

## **Lee Oak Cooperative Annual Meeting Minutes**

Date: September 27, 2025

Time: 10:00 a.m. – 12:00 p.m.

Location: Barrington Library

These minutes are prepared based on transcripts and post-meeting certified results.

Pending final attendance list for inclusion.

### **1) Call to Order & Quorum**

The meeting was called to order at approximately 10:15 a.m. following member sign-in and ballot distribution.

A quorum was confirmed (24 members required; 30 members present, 4 absentee ballots submitted).

### **2) Location**

The Annual Meeting was held at the Barrington Public Library.

### **3) Board Attendance**

President: Richard (Rich) Nigro – attended remotely

Vice President: Sylvia Rollins – presiding in-room

Treasurer: Cody Webber

Secretary: Carrie S. Lemieux

### **4) Guests / Representatives**

NHROC / Loan Co. Contact: Haley DeYoung (not in attendance due to a conflicting HOA meeting).

### **5) Approval of Previous Minutes**

Motion: To approve the August 20, 2025 Board Meeting Minutes as presented.

Seconded: [Name]

Vote: All in favor – Motion passed.

The approved minutes will be uploaded to the Lee Oak Cooperative website for member reference.

### **6) Treasurer's Report (through August 31, 2025)**

Treasurer Cody Webber presented the financial report:

- Budgeted deficit (Oct '24–Aug '25): (\$34,000)
- Actual deficit: (\$31,000) – favorable variance of \$2,500 (due to water maintenance savings).
- Operating cash: ~\$9,000; Loan cash account: ~\$59,000
- Accounts receivable: ~\$5,000 (manageable, members on payment plans)

Report received with no objections.

## **7) Operations Report**

Operations Manager reported completion of the new water system with curb stops and reminders regarding shut-off procedures. Decommissioning of the old well to occur in the coming year per health code.

## **8) Committees & Community Projects**

Beautification Committee: Yard sale raised \$274 for signage and plants; next sale targeted for mid-October.

Rules Committee: Continuing review and clarification of rule language and updates.

## **9) Fire Pit Permits & Safety**

Barrington Fire Department now issues burn permits in person (\$5) or online (free). Members must also submit the Lee Oak Fire Pit Form and proof of homeowners insurance (\$300,000 minimum liability).

## **10) Old Business**

Pet Rule Amendment (Dogs): Required re-vote to properly record the amendment. Updated language clarifies existing rules; no substantive change.

## **11) New Business / Items for Member Vote**

A. Monthly Rent Increase – Proposal to increase rent by \$16 per month effective December 1, 2025. Motion passed.

B. Capital Improvement Plan (CIP) – Motion to adopt and submit 20-year CIP to NHROC. Motion passed.

C. Water Line Responsibility Clarification – Discussion held; motion tabled for further review and rewording.

D. Vehicles / State Inspections – Rules to mirror NH law; registration required for all vehicles.

E. Minor Vehicle Repairs – Permitted in driveways, must be completed within 24 hours, with oil mats.

F. Dogs / Pet Rules – Two-step vote held; final adoption approved (18 Yes / 7 No).

## **12) Governance & Elections**

Officer elections held by secret ballot. Results as follows:

President: No nominee elected; Sylvia Rollins willing to assume President role if Vice President volunteer steps forward.

Treasurer: Cody Webber – 28 Yes votes (Elected)

Operations Manager: Kirk Taylor – 31 Yes / 1 No (Elected)

## **13) Certified Vote Results & Amendments**

All ballot measures and amendments were tallied and certified by Sylvia Rollins (VP), Carrie Lemieux (Secretary), Justine Ellis, and Amy Corbin.

Results:

- Amendment I – Section I: Tree Responsibility – 30 Yes / 5 No; Healthy tree removal 28 Yes / 5 No
- Amendment II – Section IV: Fire Pit Permits – 28 Yes / 5 No; Invasive Plant List – 28 Yes / 5 No
- Amendment III – Section V: Vehicles – 30 Yes / 4 No
- Amendment IV – Section VI: Dogs – 18 Yes / 7 No
- CIP Adoption – 30 Yes / 2 No
- 2025–2026 Budget & Lot Rent Increase – 30 Yes / 3 No
- Waterline Configuration – TABLED (All in favor of tabling)

## **14) Raffle Winner**

Congratulations to Dave MacVane, winner of the Market Basket raffle.

## **15) Committee Sign-Ups**

The following committees are open for member participation: Rules, Beautification, Welcome & Social, and Community Care. Descriptions available in attached Committee Sign-Up Sheet.

## **16) Adjournment**

Meeting adjourned following ballot count and raffle drawing. Time: 12:00 p.m.

## **17) Attendance**

A full list of members present will be inserted upon receipt of the attendance sheet.