

June 12, 2025

Board of Directors Monthly Meeting

Call to order at 6:32Pm

Salute to the Flag

Code of Conduct will be in effect

Chair (Vice President, Adam Bergeron) Noted the meeting will be recorded one person at a time to speak (name) questions will be limited to three (3) minutes.

Board Members in Attendance: Joseph Keuenhoff, Cher Keuenhoff, Adam Bergeron, Helen Bridges-Hamlin, Richard Audet, Anita Wise, Tara Campbell

Membership: James Stewart, Larry Tasker, Angella Sears, Lisa Blanchard, David Horn, Linda Stansfield, Perry Wise, Donna Halle, Janet Verville-Clough, Art & Lynne Michard, Dave & Deb Zargas, Roger Rivet, Annette Kowalczyk, Lucas Clough

Guest: Johanna Beachy, ROC-NH

Special Presentation by Craig McGraw (Aquamen our primary licensed water operator)

Secretary Report: Helen Bridges-Hamlin

The April 10, 2025, and May 8, 2025, minutes were review and accepted in a Board workshop meeting on June 5, 2025. They have been sent to Hodges, Roc-NH, and John Pietlicki. They are online, copies at mail house and posted, extra copies are here at the front deck for those who would like to take one. If membership would like these to be read it would be timely. Any questions from membership? No. I am asking for these minutes April 10, 2025, and May 8, 2025, be accepted into record as stated. Motion to accept minutes into record as stated by Adam Bergeron, second by Tara Campbell, all in favor, motion carried.

Treasurer Report prepared by Donna Odde, read by Cher Keuenhoff, Asst Treasurer. Donna is on vacation. Financial:

1. June's finance Committee meeting was convened on June 3, 2025. Present was Donna Odde.
  2. Review of the April 2025 financial statement shows:
    - a. Positive cash flow with Y-T-D (year to date) revenue \$15,475 above projection.
      - i. Impacting drivers: Vacant lots offset, and interest earned at \$4,344.55 above projection
    - b. Overall expenses are \$105,203 below budget projection.
      - i. Vehicle maintenance is currently \$12,094 which is currently \$3,555.44 over budget for seven months. We should anticipate that this will increase in the months ahead.
      - ii. Need to confirm that all invoices for the last pump house repair have been submitted as booked costs for April is only \$2,242.69
        1. This does not include the bulk water delivery payment or the insurance settlement.
    - c. There are several larger items that have not been expensed yet:
      - i. Culvert repair
      - ii. Equipment Storage lean-too
      - iii. Septic Pumping
      - iv. Balance of tree removal
- Is there a plan to accomplish these items?

The treasurer recommends that the Board accept the April financial statement as presented. Helen made a motion to accept April financial statement as presented, second by Adam, all in favor. Motion carried.  
Treasurers Report

The FY26 Budget preparation will begin in July.

- a. A draft budget of re-occurring has been prepared as a starting point based on an annualization of the FY25 costs through 4/30/25.
- b. The Board will need to consider
  - i. The payback of the truck funds was completed in September 2024.
    1. Does the Board want to continue setting aside funds despite having fulfilled the payback obligation a year ago.
    2. As of 9/30/25 the balance of the funds to pay back truck purchase and transferred to the capital reserve will be approximately \$75, 000.
- c. A list of anticipated maintenance related items and cost estimates is requested by June 30, 2025
  - i. What are the necessary projects to be undertaken in FY26?
  - ii. What is on the wish list for FY26?
  - iii. What items from the Capital Improvement plan need to be considered at this time?

Other activity

- a. The treasurer completed research on the mortgage loan refinancing and has secured the loan documents that were not filed with the Cooperative or Hodges by those who handled this transaction
  - i. Documents have been provided to Hodges and FHC Secretary to be stored in the office for future reference.
  - ii. Currently the projected ballon payment is due on 2/20/2034.
    1. The payment is approximated at \$3, 557,960.75
  - iii. The loan payment does not need to be factored into the capital improvement plan as the loan would be refinanced in 2034 at the prevailing rate.
    1. The modification fee could be re-advanced in the existing note was the case in 2022.

Cher noted if you have any questions please put them in writing and hand them in to Helen so that she may give them to Donna.

Maintenance Report: Joseph Keuenhoff (I am going to skip around on my list).

