

March 13, 2025

Board of Directors Monthly Meeting

Call to order at 6:30pm

Salute to Flag

The Code of Conduct will be in effect

**Board members in Attendance:** Helen Bridges-Hamlin, Cher Keuenhoff, Joseph Keuenhoff, James Kenney, Adam Bergeron, Donna Odde, Richard Audet

**Membership:** Karen Kenney, James Stewart, Donna Halle, Doreen Scovil, Lisa Blanchard, Deb Zargas, Larry Tasker, Jeff Miller, Diane Miller, John Pietilicki, Perry & Anita Wise, Terri Moore, Annette Kowalczyk, Mat Moses,

**Guest:** Laurie Regan, Johanna Beachy (Roc-NH)

**Secretary Report:** Helen Bridges-Hamlin, Secretary

Acceptance of January 9, 2025, minutes. Motion made to accept, by James Kenney second by Adam Bergeron, all in favor.

Financials and Treasurer's Report: Donna Odde

Acceptance of Financials Statements December 2024 and January 2025. Motion made by James Kenney to accept, second by Helen Bridges-Hamlin, all in favor.

Treasurers' comments:

1. The finance committee met on March 4, 2025, from 6:30pm till 9. We got some of the financials reviewed and some of the business chatted about CIP.
2. The January 25<sup>th</sup> financial statement along with December 24<sup>th</sup> is being presented tonight since we did not have any last month. January presents again with a positive financial cash flow position, and on a year-to-date basis, we are about \$8,700 ahead of projected revenue. Again, the driver remains no vacancies, and our CD continues to produce more interest than we had projected in the original budget.
3. Expenses are trending as expected with all budget sections currently underspending. Utilities are underspent by \$13,000, 9K off that is septic pumping. We are under budget \$1,200 on electric, and same thing with heat being \$1,176.
4. Vehicle maintenance is running high, we are running over budget about \$3,600 there were some mechanical non-warranty kinds of things. Snow plowing sand is over budget about \$2,500. Note, these numbers do not include tree removal of some 7K for septic work or the estimated \$23,000 septic system replacement. The budget includes \$16,000 for one septic system replacement. We are going to recommend budgeting for two failures in 2026. Have ask Joe if there is a way to look into testing those older septic systems on the hill.
5. Confirmed that the extra mortgage principle is being paid monthly as planned and has been. It's reflected in the monthly financial statement when you look at the check register, you are going to see the payment there. The mortgage interest payment is approximately \$14,700, give or take a few hundred dollars. That goes

down every month and that is a charge against the expense code 6220, which is showing up on the income statement as an expense. The payable, the mortgage, the extra principal, and the regular principal is reflected in the G/L detail against the loan liabilities code 2710. So, it's sitting on the balance sheet. If someone is looking at the check register, they're going to be able to go in and they're going to see two payments to the Bank of New Hampshire one for interest and one for mortgage payable. The extra principal and the regular principal are consolidated in one payment. So, there are no longer two transactions. That was something the bank did just to save the check processing.

6. In terms of the water filtration media, I did look into that. The original purchase of the media was before I was treasurer. I had a chance to look back at what happened. We bought two courses of it because we got a discount. We sat one upstairs the expense one that was utilized went away. The second batch that sat upstairs sat as a credit on the balance sheet because it was just inventory. What I've learned is that, sometime around February 2019, we can see it's on the balance sheet \$13,000 and in March that \$13,000 has been expensed. But to look back, there was a change done that wasn't forwarded to Hodges in order to record it, so it got recorded. Since then, there's been additional mediums. Joe's recollection says that was when the arsenic filtration system was adjusted. So, there is no money at this point in the accounts for filtration media. So, when we meet at the pump house one of the questions will be what's our change schedule. Should we pre-buy again? It will sit on the balance sheet, until its expensed.

#### Maintenance Report: Joseph Keuenhoff

1. I would like to give again a thank you to Helen, Judy Stickney, Doreen Scovil, Anita, and Perry Wise for their donations of coffee, meals, and snacks.
2. Snow removal this year was more than the past years. Use more sand/salt.
3. New pass locks are installed in the office.
4. Motion light was installed in the garage area, Centered on the back door and garage
5. Replaced the spinner shaft and bearings on the large sander.
6. There was a water leak in the pump in February and repaired by Aquamen, and we had another one in March which has been temporarily repaired. Will be getting quotes to do a permanent repair due to some re-piping that should be done
7. There was another incident that happened in front of the mail house, and it was necessary to view the camera footage. This is a process because Adam needed to contact the POST OFFICE to gain entry to do this. The camera system should be configured to be monitored from the shed office, there should be some consideration to add a system to the pump house.
8. Several burning permits have been approved.
9. Had Wind River come to check out a septic system. The outcome was it has failed. This is a system that has a pump that pumps up to the leach field. The system was

pumped, test pit was done, and the septic design was done and approved by the state. In order to do the replacement seven trees need to be cut so the equipment can get behind the house. United Tree Service will be doing the trees because of the size of the trees, location, and power lines.

