ATHERTON COMMON UNIT OWNERS ASSOICATION
ANNUAL MEETING MINUTES
DECEMBER 11, 2021

The meeting was called to order by President Dick Stout at 10 am. Also in attendance were Director Pete Eiche, Secretary Joan Ferguson and Association Manager Norman Desrochers. In addition, 34 Unit Owners were represented either in attendance (25) or by proxy (9) as confirmed by Desrochers. making it a quorum to conduct business. (See Attachment A for list of attendees/proxies.)

Stout introduced the current Board members: Director Grover Penny (absent), Treasurer Brenda Pabon (absent), Director Eiche, Secretary Ferguson, and himself (President).

New residents were introduced: Pat and Jim Leary (Unit 21), Candace and Bill Rapf (Unit 34) and Kimberly Ayers (Unit 40)

Following introduction of the Board members and new Unit Owners, it was announced the annual meeting (Dec 11, at 10 am in the Congregational Church) had been scheduled with notice given to residents via mailed letters on or about November 12.

December 6, 2020, Annual Meeting Minutes. Stout asked if there were any changes or corrections to the minutes. There being none, he asked for a voice vote to approve the minutes. Minutes approved.

IRS Revenue Ruling 70-604. The ruling directs any funds left over in the accounts be moved to the next year's funds. Approved by voice vote.

2021 Significant Accomplishments Year-To-Date were presented by Stout:

- ✓ Eighty-five unit front and back sections were re-shingled. As five front and one back sections were recently re-shingled, they were not done. No garages were re-shingled. Four units' louvers still need to be covered and the work is expected to be complete by mid-December, fulfilling the obligations of the roofing contract and ensuring the warranty on the workmanship and materials.
- ✓ Units 22,23,24,43,44, and 45 exteriors were painted and rot repair accomplished at a cost of $45.5K.
- ✓ The Association signed a new 2-year landscaping contract with Akorn at $56.48K/year. Stout noted this is a 10% increase over the previous contract.
- ✓ The Association signed a new 2-year snow plowing contract at $36,685/year.
- ✓ Brenda Pabon replaced John Sullivan (who moved out of state) as Treasurer in June.
- ✓ Twenty-three Unit Owners participated in a Community Clean-Up on Oct 6. Goodloe noted the entrance rails that have vinyl sleeves, while an effort to clean, are more durable and presentable. He asked the Board to consider putting the sleeve on all the rails. Stout agreed the Board should investigate the feasibility.
- ✓ The Board of Directors met with Pennichuck Water Company in July and clarified the system ownership responsibilities. When the Association sold the water and land rights to Pennichuck in 1997 the resulting signed document says Pennichuck is responsible for

maintenance up to the foundations of the buildings. Technically, this means up to the curb stop, but there are no curb strops. There are on-going discussions regarding metering placement (to better identify leaks and breaks) and the Board is awaiting any future proposals from them. The Association, however, has responsibility for the irrigation system maintenance and repairs. (Note: For 2022, the Association pays the water bill.)

- ✓ Tree and shrubbery surveys were conducted separately with two arborists and two New Hampshire foresters. Shrubbery and removal of several dead trees was accomplished with more identified shrubbery and trees to be accomplished in 2022 and 2023.
- ✓ Eaton & Berube was selected as the Association's insurance agent following a recommendation from a Unit Owner regarding price and coverage.
- ✓ A section of Old Milford Road in front the Association was re-paved. Stout thanked Unit Onwers Penny and McCoy for advocating for the needed repairs.

Landscaping. Eiche advised the Board has asked for bids on removing trees and to-date one bid has been received. There will be at least two phases to best allocate funds: one in the 2021 winter and one in 2022 winter to address trees that are diseased, poorly formed due to proximity to other trees or have split trunks or are too close to the buildings. The winter is the best time to remove the larger trees as the cutting won't damage the landscape because the ground is frozen. The current plan is that the debris will be spread on the opposite side of the pond. The stumps will be chipped in the spring. He added he would personally contact affected unit owners before major work is done. He also asked Unit Owners to contact him if they want to identity other trees and shrubbery that could be removed if they haven't already been notified. A third phase will be to replace (or not to replace) the removed trees with saplings or bushes. He asked Unit Owners interested in selecting the new plantings to contact him. Volunteers would also assist in getting quotes.

2022 Budget. (See Attachment B). The 2022 HOA fee remains $475 a month and a $480 special assessment will be applied to the Capital Reserve Fund. The special assessment will be paid in two installments (March and September).

