

Lee Oak Cooperative HOA Board Meeting Minutes

Date: February 18, 2026

Time: 7:02 PM – 8:02 PM

Location: Remote via Microsoft Teams

Meeting Attendance:

Board Members Present:

Sylvia Rollins, President

Matt Alderman, Vice

President Cody Webber, Treasurer

Carrie Lemieux, Secretary

Lee Oak Members Present: Richard Nigro, Amy Corbin

Remote Attendees: Michelle Stevens, NHROC Representative

Call to Order:

The meeting was called to order by Sylvia Rollins at 7:02 PM.

Secretary's Report

Minutes Recap:

Carrie Lemieux noted that she was not present for the December meeting and no meeting was held in January. Sylvia Rollins provided a brief overview of the December session, which included discussions on the snow plow, the "Neighbors Helping Neighbors" initiative, and the possibility of a park dumpster.

Motion to Accept:

A motion to have the Secretary harvest the December recap for formal approval at the next meeting was made and seconded.

Treasurer's Report

Financial Performance:

Cody Webber reported on the December financials, noting that total income is on track with no major collection issues. While a projected net loss of \$10,000 was budgeted due to depreciation and amortization, the cooperative actually saw a net income of \$2,800 for the period of October through December.

Cash Positions: As of December, the SFSRF loan account held \$63,000 and the operating account held \$45,000.

Accounts Receivable: There are no significant issues with collections; only one resident has a balance over 30 days old.

Motion to Accept:

A motion to accept the Treasurer's report was made and seconded.

Old Business

Snow Removal: Matt Alderman noted that plowing has improved, though some areas still require better widening. Kirk Taylor plans to work with the contractors on salting and "winging back" the snow. The Board discussed seeking three competitive bids in July for future comparison.

Capital Improvement Plan (CIP): Cody Webber and Michelle Stevens are collaborating on the 20-year plan. Key focuses include identifying the age of all septic systems and planning for electrical conduit replacements, which cost approximately \$8,000 each upon failure.

Horizon Invoices: The Board discussed a pending \$43,000 balance with Horizons. Members raised concerns regarding the delay in billing and prior communications regarding remaining funds. Cody Webber will reach out to Kathy Conway at Horizons to negotiate the balance.

Infrastructure: Michelle Stevens suggested that upcoming budgets include line items for emergency electrical repairs to avoid depleting capital reserves.

New Business

Rule Enforcement (Dogs): The Board discussed a new resident's dog that exceeds the weight limit. Michelle Stevens advised that rules must be enforced consistently and that any exceptions made by the Board must be thoroughly documented for legal protection.

Vetting: Sylvia Rollins is following up on two outstanding vetting forms for long-term guests/residents.

Vehicle Inspections: Carrie Lemieux reported that the State of New Hampshire has suspended the vehicle inspection program until further notice; residents are currently not required to obtain annual stickers.

Wellhouse Grant: Sylvia Rollins is completing the 2026 Local Source Water Protection Grant application online. Hard copies will be circulated for Board signatures next week.

Administrative Filings: Authorization forms for Epping Well and updated Board member lists are due by March 31st.

Open Forum Agenda Suggestions: The Board reminded attendees that Open Forum is intended for suggesting future agenda items to maintain the 60-minute meeting schedule. No new items were proposed.

Motion to Adjourn:

The meeting was adjourned at 8:02 PM as the Board moved into an executive session to discuss specific rule violations and maintenance damages.