1. Aquamen would like to have half down for the water because most the parts on order are in.
2. We need to have ownership of the water system
3. The speed bumps have all been installed
4. Cleaned hill, removed the barrel, and remounted the speed sign (at the entrance to the park)
5. Had Wind River unclog the culvert on Redwood (\$950) it took 1500 gallons of high-pressure water, and it was full of little, large rocks, leaves, dirt.
6. Fire pond hydrant was tested by the fire department. They pulled water out and poured it back in and it works until it goes dry.

New Reports: CIP: Cher Keuenhoff

1. Going through some old stuff on the report and there is a lot we had to take off, anything below \$5,000 came off the report (the walking trail, swimming pool, playground etc.) Just not something the park is going to be able to do financially do, although we are looking at things like the road project. I looked into what the town report gave just for a rough figure and to do our roads it would cost us a minimum of \$2 million to do the roads.

2. We need a cistern to be put in (for water) but the cistern project is going to cost around \$200,000 because they are big and it would be put in up on the corner of Pine Ridge & Redwood across from Maple Terrace.
3. We are looking at some culvert projects. The people we wanted to talk with have not been able to meet with us yet.

Vice President: Interim President: Adam Bergeron

1. Trees: The weather is awful, we are getting rain every Saturday, this will be the 13<sup>th</sup> week so it's killing the tree project. Joe and I went around again, and some members came up about some trees, we went and looked at those, Joe I think has compiled the last list and a list of things we can do.

Old and New Business:

1. Old: Park Assessment (summary given by Helen). The park assessment was done on Saturday, May 31, 2025. From 8am to 12:26pm, the weather was rainy. This year we reviewed the house number placement and will also review to see what census has been turned. There are some yard issues, vehicles, the majority are culvert issues. The list was reviewed by the board on June 5<sup>th</sup> and a second inspection for verification done on June 11 by different people.
2. A copy of the assessment is posted down in the mail.
3. After the Special Presentation: We have a letter of intent from Anita Wise. I am resigning as Assistant Secretary as of June 12<sup>th</sup>. I am requesting that the FHC Board appoint me as President to fulfill the remainder of the year. Realize that at the annual meeting in September you will need request to be voted in by full membership. I believe my years of experience on the board give me a unique outlook on the needs of the position.
  - 3.1 Motion made by Helen Bridges-Hamlin to accept Anita's resignation as Assistant Secretary and appoint as President to fulfill the position for the remainder of the term, second by Joesph Keuenhoff, all in favor. Motion carried.
  - 3.2 Clarification by Johanna Beachy from ROC-NH. I think at your annual meeting in September (2024) you voted for President then, right? The response was yes. And you have two-year terms. So, you will be completing the term until next year's annual meeting because it's not up for your completing, so surprise you are in for longer.
4. Janet Verville-Clough: For the Assistant Secretary's position, I would like to verbally give my intent to sit on the board until September. Motion made by Tara Campbell to appoint Janet to the position of Assistant Secretary for the remainder of the term, second by Joseph Keuenhoff, all in favor, motion carried.
5. Adam Bergeron stating on those two positive notes, I am stepping down (Vice President)
  - 5.1 I wish I could hang out till September but for personal reasons, I need to take a break.
    - 5.1.1 The Board and members, thanks for all you do.

Interrupted: Special Presentation from Aquamen by Craig McGraw (was tied up in traffic).

Craig gave a detailed explanation of the issues at the pump house and why we are doing the repair. He asked for a show of hands how many are familiar with the water system; the majority raised their hands. To begin with we've got a bunch of filtrations, we're moving iron, manganese, arsenic, backwash reclaim system, zero waste, we have done a great deal of stuff there. Where are we currently?

1. The existing plumbing in the pump station that comes from the well, through the metering system and then through all the control valves is old original schedule 40 PVC plumbing. At this point, it's gotten to the age its getting dry and brittle and over the last seven or eight months now, we have had about four or five weeks that have developed in that network of plumbing.
2. While discussing potential paths forward dealing with the plumbing issue and leaks, we touched on the control valves a little. We then had a situation where one of the control valves went into regeneration. When they do that, there is a mechanism that shuts off the well pump supply while it

does its regeneration because it uses treated water to do that. When that valve went into go into backwash that valve jammed up and it did not get into position, which means the well pumps never came back on because it was stuck in that cycle which drained the tanks down. We had an out of water event from that.