10. Chip sealing not recommend, roads are cracked sealed too much.

11. Vehicles full service & inspections for 2 trucks. Transmission, Rear End Differential.

12. Inviting Septic companies to meet with us to see what services they can do

Questions for Maintenance?

Q1 /A Donna. Joe, do we have a cost on the Wi-Fi for the mailbox? Joe response was the Wi-Fi was \$80 per month. Per building. Donna question, have we installed it? Not Yet per Joe. Donna, ok so we're looking at both.

Q2 /A Donna, simply curious, the sand was it volume or price? Joe, it comes by the yard. Donna's response when we go to budget, we should think about yards purchased.

### **New Reports: CIP – Cher Keuenhoff: No Reports**

#### **Vice President: Adam Bergeron**

1. Snow is gone; we are going to start trees up hard core and try to do it weekends again. Joe and I have a list. Once the snow is gone and the ground is not mushy, we'll start cleaning up the common areas, the bus stops, etc. If anybody has some free time and wants to help, that would be great.
2. James and I are planning to get down here and start cleaning up all this wood that's around here. So, if anybody burns wood and wants to come down and do anything to help, we'll cut some up for you.

#### **President: James Kenney**

##### **Old and New Business**

###### **Old Business**

1. Trash bags and trash cans. Reminder, we passed a rule that trash bags need to be put into a trash can with a lid.
2. The sign in the mail house that my wife and daughter about leaving junk at the mail house will be coming out and hopefully they will make a new sign about trash cans and bags.
3. The Census report is down to 39 outstanding. We will be doing some door knocking and handling people census, if they do not comply, they will be receiving violation letters.

###### **New Business**

1. Joe has already talked about the septic system
2. We removed one board member because of some circumstances.

#### **Business conducted outside of meeting: None**

Q1 John Pietlicki, 102 Pine Ridge: Cats. There is a date about outdoor and indoor cats. We have a cat that's spraying our front door regularly, not sure if this is a grandfather cat or not. I have an indoor male cat. I have seen a black cat that comes around, a bushy black cat and seen him spray in my yard, but it might be another cat.

A1 James try and take a picture of it and bring it next month.

Q2. John Pietlicki: How do you tell if a septic system is bad?

A2 James, it's either going to come in or come up from ground. Joe is writing it down now, will look at it.

Q3 Jeff Miller, 88 Redwood Rd: I know the valve's being replaced around the park. Almost three years ago I put in the extended driveway. I'd really like to pave the extension and my driveway over.

A3 Joe's answer, you can pave your driveway because I got the report here your valve has been looked at.

Q4 Annette Kowalczyk 171 Pine Ridge: So, the water filtration media and I know at the meeting it was brought up that there was nothing in the budget for the media and the reason for fiscal year 24-25 and the reason was is because we had extra money sitting in the account. So, do we know whether we have to replace the water media this year? Because it is not in the budget. Joe, do you want to answer that question?

A4 Joe, we'll know better next week. What is Annette, is three mineral filters. Those mineral filters take out a small percentage of the arsenic, and then it goes into the three arsenic filters, which finishes the process. The media, which used to be changed annually, really didn't need to be changed annually. The system is now set up more correctly and monitored. So, what we were doing on a 12 yearly basis, or a yearly basis can extend the life of the media anywhere from 12 months to 24 months.

Q5 Annette, so then my next question is going to be Donna, when you saw when we found out that the money was no longer there, does it say when, what year, what fiscal year it got moved and switched around? I mean, I'm just wondering why we didn't catch this.

A5 Donna, as I reported, was in inventory January 2018. And then what I can see is in March of 19, its expensed out. So sometime in that frame, we know we didn't continue to budget for it. So, now, the money from the filtration media is not there. When we meet with Aquaman next week, part of the plan is to say give us the estimate of the time that the next round of change might need to be. Cher is going to need that for the capital improvement plan, it will be factored in there. We'll have to start collecting that money or take it out of our operating accounts, but it will be documented going forward in the capital improvement plan.

