges do the notifying. And by State RSA, no pet fines

## DRAFT

### **(Vice-President's Report – continued)**

can ever exceed \$10. Marcia Sprague said that a rule change has to be at a Membership meeting, and requires voting.

- i Maintenance on Homes in Disrepair: While there are quite a few home in severe disrepair, Kay asked for suggestions on how to approach. Marcia Sprague suggested a packet containing a letter (mentioning the specific violations, with rule #) along with information and applications for various grants, loans and assistance available.

### **5. President's Report (Donna Rollins)**

- i Water update: 28,000 gallons per day being used, pumps are running 24/7 on wells 3 &4. Still looking into a new well, and hydrogeologists will be coming in after the snow thaws. The park is on a critical water conserve alert.
- i Maintenance Director: Donna introduced and briefly interviewed John French as a candidate for Maintenance Director. John served as a Vice President on another Board in another park previously. He has assisted previous Maintenance Directors at FHC and works well with other Board members and volunteers. Shirley Baker-Stewart motioned for the Board to appoint John French as the Maintenance Director for the interim, Donna Rollins seconded the motion. There were 5 aye votes and 1 nay. The motion passed.
- i Actions Taken Outside of a Board Meeting:
  - The application for residency at 222 Redwood was approved
  - The Board voted in favor of hiring David Medeiros to install spotlights at the Shed

### **6. Open Forum**

- i Request made for Boy Scouts to use cooperative's shed for a supervised project. Director-at-Large Randy Pratt agreed to attend. Motioned by Kay Wallace to permit this use, seconded by Donna Rollins. Motion passed.
- i Member Lorraine Butler (5 Chestnut) inquired about the work at her house to fix the water retention problem. Kay reiterated the proposed work, and indicated we're waiting for the thaw.
- i Doreen Scovil gave her report as the Chairperson for the Park Rules Committee
- i Member Susan Perkins noted that the rear exit door to the Shed is blocked by snow and a safety concern. It was noted by Maintenance personnel to especially clear the door before the Boy Scouts are in the building
- i Member Diane Bokum (174 Redwood) complained that the snow was pushed so far onto her property that the plow is infringing upon her raised bed frame. Suggested that we could erect orange sticks so the plowers know where structures are located.

### **7. Executive Session**

- i Kay Wallace motioned that we go into Executive Session at 7:51pm. Seconded by Shirley Baker-Stewart. Motion passed. No minutes.

### **8. Reconvene and Adjournment**

- i Kay Wallace moved to come out of Executive Session at 9:23pm Liz Peacan seconded the motion. Motion passed.
- i Kay Wallace asked for a motion to revoke Membership. Donna Rollins made the motion, Kay Wallace seconded. The motion passed.
- i Kay Wallace made a motion to adjourn, Liz Peacan seconded. Meeting adjourned at 9:26pm