- ✓ **Capital Reserve Discussion**.
  - Laurie Kinghorn asked when forest encroachment will be addressed, particularly in the septic fields. Eiche said Akorn did extensive cutting back of growth work behind several buildings and, in 2022, the fields will be mowed twice a year rather than once in the fall. McCoy said he dug up all the poplars behind his building which covered a third of that septic area.
  - Units 25-27 and 40-42 will be painted. Hornor asked that rot repair be included. Stout said rot repair is separate from the painting contact but is part of the paint cycle and to be accomplished prior to painting. McCoy said the Association needed to contract a new painter as the Association's previous one has moved out of country. Desrochers replied he's been in contact with the painter who has indicated he might be able to return for another season. Descrochers will know his intentions before the end of the year. McCoy emphasized a contract needed to be signed as soon as possible to ensure availability in the summer. The Board agreed on the priority of this action.
  - A Unit Owner asked if the gutters and valleys are going to be cleaned. She noted the gutters were cleaned earlier in the year than in previous years and the pine needles and

oak leaves come down later. Desrochers said they had been cleaned, but that Unit Owners should contact him via a work order if there is an issue.
- Septic tanks will be pumped out in 2022.
- Because the Association may have to install meters on the irrigation system due to the on-going discussion with Pennichuck, the Association has budgeted funds for installation and maintenance of nine meters at $24/month. As the meters are only used six months of the year, the Association will only pay for that period of usage. This will be part of the on-going discussions with Pennichuck. Because the Association and Pennichuck have yet to conclude discussions, funds are set aside for the meters.

✓ **Operations Discussion**.
- A Unit Owner asked if an inflationary factor had been inserted into the budget as some items will be variable. He suggested 5% above known costs. Desrochers said the budget includes the prior-year surplus that gives a margin for both increased costs and unanticipated expenses. Eagan added some of the line items have traditionally come in under budget, allowing funds to move to a line item that is underfunded.
- There is an estimated $13.5K driveway repair for Units 16 and 17 planned for 2022. If funds are available, there will be some additional crack and sealing of the road.
- The roof loan monthly payment is fixed for 7.5 years.
- Eagan said that in most years, associations plan to grow their capital reserve but for 2021, focus was on operations to address a major capital reserve line item (roofing). In 2022, focus is on capital reserve. As the Association is aging, Unit Owners can expect to see more significant repairs. Thus, funding the capital reserve is a priority.
- McCoy asked when was the last time funds were identified for the septic system replacement. Eagan said the last survey was conducted about five years ago and an amount was decided on. Weller said the original estimated was developed to accommodate future increases. Eagan said that two of septic systems have been identified as nearing end-of-life and the design work has already been completed. McCoy said replacements are likely mose costly now, particularly with new design concepts and regulations to be applied. He offered to do an investigation of requirements and potential costs. Stout accepted McCoy's offer and Desrochers will update the estimates.

✓ **Vote**.
- Brault made a motion to accept the Operations Budget with Eagan seconded. Motion carried by voice vote.
- Eagan made a motion to accept the Capital Reserve Budget with Brault seconded. Motion carried by voice vote.

Special Assessment and HOA Fee.
- ✓ Madden asked the Board to confirm there will be two installments of the special assessment. Descrochers said there will be a notification by mail that payment may be in full or in two installments (March and September).
- ✓ McCoy asked the Board to confirm the HOA monthly fee is the same for 2022 as it was for 2021. Stout confirmed.

- ✓ **Vote**.
    - Eagan made a motion to accept the 2022 Special Assessment and HOA monthly fee as proposed. Madden seconded. Motion carried by voice vote.

Board Nominations. As there were no new applicants, the current Board agreed to stay on for 2022. In addition, Egan agreed to be Capital Reserve Chairman.

Meeting adjourned at 10:56 am.

Respectfully submitted,
Joan Ferguson
Secretary
Atherton Common

Attachment A

(1)

Control	First Name	Last Name	Address	Signature	Proxy
75	Joe	Baclawski	24 Atherton Lane	P - John Baclawski	
76	Arthur	Brault	18 Atherton Ln	A	
77	Gary	Chandler	PO Box 811 #25		
78	Gerald	Cray Trustee Rev	7 Atherton Ln	P - Kevin Eagan	
79	Nancy	Danzinger	22 Atherton Lane	A	
80	Mary	Doolan	26 Atherton Ln	A	
81		Eagan Fam Rev Trust	43 Atherton Ln	A	
82	Peter	Eiche, Trustee	32 Atherton Lane	A	
83		Elliot Moller Trust	38 Atherton Ln	P - Holly Hornor	
84	Joan	Ferguson	9 Atherton Ln	A	
85	Loren	Fields	19 Atherton Ln		
86	~~Lorna~~ Kim	~~Fuller~~ Ayers	40 Atherton Ln	A	
87	George	Goodloe	12 Atherton Ln	A	
88	Patricia	Gould McManus	29 Atherton Ln		
89	Barbara	Hackenberg	17 Atherton Lane		
90	Joe ~~Henry~~	Perez ~~Harris~~	33 Atherton Ln	A	
91	Holly ~~Lawrence~~	Hornor	39 Atherton Ln	A	
92	Jim	Jacobs	PO Box 6060 #36	A	
93	Cliff	Kinghorn	31 Atherton Ln	A	

