

Lee Oak Cooperative

HOA Board Meeting Minutes

Date: April 18, 2026

Time: 1:30 PM – 2:30 PM

Location: Barrington Public Library

Meeting Attendance:

Board Members Present:

Sylvia Rollins, President
Matt Alderman, Vice President
Cody Webber, Treasurer
Carrie Lemieux, Secretary
Kirk Taylor, Operations Manager

Lee Oak Members Present:

Bill Brown, Justine Ellis, Rose LeBlanc, Katie Kelly, Lynne MacKenzie, Ken Rollins, Joe & Gay Richard, and one attendee *illegible signature*

Remote Attendees:

Michelle Stevens, NHROC Representative

Call to Order

The meeting was called to order by Sylvia Rollins at 1:17 PM.

Secretary's Report

- **March Minutes Recap:** Carrie Lemieux provided a recap of the March 18th meeting, highlighting the correction of a typographical error in the financial report (updating a conduit figure from \$80,000 to \$8,000).
- **Motion to Accept:** A motion to accept the March minutes was made and seconded by the Board.

Treasurer's Report

- **Financial Performance:** Cody Webber reported that the fiscal year-to-date (October–March) shows approximately \$5,000 in income before depreciation, performing \$500 better than the budget due to deferred maintenance.

- **Cash Positions:** As of March 31st, the operating account holds approximately \$41,000. The capital reserve account is \$10,000, with monthly contributions of \$610 maintained per loan requirements.
- **Snow Removal:** Total snow removal expenses for the season reached \$9,500 against a \$10,000 budget. However, an outstanding bill for March "winging back" and clearing is expected.
- **Motion to Accept:** A motion to accept the Treasurer's report was made and seconded.

Old Business

- **Capital Improvement Plan (CIP):** Cody and Sylvia presented a draft 20-year plan. To meet loan requirements and cover future septic (\$30k/unit) and electrical conduit replacements (\$8k–\$16k/year), a projected contribution increase of \$45 per member per month was discussed for the future.
- **Horizons Payment:** The Board is negotiating a 3.5-year payment plan for an outstanding \$43,000 construction balance. Sylvia expressed strong opposition to paying interest on this balance due to billing delays.
- **Road Warranty:** Warranty repairs were initiated this week. Retainage of approximately \$4,400 will be paid once repairs meet specifications.

New Business

- **Rule Enforcement:** Sylvia emphasized the need for strict adherence to Article 3 regarding property maintenance (porches, decks, and sheds). The Board will reach out to members with distressed structures to establish repair plans.
- **Vetting & Guest Policy:** Reminder that guests staying over 30 days must be vetted. Sylvia reported that seven individuals were recently vetted, with two remaining.
- **Rich Nigro (Board Assistance):** A motion was approved to grant Rich Nigro permission to assist the Board with research regarding wetlands, solar field opportunities, and sand pit reclamation.
- **Park Maintenance:** Two new flower tubs are being installed. Kirk noted that the arborist will be wrapping trees of concern with chartreuse green ribbon; residents are asked not to remove them.

Open Forum

- **Board Vacancy:** Carrie Lemieux announced she will be stepping down as Secretary in September due to work commitments but will remain as web designer. The Board is seeking volunteers for the upcoming two-year term.

- **Fundraising:** A yard sale and quilt raffle are scheduled for May 23rd to fund a community dumpster.
- **Community Concerns:** Members raised questions regarding the possibility of adding more homes to the park (not currently feasible) and reported specific concerns regarding speeding and a leaning tree on the back of 71 Roberts.

Motion to Adjourn

Sylvia called to adjourn the meeting at 2:30pm, it was seconded by Carrie to allow the Board to move into an executive session.