

Lee Oak Cooperative

HOA Board Meeting Minutes

Date: October 15, 2025

Time: 7:00 p.m. –8:00 p.m.

Meeting Format: Microsoft Teams

Attendees:

Board:

Sylvia Rollins, President

Matt Alderman, Vice President

Cody Webber, Treasurer

Carrie Lemieux, Secretary

Members:

Richard Nigro

Amy Corbin

Others:

Michelle Stevens, ROC NH

1. Call to Order & Quorum

- Meeting called to order at 7:00 p.m. by Vice President Sylvia Rollins, presiding remotely.
 - Board officer attendance confirmed by remote roll call.
 - Quorum confirmed for a Board session.
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2. Approval of Previous Meeting Minutes

- Minutes from the August 20, 2025 Board Meeting were reviewed and approved.
 - Motion to approve August 20, 2025 minutes — Seconded — Passed by Board voice acknowledgment (*All in favor*).
 - August 2025 minutes will be uploaded to the Lee Oak Cooperative website by the Secretary.
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3. Treasurer's Report

- Treasurer Cody Webber provided financial status update based on most recent received statements:
 - September financials reviewed (final month of Fiscal Year):
 - September came in \$3,800 favorable to budget (includes \$1,500 tax expense not required).
 - Fiscal Year budgeted loss: (\$37,000)
 - Actual FY loss: (\$30,000)
 - Favorable variance to budget: \$6,000
 - Maintenance expenses: \$9,000 over budget overall
 - Park maintenance: Budgeted \$3,000 → Actual ~\$14,000
 - Tree removal: Budgeted \$6,000 → Actual ~\$13,000
 - Water maintenance: Budgeted \$10,000 → Actual ~\$4,000
 - Snow removal: Budgeted \$12,000 → Actual ~\$500
 - Real Estate Taxes: Budgeted \$51,000 → Actual ~\$47,000
 - Taxes & Insurance combined favorability: ~\$7,000 favorable
 - Cash Balances as of September 30, 2025:
 - \$16,000 Operating Cash
 - \$26,000 Real Estate Taxes Account
 - \$60,000 SFR Loan Reserve Account (funds drawn from capital reserve)
 - Accounts Receivable: One >30 days, on payment plan; no collectability concerns.
 - Treasurer update received (*no objections*).
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4. Water System & Responsibility Audit Discussion

- Rule boundaries reaffirmed as standing policy:
 - Cooperative remains responsible for underground water infrastructure up to each curb stop.
 - Members are responsible for all above-ground lines from where the pipe exits the ground into the home, including insulation and heat tape/freeze protection.
 - Interior shut-off visibility concerns acknowledged, but no vote required at this time, as rule language already exists in current Community Rules.
 - Board will request installer records, schematics, and house-by-house shut-off placement documentation to assist Members.
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5. Asphalt & Site-Work Issue Documentation

- Member asphalt damage areas reported by Matt:
 - 18 damaged spots identified.
 - 2–4 spots are significant size; remainder small and localized to Melody, Michael, and Roberts side area.
- Board agrees with plan for:

- Temporary marking and documentation of damaged areas (orange paint/circles or markers).
- Further assessment by Operations in spring if repairs cannot proceed in winter conditions.
- Install cold-batch asphalt patching **in spring** or when conditions allow.
- No permanent repair vote required; addressed under maintenance procedures.

Motion: Mark damaged asphalt spots for documentation — Seconded — Approved (*All in favor*).

6. Brush, Leaves & Debris Management

- Legacy debris dumping at the leaf and brush pile near 2nd well (mail house to left side entry) continues to be a problem.
 - Board discussion noted that Park cannot fund full pile removal at once.
 - Members advised to:
 - Wait for 12 inches or more of snow on the ground for small, staged burn-downs of brush only (*no stumps, no large bonfires without snow*).
 - Signage will be updated to clearly label:
 - Leaves only
 - Brush only
 - No furniture
 - Board acknowledged a prior sign was knocked down during water construction. Replacement signage to be installed by Beautification/Secretary.
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7. Carport Request — New Business

- Member Katie Kelly previously submitted request for:
 - 20 x 20 galvanized steel carport, metal roof, installed over driveway, not impacting septic or shed.
 - Motion to approve carport request — Seconded — Approved (*All in favor*).
 - Secretary confirmed: Town permit not required, as carports over paved driveways are not considered permanent framed structures requiring permits unless otherwise specified by Town.
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8. President Role & Succession Context

- Former President Rich Nigro stated he cannot speak to past under-house shut-off funding increments placed into loan reserve; original account setup was by Paul Little in 2 increments of 22, totaling 44 over time.

- No further historical allocation data available at this time.
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9. Hearing, Communications & Member List

- Secretary acknowledges that Member e-mail list cannot be carried over automatically from previous admin system due to platform migration.
 - Secretary and member Katie offered to assist digitization.
 - Committee sign-up outreach to be scheduled in next circulation packet.
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10. Adjournment

- Motion to adjourn at approximately 7:44 p.m. — Seconded — Passed (*All in favor*).
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Action Items

- Request waterline schematics and interior shut-off placement records from installer for Member assistance.
- Upload and post approved August 20, 2025 meeting minutes to Lee Oak Cooperative website.
- Mark and document the 18 asphalt-damaged areas; plan for seasonal repairs under Operations review in spring 2026.
- Replace and post leaf/brush/debris pile signage per Town safety guidance.
- Continue FY budget review preparation for December budgeting cycle with Michelle Stevens.
- Digitize Member e-mail and mailbox key list; update cloud storage records once created.
- Send Committee list and sign-up details once received from President/Vice President meeting summary.
- Encourage Members to document speeding violations with photo/time submissions via community black-box drop.