

Freedom Hill Cooperative, Inc. (603) 545-1239  
 Board of Directors Meeting minutes  
 October 10, 2019  
 Bartlett Shed

### **1. CALL TO ORD, FLAG SALUTE**

The meeting was called to order at 6:40 pm.

**Board Members Present:** Janet Verville-Clough, President; Doug Clemens, Director at Large; Anita Wise, Vice President; Donna Odde, Treasurer; Ruth Webb, Assistant Secretary; Shirley Baker-Stewart, Director at Large, Sandra Webb, Assistant Treasurer.

**Cooperative Members and guests signed in:** Tom and Bunny Bell, Helen Hamlin, Michael McCarthy , Ken Michaud, Doreen Scovil. (evidently not everyone signed in)

### **2. OLD BUSINESS – July and August minutes**

Vice President read the July minutes. Corrections were discussed and noted. The Treasurer made a motion to accept the minutes with amendments and corrections. Motion was seconded by the President. Minutes were accepted and approved as amended.

Vice President read the August minutes. Corrections were discussed and noted. The President made a motion to accept the minutes with corrections. The motion was seconded by Director at Large (Shirley) . Minutes were accepted and approved with the noted changes.

### **3. TREASURER'S REPORT – by the Treasurer**

The June financials were explained to the board by the Treasurer. The \$500.00 correction has been made, but was made for the month of May. The Treasurer will follow up with Hodges. There are still items that need to be moved to Capitol Expense. The Treasurer will work with Hodges on this. The Vice President made a motion to accept the June Financials. The motion was seconded by the President. The June Financials were accepted by The Board pending capital reclassifications.

July Financials were explained to the board by the Treasurer. These were accepted at the Annual Meeting with a reclassification of the Radon Filer, which should have been a capital expense. The Vice President moved that the financials be accepted. The motion was seconded by the President. The Board accepted the July Financials pending the capital reclassification.

August Financials were reviewed by the Treasurer. As of August, one household is over 90 days in arrears for rent. 7 households are 30-60 days in arrears. 3 households are 30-60 days in arrears for late fees. The Board would like to be appraised of how these are coming and if

Hodges has sent demand letters. The assistant secretary moved to accept these financials; motion was seconded by the Vice President. August financials were approved.

Donna Odde, Treasurer, stated that he had received an email requesting copies of the financials. . There was discussion because the financials are posted online. Because some FHC members may not be able to access the internet, they could be posted in the mail house, as have been done in the past. It was asked whether past years' financials are archived. The President stated that financials and minutes are posted after they have been approved and entered into the record. This is according to Alan Black of ROC-NH.

The Treasurer asked about the status of Policy/Procedure for the Debit card. The President answered that those were complete. The Treasurer stated that it does not appear that the debit card is being balanced back to \$5,000.00 . She also stated that GL codes should be provided to Hodges for consistency.

The Treasurer would like to work with Doug to inventory the equipment now owned by FHC. It was noted that some items listed as assets are no longer there.

The Treasurer would also like to have Russ Pearl Paving identify what was improved. These items should be reclassified as capital expense. The President offered to look into that.

#### **4. MAINTENANCE REPORT: Doug Clemens (Director at Large)**

The New Maintenance Director will be acclimating himself to the Park and maintenance needs. Posters will be put up in the mail house for volunteers for upcoming projects.

**CULVERTS:** One side of Pine Ridge road is complete and the other side up to 109 Pine Ridge. Redwood Road will be next. Thank you to all who have helped! Cleaning will continue on Saturdays and Sundays, depending upon the weather.

There are still issues with the backhoe. Scott DeCato, who did the latest repairs, will be asked to return and check the machine. The Director at Large (Doug) will get info on the Well House doors which need replacement, and the mower deck which needs replacement.

The new truck should be delivered 10/11/19. If not, it will arrived on the following Monday or Tuesday. It will be put on FHC insurance when delivered.

Plow volunteers need to provide a copy of their driver licenses.

#### **5. NEW BUSINESS: The Board**

The Board is working on Committees.

The storage area was discussed. The rules state that vehicles, trailers, etc. must have a new permit for each year and must be registered. There are a number of vehicles, trailers and

boats that have remained in the area without permits and unregistered. The Vice President made a motion to send a Certified Letter to offenders giving 30 days to either fill out a yearly permit and register the item wrongly stored, or remove it from the storage area. Failure to do so will result in loss of membership which will include non-member lot rent being charged. The motion was seconded by the President. The motion was passed.

The President said that two new members were voted in outside of the Directors Meeting. The new members are: Susan Gold, 228 Redwood, voted in on 9/22/19 ; Jeff Clark, 17 Willow, on 8/21/19.

The Vice President said that the old truck as been sold as “salvage”. Two bids were received and the higher bid, for 2.5K was accepted. The President read the Bill of Sale to assure the Board that insurance issues were covered. The vice President moved to accept the sale. The motion was seconded by Director at Large, Shirley, and was accepted in a vote by the Board.

## 6. OPEN FORUM

Ken Michaud asked where the borders of his lot are. It was explained that borders are not marked. It was stated that there are lot layouts stored upstairs.

Doreen Scovil asked about fall cleanup. Leaves will be collected in November. She also suggested using a tape recorder for open forum to limit errors and missing items.

The Treasurer asked FHC members what they liked about the Annual Meeting. The Visual aids for the financials were very appreciated. Helen Hamlin liked the meeting except for person/people who tried to disrupt. It was agreed that the turnout for the meeting was excellent.

The Treasurer suggested that perhaps consequences for disruptions should be added. First offence, the person would be asked to sit down. Second offence would be the same plus reminder that the third offense will mean removal from the meeting. Perry Wise suggested that a “Sergeant of Arms” be designated to escort people from the meeting.

Helen Hamlin asked what the difference is between “Roberts Rules” and “Parliamentary Procedure”. The Treasure explained that they are the same.

THE MEETING ADJOURNED AT 8:09 pm.