3. We are at a point where not only the plumbing issue on top of that we had a control valve failure. What that entails is we currently have three filters for iron and manganese as well as arsenic conversion and then we have three filters for arsenic removal. Those are passive systems, meaning they don't regenerate, they have a finite capacity. The operation of pretreatment prior to those arsenic filters is critical for the longevity of the arsenic media. Because when that becomes exhausted or fouled, we must replace the media. So, we have to pay to dispose of it appropriately, bring in new media and it's not cheap. So, everything we can do to protect those filters and make sure that the water going in is as good as it possible can be to get the best life out of the media is critical.

3.1

Q/A.1 Water: Helen when you start the repairs is the water going to be shut down? Craig's response, nope, they will still have water through the entire process, because everything we're doing is on the inbound side.

4. Note: Reference: FHC Bod Minutes April 10, 2025, Director of Operations on water.

Business Conducted outside of meeting: June 5, 2025: BOD workshop voted on Board minutes for month of April 2025 and May 2025.

Open Forum:

Q/A1 Janet Verville-Clough, 141 Redwood Rd. Concerns were Raised to Joe about individuals moving rocks placed to protect the side of the roads, which could lead to infrastructure damage and safety issues. Joe acknowledged the need to address the issue of a member moving board property and the potential consequences of such actions.

Q/A2 So much for one member talking at a time. Members talking back and forth on subjects to speeding, moving rocks, where one can drive at 15mph or more, locations or relocation of speed bumps, children playing. Having fines applied to the speeders. On going issues, which need to be addressed again with one on one and members to give solutions, the board has been trying to get all these solved. However, we still have offenders, and the bottom line is that this all matters.

Q/A3 Angella Sears. Comment on rocks and sticks. For a barrier on the speed bumps, we should also look into what would be our responsibility if someone were injured or property damaged just to cover ourselves.

Q/A4 Larry Tasker, I would look at a different kind of speed bump.

Q/A5 Annette Kowalczyk this is regards to the treasurer's report, I put them in writing can I just read them?

1. There was a note about an insurance check. Insurance settlement, was that on the truck?
2. Can I ask how much the insurance company paid for that?
3. Did we overpay on the truck payments when we were paying ourselves back? Did I hear you correctly when you said \$75,000 or was that \$7,500? Response from? It was \$75,000.
  - 3.1 My follow-up question would be can the board of directors put that money into the truck reserve fund that we have established. It is listed here as capital reserve. Rather than going into a capital reserve the auditors for a few years have used replacement accounts for anything that is CIP related to long range goals.
4. Water, the money for water supply, maintenance. I believe we should have three accounts. Johanna if other cooperative have the same thing. You got a cash reserve, the operating accounts and then the replacement fund.
  - 4.1 Johanna commented you probably have a real estate tax escrow account. So, then you should actually have four and they should be broken out.

Q/A6 Tara Campbell 319 Redwood Rd. I have been going around the park and met with a lot of you regarding a petition for a special meeting to discuss recent events with the board.

1. Linda Stanfield 291 Redwood. I honestly feel that I was not fully explained what the agenda was so I would like to have my name taken off the list.
2. Janet Verville Clough you were going around talking to people that you wanted someone removed off the board, your unlawful removal from the board, that was rectified and missing money that was called petty cash. We do not have petty cash; the board has not had petty cash for years. So, the only money we could be talking about is the money that Joe and I raised by collecting. Also, some of that money and not to put your laundry out there some of that money was used to help pay some of your rent.

Q/A7 Helen Bridges-Hamlin: What we are discussing is the literature that Tara handed out with the petition. Tara brought this subject to the table, is this going to be discussed tonight or at the special meeting? This is not the platform to discuss the petition. Done. Next question.

Q/A8 Johanna Beachy Roc-NH. I have some brought some flyers on our next programs and they are open to all members. We just finished with one on finance and the upcoming ones are ROC Essentials which is a long one and in person. This covers governance, finance, effective meetings, tools for sharing, and communications. The other one is Solar kickoff. There is going to be a panel of community solar experts.

1. If your community has an interest in the community solar projects, one of the things I am going to hi-light right now is an income survey.

Q/A9 Name? We have someone painting our sign, is there any chance we can change the two bushes on each end? Adam responded, "we will have the boys go out.

Any more questions, ok I make a motion to close things down and adjourn. Thank you everyone.

Meeting Adjourned at 7:53pm

Respectfully submitted

Helen Bridges-Hamlin  
FHC Board, Secretary