

## BOARD OF DIRECTORS MEETING

ATTESTED TO:   
June 9, 2016 by FHC Secretary

May 12, 2016 6:30pm

**1. Call to order, flag salute, and attendance**

The meeting was called to order at 6:45 pm, due to an interview taking place beforehand, and the clock being 20 minutes slow

Board members present: Jeff Miller, Liz Peacan, Mike McCarthy, Angella Sears, Shirley Baker-Stewart, Peter Bartlett, Mike Thibedau, & Sue Perkins (slightly late): 8 of 9 filled BOD positions.

Members Present: 7 member households signed the log

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

i Acceptance of April 14, 2016 BOD meeting minutes. Liz made a motion to accept the meeting minutes as presented. Motion seconded by Shirley. Motion passed

i Correspondence: there were 5 letters mailed: 2 regarding occupancy, and 3 regarding violations. There are 5 more letters for violations ready to mail, but haven't been stamped yet.

i Newsletters: Liz reported that a Spring newsletter was going to press, and would be ready for delivery throughout the park the following week. They would include a required CCR report re: the well/water system, as well as an alert re: the Special Membership Meeting planned for approximately June 4 or so

**3. Treasurer's Report (Sue Perkins)**

i Acceptance of the February 2016 Financial Statements: Mike T moved to accept the financials, Shirley seconded, and the motion passed

i Acceptance of the March 2016 Financial Statements: Sue P moved to accept the financials, Peter seconded, and the motion passed. Liz noted that the March financials mark the half-year point in the budget, and that we are under-budget, especially in utilities. Inquired about filtration media in this line item, and Angella responded that it is replaced generally 18 months to 2 years, so the \$17,500 is in the budget, but probably wouldn't be spent this budget year

**4. Maintenance (Mike McCarthy)**

i Project Updates: ● Sweeping throughout the park has been done ● On the 15<sup>th</sup> will be stopping the tree survey, and contacting tree contractors for quotes ● The Pine Ridge sign at the entrance has been repaired (rear) and a nice new FHC sign installed ● 2 building permits were accepted ● Truck #1 is out at the shop for wiring problems ● Have received 2 bids on the culvert project, and setting up special membership meeting to present to membership

**5. Vice-President's & President's Report (Jeff Miller, Donna Rollins absent)**

i Special Membership Meeting Update: We have received 2 bids for the culvert project, and need to present the financing options to membership, likely at a meeting around the first week of June. Q: Kay Wallace (55 Chestnut): We have \$156,000 in capital reserve. Would we be using that, or financing the entire project? A: We're looking into a number of combinations of both options, considering we'd have other projects in the near future, such as water mains/pipes. Q: Richard Audet (117 Redwood): if the road washes out, what happens, since we don't have another point of egress from the park? A: We do have contingency/emergency money, so we'd make do. But it's best to maintain the culverts to prevent road wash-outs. Q: Donald Scovil (252 Redwood): We need to have another way out. Why don't we widen or maintain the Fire Rd? A: We can certainly look at getting an estimate, though in the past another road was quoted at 7 million. The Fire Rd is plowed in the winter, and could be accessed in an emergency. We can look into widening it for emergency vehicles

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**President's Report (continued)**

- i Other Business: The police are patrolling at certain times of the day, in response to our concern regarding speeding

**7. Open Forum (Membership)**

- i Richard Audet (117 Redwood): requested a burn permit. One was filled out and signed for him, and he was instructed to bring it to the fire department for a seasonal permit
- i Neil & Tanya Weber (319 Redwood): Also inquired about renewing their burn permit, and instructed to go to the fire department with their expired one, and explain that there have been no changes. Likely would be renewed without another inspection.
- i Neil & Tanya Weber: inquired about a change to their porch, and whether a building permit would be required. A: if the footprint isn't changing and/or affecting other areas of the lot, then may proceed without building permit. Need to apply for a permit if 1) is required by the town, or 2) could affect another area of the lot where water or septic pipes are located. There was a discussion about existing hedges/trees and their removal/replacement. Advised to call Dig Safe if any large trees being installed, and to check with maintenance to be sure they wouldn't obstruct water/septic access
- i Kay Wallace (55 Chestnut): We have \$2500 per month going into Capital Reserve account. Perhaps this should be increased some, to cover impending capital improvements in the community? A: Finance Committee meetings should begin again, and the budget will be started within 2 weeks, so as to be complete by July
- i Doreen Scovil (Rules Review Committee Chairperson): Submitted yellow copies of 3-part notices mailed to those homes which need their house # updated. They will be re-inspecting those around May 31.

**8. Executive Session:**

- i Jeff moved to go into Executive Session @ 7:22pm.  
Seconded by Liz Peacan. Passed and Executive Session convened
- i Donna Rollins arrived during Executive Session
- i No minutes

**9. Adjournment**

- i Donna motioned to come out of Executive Session at 8:09pm, seconded by Jeff. Regular Session reconvened.
- i Liz motioned to accept new members interviewed earlier. Peter seconded & motion passed.
- i Jeff moved to adjourn the Board of Directors meeting at 8:12pm, Donna seconded. Motion passed and meeting adjourned at 8:12pm