34 units Represented — 25 in attendance, 9 Proxies

Control	First Name	Last Name	Address	Signature	Proxy
94	John	Learoyd	27 Atherton Ln	A	
95	James	Leary	21 Atherton Ln	A	
96	Arthur	Leknes	6 Atherton Ln		
97	Kathleen	Lochhead, Trustee	16 Atherton Ln	A	
98	Linda	Madden	2 Atherton Ln	A	
99	Gene	Madigan	37 Atherton Ln	A	
100	Lawrence	McCoy	PO Box 721 #30	A	
101	John	McGrath	8 Atherton Ln	A	
102	Salvatore	Mendola	11 Atherton Ln		
103	Martin	Michaelis	41 Atherton Ln	A	
104	Joan	Miller	1 Atherton Ln	P- AL weller	
105	Robert	Miskelly	14 Atherton Ln		
106	Howell	Mitchell	28 ATHERTON LANE	A	
107	Ferdinand	Pabon	44 Atherton Ln	P- Dick STOUT	
108		Pam Sullivan Irr Trs	3 ATHERTON LANE	A	
109	Nancy	Parolin	15 Atherton Lane	P- KEVIN EGAN	
110	Grover	Penny	35 Atherton Ln	P- Dick STOUT	
111	Kent	Pinkerton	13 Atherton Ln	P- AL weller	
112	Candace	Rapf Trustee	43 Brook Rd #34		

(3)

Control	First Name	Last Name	Address	Signature	Proxy
113	Susan B. Stout	Revocable Trust	45 Atherton Ln	A	
114	Anne	Riehl	5 Atherton Ln	P - JOAN FERGUSON	
115	Oxana	Sheppard	23 Atherton Ln		
116	Vern	Trudo	10 Atherton Ln		
117	Lyn	Washington	20 Atherton Ln		
118	~~Frank~~ NORA	Weber	42 Atherton Ln	A	
119	Allston	Weller	4 Atherton Ln	A	

Attachment B

OPERATING REVENUE/EXPENSE			
	2020 Budget	2021 Budget	2022 Budget
Income			
Fee Income (415*12*45)	202,500	256,500	224,100
Special Assesment (600*45)	22,500	0	
Prior Year surplus/deficit	5,000	6,927	20,000
Total Operating Revenue	230,000	263,427	244,100
OPERATING REVENUE/EXPENSE			
General & Administration			
Accounting	1,768	2,000	2,000
Legal	500	500	1,000
Management Fees	16,200	16,200	16,200
Insurance	20,502	18,166	20,056
Administrative	1,000	1,000	1,000
Total G&A	39,970	37,866	40,256
Maintenance & Grounds			
Landscaping Contract Fee	52,542	52,542	56,480
Tree Work	2,500	3,000	15,000
Landscape Inprovement	2,000	2,000	9,000
Irrigation Repairs	2,500	2,500	2,500
Snow Removal	26,000	31,900	36,685
Forest Encroachment	0	11,694	1,000
Total Grounds	85,542	103,636	120,665
Facilities Maintenance			
Painting	46,206	31,000	31,000
Gutter/Roof Cleaning	1,500	1,500	1,500
Pest Control	1,382	1,000	1,000
Maintenance	12,000	10,000	10,000
Roof Repairs	2,500	0	0

Tennis Courts	100	100	100
Septic Maintenance	5,500	0	5,500
Total Facilities	69,188	43,600	49,100
Utilities			
Electricity	1,000	1,000	1,000
Trash Removal	7,300	7,300	7,300
Water Usage	22,000	22,000	23,500
Total Utilities	30,300	30,300	31,800
TOTAL OPERATING EXPENSE	225,000	215,402	241,821

CAPITAL RESERVE REVENUE/EXPENSES			
	2020 Budget	2021 Budget	2022 Budget
Reserve Balance at end of Last Year	204,100	241,797	226,000
Revenue			
Per Unit Per Month $50 in 2021, $60 in 2022	54,000	27,000	32,400
Special Assessment $480		22,500	21,600
Garage Door Reimbursement	3,000	0	0
Buy-In-Fee	2,500	2,850	2,850
Interest Income	1,200	1,000	1,000
Total Cap Res Yearly Revenue	60,700	53,350	57,850
Total Available Cap Res Funds	264,800	295,147	283,850
Expenses			
Rot Repair	15,000	15,000	15,000
Privacy Fences	1,500		0
Garage Doors	8,000		0
Septic Field Replacement	40,000	40,000	40,000
Road Repair	10,000	15,000	20,000
Roof Replacement	45,000	15,000	0
Loan Interest		21,500	0
Loan Fees		1,549	0
Loan Payment P&I			27,000
Total Cap Res Expenses	119,500	113,049	102,000
Cap Res Funds At End Of Year	145,300	182,098	181,850
Annual Net Increase/Decrease In Cap Res	-58,800	-59,699	-44,150