

Hickory Woods Board of Directors Virtual Meeting Minutes

May 20, 2020 (Wednesday) 1:30 PM

This meeting was recorded per Bylaws 3.6. Any Unit Owner may access the recording by contacting New Star.

Attendees:

Board members: Philip Lee, Rick Newman, Bob Medeiros, Nancy Shearer, Pat Hoopes.

New Star Attendees: Tim Wedge, Sarah Scribner

Meeting called to order at 1:35 PM by Philip Lee

1. Review of April 15, 2020 minutes:

- a. **Motion** made and seconded; all present Board members accepted April minutes.

2. Review of April 2020 financials:

a. April financials

1. Net operating income variance is favorable to budget at 12K/mo and 46K/year.
 - i. There is a net operating loss which was expected due to the timing of the landscape and snow removal contract payments. The financials for March were favorable.
2. A **motion** was made and seconded to accept the April 2020 financials. All board members accepted the April 2020 financials.
3. The retainer fee for TEAM engineering (\$1250) needs to be recategorized to Reserve expenses instead of Operating expenses.
4. The \$350.00 spent on the outdoor lighting around the flagpole and on the ceiling fan in the clubhouse needs to be recategorized to Reserve expenses instead of Operating expenses.
5. Tim and Sarah will follow up with Sue to make these corrections.

b. 2 CDs at Fidelity

1. Will be maturing soon. Bob is working on completing authorization so he can manage these.

3. Management Report:

a. Shell bocce court:

1. Boyden landscaping provided a quote to remove the shells of \$750.00. Alliance quoted \$1000.00 if work was done at the same time as horseshoe pit removal. Boyden will not be able to start the work until June.
2. The quotes do not include indoor/outdoor carpeting for the Bocce court
3. Board tabled the decision on this until the complete cost information is available.

b. Horseshoe pit:

1. Alliance provided a quote to remove the horseshoe pit and put down sod in it's place of \$1875.00. This is one of the items on our survey relating to clubhouse facilities that was particularly distressful to some unit owners. Last fall the Board of Directors decided to plan on this work in the Spring of 2020.
2. **Motion** made to spend \$1875.00 for the removal of the horseshoe pit, motion was seconded and all Board members approved the expenditure.

c. Switch for ceiling fan in clubhouse:

1. Tim will follow up to see if there was a switch for the ceiling fan included in the original quote for the installation of the fan.

d. Workman Compensation insurance:

1. Master insurance policy has been renewed, including a provision for workman's compensation.

4. Clubhouse Committee Report:

- a. Spring HVAC work was completed.
- b. Opening up the use of Clubhouse outside facilities will begin on Friday 5/22. It is expected that the social distancing guidelines provided by the state of New Hampshire will be followed:
 1. Tables and chairs will be placed outside on Friday 5/22 at a minimum of 6 feet between the tables.
 2. Firepit and grill will be reconnected on Friday 5/22.
 3. Cleaning spray and paper towels will be available for Unit Owners to clean after use.
 4. Guests will continue to be excluded from use of these facilities.
 5. Nancy will draft an announcement to be sent to all Unit Owners after the remainder of the Board of Directors approves the wording and content.
- c. The supplies have been moved to a room which does not house any gas connection.

5. Application for improvement requests:

- a. **27 Quarry Road:** Request for garden along right side of home and lilac bushes on left side of home tabled during last board meeting for further information, it was resubmitted and approved by email Board vote on April 21, 2020.
- b. **8 Tavern Hill Road:** Request for additional sprinkler heads in LCA between home and clubhouse parking lot. **Motion** made to approve this request, motion seconded and all Board members approved the request.
- c. **27 & 29 Quarry Road:** Request for 2 birch trees in CA between 27 & 29 Quarry Road. The original request was denied and was resubmitted by both Unit Owners after it was

discovered that the request spanned both Unit Owner's LCA. **Motion** made to approve this request, motion seconded and all Board members approved the request. The stipulation is that the tree care and maintenance is the sole responsibility of 27 Quarry Road, the unit which originally submitted the request.

- d. **27 Quarry Road:** The original request for patio to be built in LCA behind home was withdrawn and then resubmitted. **Motion** made to approve this request, motion seconded and all Board members approved the request.
- e. **8 Quarry Road:** Request for white lattice under deck in back of home. The original request was denied because of time limitations and need to revise the HW rules. The Board deferred vote today until after HW rule document was approved. After approval of the HW rule changes, a **motion** made to approve this request, motion seconded and all Board members approved the request.
- f. **9 Black Forest Circle:** Request to extend front mulch bed 1.5-2 feet with additional plantings. **Motion** made to approve this request, motion seconded and all Board members approved the request.
- g. **Dead trees in front of 26, 28 & 30 Black Forest Circle:**
 - 1. 30 Black Forest Circle owner is working to save tree
 - 2. 28 Black Forest Circle owner will be submitting an AAI with the specific type of Maple tree they plan to plant
 - 3. 26 Black Forest Circle owner is working on deciding what type of tree they want to plant.

