

Freedom Hill Cooperative, Inc.

Accepted November 14, 2024

October 10, 2024

Board of Directors Monthly Meeting

Call me to order at 6:30pm

Salute to the Flag

The Code of Conduct will be in effect.

President: James Kenney opened the meeting at 6:31, introduced himself as the president elected at the September 28, 2024, annual meeting, and thanked Janet Verville-Clough for her dedication as past president over the last six years. He also noted a new board member, Tara Campbell, as director at large who was not present at the beginning of the meeting.

Board Members in attendance: Joseph Keuenhoff, Cher Keuenhoff, Helen Bridges-Hamlin, Adam Bergeron, James Kenney, Donna Odde, Richard Audet, Tara Cambell

Membership: Anita Wise, Doreen Scovil, Larry Tasker, Donna Rollins, Lisa Blanchard, Art and Lynne Michaud, Angella Sears, Shirley Chamberlin, Donna Halle, Holly Stewart, Annette Kowalczyk, David Zargas, Jake Edwards, Paul Auprey, Patty Goodwin, Richard Goldschmidt, Kayla Moses, Lynne Riel

Guest: Laurie Regan, Johanna Beachy from ROC-NH

Secretary Report: Helen Bridges-Hamlin: Acceptance of August 8, 2024, minutes. Motion to accept by Donna second by Adam. All in favor, minutes approved.

Financials and Treasurers Report: Donna Odde: Acceptance of the August Financials

Financials: Reviewed October 1, 2024, at Finance Committee. Attendance Donna Odde (Treasurer) and Cher Keuenhoff (Assistant Treasurer).

- Chart of accounts reviewed.
- Identified process for review.
- August Financial Statement reviewed and analyzed.
Y-T-D revenue is \$17,000 ahead of budget projection.
Y-T-D expenses are \$59,000 under budget projection.
The current net is \$77,000.

Treasurers' Comments: Donna Odde

1. Approved FY25 budget sent to Hodges.
Note: Additional expense codes will be added to the financial statement format to better track expenses by actual budget line.

- 1.1 All invoices and receipts going forward will need to be identified/coded with the name of the person, the GL code, and the purpose.
2. Thanked everyone for their response to the Price Act grant income survey, the results.
 - 2.1 FHC's survey's final return rate was 61.49%.
 - 2.2 Of the 148 surveys distributed 91 were return.
 - 2.3 Needed 103 surveys to be returned for FHC to remain eligible to apply in the future, should NHCLF (New Hampshire Community Load Fund) be awarded funding.
 - 2.4 The result of falling short 12 surveys short of goal Freedom Hill Cooperative is no longer eligible.
 - 2.5 NHCLF will provide median income based on return surveys to give the Board a sense of where we fall on the low-moderate income scale once it is calculated.
3. The purchase of the grapple was noted.
 - 3.1 A receipt for \$2,761.00 dated 9/30/2024 was submitted as backup, this was not a board approved expense for FY24 per prior board discussions.
 - 3.2 This cost will be charged to the FY24 budget because the FY25 budget does not take effect until the start of the new fiscal on 10.1.2024.
 - 3.3 The funds earmarked for this purchase in FY25 should be considered not available to be reallocated to another expense line.
 - 3.4 "As this is a matter of reporting expenses (i.e. fixed assets) in the appropriate financial period it occurred (GAAP), it is recommended that we should considering setting both an approval process for such and a limit on the amount of funds that can be incurred on the Cooperative's behalf without prior approval. Such approvals should be noted in the approved board meeting minutes for audit purposes."
4. What is the status of the death benefit for 5 Willow. There is no record that it was paid out.
5. Return on debit cards noted.
 - 5.1 Janet supplied a letter from the Bank of New Hampshire. The purpose of this letter is to inform you that on October 8, 2024, Janet Verville-Clough surrendered her Bank of New Hampshire debit card ending in 7425 to them. The card will be deleted from our system upon receiving this notice.
 - 5.2 Anita Wise returned her card at the board meeting and gave it to the board.
6. Signatories on the checking need to be updated. A motion will need to be made to authorize James Kenney, President and Donna Odde, Treasurer to be the two required signatories as required by the by-laws.
 - 6.1 Secretary remains one of the 3 signatories for other Cooperative documents.

6.2A decision as to whether the debit cards should be reissued or to whom has not been decided yet. I am going to recommend to the Board that the President and the Secretary become authorized account users, so that the Treasurer can maintain separation of duties when approving.

Acceptance for the financials as reported: Motion made by Adam to accept second by James. All in favor.