Q6 Annette, we set aside money this year for the truck replacement reserve.

A6 Donna, there is a separate line item now on the budget.

Q7 Annette, Can I get copies of the last time anything was posted to the website for the balance sheet was back, was August.

A7 Donna, I can send you the financial statement and then I can invite you to come to the committee and join the finance committee and help us review the documents.

A7 Annettes response to Donna's invite; Okey, well I'll consider that.

Q8 Annette can I also get copies of the audited financial statement for the last few years, three.

A8 James, yes, no problem, reach out to one of us for availability.

Q9 Jeff Miller on FYI. Media issue. Not sure if this would help, I was on the board tentatively, I believe in 2018, somewhere around there and if we look back on the minutes, I believe at that time we expended or planned on buying in bulk. (That's the purchase we are talking about. Donna's response, right, that's the purchase we are talking about). Jeff, I don't remember how much it was, but I want to say it was quite a lengthy time we could use it whether it was four years or something like that, but we bought it because it was cheaper and they told us that if the price was going to go up and we can get it cheaper if we bought it in bulk. I do not know if there is anything in the minutes back then that would indicate what our tonnage was or whatever the amount was, but I do know it was large, and we put money aside to do that.

A9 Helen, Jeff in that time of minutes is there a box of minutes like January to February and give me a year. Jeff's response, 2018 is when we talked about the purchase. Helen, thank you.

- James, one more thing about estimating the media, it's absolutely an estimate because it varies so much on usage. It varies so much on rainfall in the summer because it affects the arsenic level. Aquaman can give us a guesstimate of how long it's going to last, but that can change. You know if we have two catastrophic water leaks and we lose 100,000 gallons of water, all that water goes through the filter media, and that shortens the lifespan. So, any estimate given is exactly that. One more thing, Joe, am I right in saying that we can get water media filtration material at any moment? Joe's response, yes, just call Aquaman and they can do it.
- James, Laurie, you have your hand up, go ahead. Laurie in 31 Willow. When that purchase was done, that Jeff was referring to, that's when the cash was paid out and half of it went on the balance sheet like inventory and part of it went in good expense on the income statement. Donna and James, thank you Laurie.

Q10 For anyone who hasn't met me, I'm Johanna. I am the housing cooperative coach that works with Freedom Hill from Rock-NH. I have brought some training flyers to give you a heads up about. These are open to all members to attend, not just board members

1. The first one coming up in March is the operations and infrastructure training.
2. The next one coming up is Rock Essentials. It goes over-governing documents, effective meetings, rock financials, all the basics of our resident-owned community.

There are QR codes you can scan and if you go to the website, you can see any upcoming training for the rest of the year. Thank You

Q11 Richard Audet, 117 Redwood. Pine Ridge Road is the main road in and out, and is there any way we can stop people from parking on the road all the time?

A11 James, it's not a rule. (Richard, how can we make it a rule?) Note: Lisa Blanchard at 114 Pine Ridge raised concern for those that lived on Pine Ridge where would you suggest that we have our people park? Discussions and concerns were raised it was agreed that any parking regulations would need to be discussed and voted on in a special meeting.

Q12 Anita Wise 173 Redwood, I have more time now and I know Helen has a lot of filing and stuff to do, I was wondering if it would be okay if I came and helped her when she was down there?

A12 James we have conversations about that, and the board is going to take a Saturday and go through everything and try and settle it. But thank you.

Q13 Jeff Miller about the fire pond. Concerns were raised about the lack of water availability in the fire pond, which could hinder emergency services during a fire. The white pipe that's supposed to be underneath, the ice has pushed it up so it's broken off, so even if the fire department wanted to use it, they will not be able to pull any water out of it. I do not know if there are any grants available for communities like this to put in a cistern. I can check with the chief to see basically where Joe can put it. Does ROC-NH have any information on the possibility of grants on old places like this?

A13 Johanna (ROC-NH) Right now pretty much everything in the grant world that relates back to the communities we work with is frozen. We're keeping a very close eye on any possibilities of grants becoming available again and then we'll let communities know.

A13 Donna, I suggest that we send it back to Cher and the committee to build the plan out and once they get the pieces down and how we are going to fund it. Its cisterns, its water systems, its whatever else our infrastructure study may have said.

James, thanks Jeff, anyone else? All right, thanks everyone, I make a motion to adjourn.  
Second by Adam.

Meeting adjourned at 7:27pm

Respectfully Submitted

Helen Bridges-Hamlin  
FHC Secretary