6. Old Business:

a. Outcome of Financial Review discussion:

- 1. Bylaws require a yearly financial review
- 2. The cost of a review is approximately \$2000.00
- 3. As a result of a Unit Owner questioning the necessity for a Financial Review, the Board obtained a copy of a Financial Review that had been performed for another HOA.
- 4. When we compared the Financial Review to our monthly financial report, we found no significant difference in the amount and quality of the information.
- 5. In essence, HW finances are reviewed every month and a full report is submitted to the Board and is made available to all Unit Owners.
- 6. The Board of Directors feel this meets the requirements of our Bylaws.

b. Outcome of Spring walkabout:

- 1. Substantial damage was found to curbing and driveways caused by snow removal.

2. As a result, the Board sent a letter to the owner of Alliance and subsequently met with him.
3. While the owner of Alliance blamed some of the damage on the way some of the driveways were constructed, the primary reason was the early snow storm which dumped 24 inches of heavy wet snow for which Alliance was unprepared.
4. The net outcome of the meeting was an assurance that Alliance would strive to meet the same standard of excellence it had achieved in prior years.

c. Outcome of TEAM engineering evaluation of Tavern Hill Road and Church Lane:

1. TEAM engineering is still gathering information and has not submitted their formal report.
2. Their preliminary opinion is that Tavern Hill Road and Church Land are rapidly degrading and should be milled down and repaved with a new wearing course at the first opportunity.
3. The Bylaws will be reviewed to ascertain if a community vote is required.
4. The Board will wait for the final report with costs before moving forward with any decision.

7. New Business:

a. Property Management Contract:

1. Contract with New Star was renewed by Board email vote on 5/6/20 for 2 years at 3% increase each year. This will not upset our budget projections; the extra costs are \$688 in the 1st year; \$708 in the second year.

b. Correction of the HW Rule document:

1. Minor formatting corrections made
2. **4.1.d** Any contractor hired by a unit owner, for work on the exterior of their unit or within their limited common area, should be licensed by the state of New Hampshire and insured.
3. **4.1.e** Any requests for architectural changes submitted at a time when there will NOT be a regularly scheduled Board meeting within 30 days will not be accepted per Bylaws 6.8. Early requests will need to be resubmitted.
4. **5.6 b added:** Under-deck lattice for the purpose of keeping leaves and other debris from accumulating under the deck, may be allowed if approved by the Board of Directors. It can be no more than 4 feet in height on all sides with no access to the under-deck space. This rule was approved during 8/22/18 Board of Directors meeting.
5. **Motion** made to accept the HW rule changes, motion seconded and all Board members approved.
6. The rule changes will be distributed by email to all Unit Owners, placed on the New Star Portal and placed on the HW Web site.

c. Discussion regarding pumping of shared holding tanks

1. In April 2019 the community voted to place the responsibility for maintaining and replacing leach fields on individual Unit Owners.

2. Certain homes, which share leach fields, first pump from their septic tanks to settling tanks before flowing to the leach fields.
3. Due to this change, the HOA promised to pump the settling tanks of the owners who share leach fields that are equipped with settling tanks. This is to help gauge the health of the leach fields.
4. There are 13 homes on Black Forest Circle which are serviced by 4 settling tanks which hold 1000 gallons of fluid each.
5. The initial estimate of \$800.00 was planned for in our 2020 budget as a Reserve expense.
6. Tim from New Star recommends and has obtained a quote from Maznek Septic for \$760.00 to pump and inspect all settling tanks. A **motion** was made to accept the proposal to have Maznek Septic provide services to pump the 4 settling tanks. The motion was seconded and all Board members approved the expenditure.

8. Resurfacing and line painting of Clubhouse parking lot:

- a. **Alliance to repair spots** where fluid leakage softened pavement before resealing is completed. Tim will follow up with Jason from Alliance.
- b. **Estimates:**
 1. New England Sealcoating (2 coats) \$3542.00
 2. Property Innovation (2 coats) \$1867.00. Discount applies if completed prior to July 1.
 3. \$3000.00 is in our 2020 budget under the Reserve account
 4. **Motion** made to approve Property Innovation to preform the work at \$1867.00, motion seconded and all Board members approved the expense.

9. Dead tree on top of berm on Black Forest Circle:

- a. Tim to contact Jason to have it removed
- b. During walkabout last Fall, it was discussed as HOA responsibility to remove. There will not be a replacement secondary to advice of arborist.

10. Other dead trees in common areas identified during walkabout last fall:

- a. Trees were marked during walkabout last fall.
- b. Tim will follow up with Jason to see if they have been removed.

11. Sinking drain in driveway of 24 Pepper Hill Road:

- a. According to Bylaws, it is the responsibility of the Unit Owner to maintain their own driveways.
- b. Tim will notify the Unit Owner.

Adjournment: 2:59 PM

Respectfully submitted,

Nancy Shearer (Secretary), Hickory Woods Board of Directors