

## BOARD OF DIRECTORS MEETING MINUTES

**DRAFT**

July 9, 2015 6:30pm

1. **Call to order. Salute to flag, Attendance, and Code of Conduct review**

The meeting was called to order at 6:28pm.  
Board members present: Kay Wallace conducted, as Donna Rollins was to be late, Liz Peacan, Shirley Baker-Stewart, Angella Sears, John French, Randy Pratt, representing 7 of 9 filled Board positions.  
Members & Guests present: 10 Member households signed the sign-in sheet
2. **Secretary's Report (Liz Peacan)**
  - i Acceptance of June 11 Meeting Minutes: John seconded Kay's motion to have the meeting minutes accepted as presented; the motion passed unanimously
  - i Correspondence: VP Kay Wallace reported she mailed 11 letters (incl 1 Membership acceptance, 9 violations, and 1 miscellaneous). Liz reported that she mailed 8 letters (incl 6 violations, 1 Membership acceptance, and 1 apology). There were 146 newsletters delivered through the Street Captains program. Six volunteers named, an Liz asked that they could receive (or enter to have their name drawn to receive) an appreciation gift
  - i Website: The site is live, and the askfhc email is in working order. Some pages note to drop things in the rent box, but soon there will be an office box instead. There are Slate of Officers forms online, and Kay asked that the seats that are not running be blocked off for clarity. A deadline date of Sept 1 was established for receiving nominations. Q: will there be absentee ballots available? A: Kay said they can be requested, and will post info beforehand. John asked that the park map reappear online
  - i Grievance Committee: actively being formed. Anyone interested in volunteering in any capacity, fill out Volunteer Form (available at meetings, and online)
  - i Informational Meetings: instead of changing the meeting nights or alternating them, the Board would like to re-institute "informational meetings." They are less formal and give Membership a chance to express themselves and get to know the Board, and vice-versa
  - i Office Computer: Everything has been received, except the carry case so far. By end of the month, it should be hooked up in the office, have free software installed, running a fax and using the printer. Fairpoint is getting back with pricing
3. **Treasurer's Report (Angella Sears)**
  - i Acceptance of April & May 2015 Financial Statements: Angella moved to accept April financials, Liz seconded, motion passed. Kay motioned to accept the May financials, John seconded; motion passed.
  - i Rent Box: Angella discussed cutting off the check pickup time, perhaps at close of business. After 6pm was proposed, but member Jeff Miller suggested 7pm would allow for those who work later to get their checks in. Member Angela Lucier suggested that a notice or placard be placed right on the rent box. Some discussion as to whether the Street Captains should deliver the notice, as it affects everyone

**4. Maintenance Report (John French)**

- i Mail: The mail should be getting delivered Monday July 13, but there is still no electricity/lighting in the mailhouse. Issue with Eversource, who wanted to erect 2 poles at FHC's expense. Our contractor negotiated to put a stop to that
- i Roads: Road signs and stop signs getting done. Flags on main entrance due to grading being done. Shoulder work is underway, swails.
- i Trees: prepping for trimming now, some trees tagged for removal. Please notify of any threatening trees that may need to be addressed
- i Leaks: the leak at 93 Pine has been halted; the other major leak is on Redwood, being taken care of. Both are ruptured lines. Advised folks to be aware that we are going to be seeing more ruptured lines: Both Gilford Well and Granite State Rural Water had warned of possible spring ruptures due to winter frost line trouble. Should post a notice for folks to look for wetness, pooling. John is currently mapping shutoffs, as the park's maps only show where lines go into houses, not where the shutoffs are located.
- i Other: Trucks are inspected
- i Member Sue Perkins commented that John is doing a good job

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

- i Acceptance of application for membership at 112 Redwood
- i Park Rules Committee (Doreen Scovil, chair): July 7 Park Inspection resulted in 29 violations, with most properties showing general improvement. Committee will meet July 21 to review committee policies

**6. President's Report (Kay Wallace in lieu of Donna Rollins)**

- i Culverts: John is looking into bids for refinishing, with both hills as the priority. Possibly in phases due to cost. Discussion around the budgeting, and whether needs to be higher. Also, prioritizing the work, so that there isn't a duplication of work, ie: don't put in roads & pave, then rip up to put in new water pipes. Discussion of leak detection and possibly using Granite State Rural to do it for free. Member suggested grants are available, and ROC-NH might have more info on that
- i Gating off the fire road: Due to trash dumping, hanging out, and excessive traffic (road won't hold up to too much more traffic), suggest gating it off. Fire Dept would need key, and it would have to be plowed. John suggested an emergency set of keys be available for both the gate and the shed. This will go onto the August agenda for a vote
- i Actions taken outside of regular Board meetings:
  - Vote to approve \$27,694 for filtration media to be replaced for 3 wells. Discussed whether would affect budget. Budget meetings starting next week
- i Other new business: Question from Ron Scovil as to who is responsible for the lamp posts (maintenance). Donna Rollins joined the meeting at this point and said this issue will be going on the Annual Membership Meeting agenda. Meanwhile, David M (electrician) has been working on those lamps that have reported being broken (other than lightbulb). Don Scovil said the power to his lamp went out after a storm, and John added to list

**7. Open Forum (Membership)**

Q: Wayne Lane - How to enlarge driveway? A: John said to fill out a building permit application and get it back to him

Q: Mrs Preve – addressed her concerns about violation letter (dog at-large and chicken wire fencing). A: Kay said would address this in Executive Session so that we could look over her building permit (copy procured)

Q: Jeff Miller – asked about cleaning out culverts to prevent sink holes and wash outs  
A: John responded and Kay thanked Jeff for cleaning out his own culverts

Q: Doreen Scovil asked if a concave mirror came in yet A: John – not yet, in the process. It is larger than the previous one

Q: Doreen mentioned that the lamp posts used to be considered part of the park because they stay with the park, not the homeowner. A: Angella mentioned that the upkeep of the lamp posts is a concern because it goes beyond the budgeted line item currently. Q: Angela Lucier said that if the homeowners maintain the lamp posts, we will have issues with non-uniform lamp posts, and is that acceptable? A: Donna said we haven't yet gotten that far in the discussion. It is currently the park's responsibility, but Membership needs to tell us how they want to handle this going forward. It will be an Annual Meeting agenda item

**8. Executive Session**

i Liz Peacan made a motion to go into Executive Session at 7:49pm. Seconded by Shirley Baker-Stewart. All in favor. Executive session convened

i No minutes. Adjourned Executive Session at 8:42pm

**9. Reconvene Regular Meeting and Adjournment**

i Kay Wallace moved to adjourn at 8:43pm, Angella Sears seconded. Meeting adjourned