Maintenance Report: Joseph Keuenhoff

1. Repaired three culverts.
2. 500-hour service done on tractor and the grapple attachment is in.
3. Cleared roads to well six.
4. Cleared roads to the pump house for fire department access.
5. Cut trees down on Chestnut Circle
6. Problem with toilet at Maintenance Shed, checking repair.
7. Need to fill in crack at 5 Chestnut Circle after driveway repair caused by curb valve repair.
8. United Tree started cutting on 10/9/2024.
9. I would like to get a 330-gallon diesel storage tank. I can purchase fuel at approximately \$2.80 a gallon. This price can fluctuate till the end of October. It will also need containment for insurance. Firm price for fuel is given a time of tank inspection.

New Reports: CIP (Capital Improvement Plan: Cher Keuenhoff

1. The group did an inventory at the maintenance shed.
2. Inventoried the roads, streetlights, culverts with photos.
3. Review projects, gather information and finding facts.
4. Reviewing a past CIP from the past
5. Reviewing the CIP survey, feedback is vague, mostly road and trees issue.
6. Goal is to move forward.

Vice President: Adam Bergeron

1. Needs help on the boundary lines. Walking and walking.

President: James Kenney

1. Received a letter from Janet Verville-Clough (former President) that she has turned over her keys and a letter from the bank stating she turned in her debit card and have returned all documentation related to the Co-Op. and does not have any Co-Op items in her possession, and has informed me via text of the board members holding keys and where the key bag is located.

New and Old Business

1. New Business: Diesel Fuel Tank Setup at Maintenance Shed. Several questions asked.

Q. James Kenney on insurance coverage

A. Annette Kowalczyk, we do not have pollution coverage if it leaks, we must cover it out of pocket with Clean Harbor.

Q. Donna Odde, can we get a rider?

A. Annette, need an application.

Additional discussion including fuel cost and needing additional information left this subject to be tabled at a later meeting.

Open Forum

Tara Campbell at 319 Redwood introduced herself (apologized for coming in late) as a position of Director at Large on the board. Noted she served on the board before and had to step down because of kids (finding babysitter). She also noted this was a good time to come together and an opportunity to get to know everyone.

Q. Patty Goodwin at 99 Pine Ridge was concerned about culvert issues and a tree hovering over her deck.

A. Joe, we are currently working on tree issues, Donna stated all emergencies will be taken care of first. Adam will look at it.

Q. Mat Moses at 99 Redwood looking to add to his fence.

A. James stated he will need new approval and give it to Joe.

Q. Angella Sears, 301 Redwood issue regarding decorations at the mail house, Halloween, feels like soliciting. Flags were ok.

A. The Board will review board policy on this issue.

Q. Holly Stewart, 55 Chestnut Circle questions on budget, minutes from September annual meeting.

A. Johanna Beachy (ROC-NH) explains those minutes will not be accepted until next year at the September annual meeting and cannot be published until accepted. Donna also gave a brief explanation of budgets concerning the annual meeting.

Q. Larry Tasker 121 Pine Ridge. How do we know if we are on the list for trees?

A. Joe will recheck.

Q. Donna Rollins 34 Willow Terrace. At the annual meeting, I would like the board to recap non-members, non-owners, on speaking and being involved and to retract vote at meeting.

A. Johanna Beachy (ROC-NH) Member is a deed holder, Co-Op define in by-law, owner member. She also noted, ROC-NH has no prohibition on who can speak at meetings or serve on committees. Members vs member households are up to board to decide who serves on a committee.

A. Annette Kowalczyk, 171 Pine Ridge, noted at the annual meeting members voted down non-members holding positions or sitting on committees, stick by the by-laws. By-Laws amended next at the annual meeting. noted by Donna and James mentioned unless at a special meeting.

Q. Annette at the annual meeting, Angela mentioned the overage and separating the 45K of funds set aside for the media should be set aside into a line item for tracking, so it does not get left in the operating account.

A. Donna is working with Hodges on this to work it out.

Q. Annette asked about the land survey as nothing was mentioned at the annual meeting.

A. Adam indicated the surveyor did not have any recommendations but was posting the boundary and the cut trees.

Q. Annette asked if he was counting stumps, the land was overcut.

A. Donna indicated it was a confidential matter that the board was reviewing.

Q. Annette asked if the contractors working in the park had supplied certificates and asked if the co-op was using contracts. She stated that she was willing to work with the board to explain risk, additional insurance etc., Note: under new business on the fuel tank, Pollution liability coverage is not included. The cooperative should obtain info from DES regarding the placement standards as safe handling of a fuel tank. She would like to provide a pollution application in the event the park would like a quote and reach out to DES for additional standards. She is also willing to have a workshop for the BOD to help in this process.

A.-----.

Q. None

Meeting Adjourn at 8:11pm by James Kenney, second by Adam Bergeron, all in favor.

Respectfully Submitted by Helen Bridges-Hamlin Secretary