

Lee Oak Cooperative

HOA Board Meeting Minutes

Date: March 18, 2026

Time: 7:01 PM – 8:03 PM

Location: Remote via Microsoft Teams

Meeting Attendance:

Board Members Present:

Sylvia Rollins, President
Matt Alderman, Vice President
Carrie Lemieux, Secretary

Board Members Absent:

Cody Webber, Treasurer
Kirk Taylor, Operations Manager

Community Members Present: Bill Brown, Tammy Greer, Debbie, Katie Kelly, Ashley _____, and David _____.

NHROC Representative: Michelle Stevens

Call to Order

The meeting was called to order by Sylvia Rollins at 7:01 PM.

Secretary's Report

- **February Minutes Recap:** Carrie Lemieux provided a synopsis of the February 18th meeting, covering financial health, snow maintenance, and the status of the Wellhouse grant.
- **Corrections:** Sylvia Rollins noted a typographical error in the February notes regarding a conduit figure, which should have been \$8,000 instead of \$80,000.
- **Motion to Accept:** A motion to accept the February minutes with the noted corrections was made by Sylvia Rollins and seconded by Carrie Lemieux.

Treasurer's Report

- **Financial Overview:** Although Cody Webber was absent, he provided a written report. Year-end revenue is matching the budget. Administration expenses are currently \$7,000 over due to the timing of audit fees, but this is expected to balance out once paid.
- **Maintenance & Receivables:** Snow removal expenses were \$250 favorable as of January, pending February figures. Currently, there are no accounts receivable balances over 30 days old.
- **CIP Update:** The Capital Improvement Plan (CIP) draft is in progress and expected to be completed within two weeks.
- **Motion to Accept:** A motion to accept the Treasurer's report was made by Carrie Lemieux and seconded by Matt.

Old Business

- **Snow Removal:** The Board discussed the additional costs for "winging back" and removing snow piles following heavy winter storms.
- **Community Sand:** A reminder was issued that free sand is available for residents at the transfer station on Smoke Street, located outside the locked fence for 24/7 access.
- **Wellhouse Grant:** Sylvia confirmed that the grant forms for the 2026 Local Source Water Protection Grant have been submitted to the state. The Board plans to set up a separate account for these funds upon approval.
- **Vetting:** Sylvia reported that the vetting process for long-term guests is ongoing. Several forms have been returned, and reminders were issued to others.

New Business

- **Member Welcome:** The Board welcomed new member Debbie (60 Roberts Road) and residents Ashley and David to the community.
- **Septic Maintenance:** Discussion was held regarding the "spring smell" caused by rapid snowmelt. The Board is coordinating with Kirk on a schedule for septic pump-outs and addressing failed fields.
- **NHROC Update:** Michelle Stevens discussed the requirement for annual financials and tax returns to be sent to the lending team. She also confirmed that NHROC will assist in identifying loan and grant options for long-term septic replacements.
- **Community Yard Sale:** Sylvia proposed a yard sale for May to raise funds for a seasonal community dumpster.

Open Forum

- **Neighbors Helping Neighbors:** Katie and Carrie discussed the progress of the volunteer spreadsheet. The list will include services like grocery shopping and light yard work to assist elderly or ill residents.
- **Dog Rules:** The Board addressed a request for a "meet and greet" regarding a new resident's dog that is slightly over the 50lb weight limit.
- **Trees:** A question was raised regarding an arborist visit for the spring; Sylvia noted that maintenance will shift from snow to trees as the weather warms.

- **Mailbox Keys:** New member Debbie requested assistance with a mailbox key; Matt will coordinate with her to resolve the issue.

Motion to Adjourn

A motion to adjourn the meeting was made by Carrie Lemieux at 7:50 PM. The Board remained on the call for a brief executive session before concluding at 8:03 PM.

Next Meeting: Saturday, April 18, 2026, at the Barrington Public Library (1:00 PM – 3:00 PM).