

**LITTLEFIELD CONDOMINIUM ASSOCIATION**  
**ANNUAL MEETING MINUTES**  
**November 12, 2020**  
**6PM**

The 2019 Annual Meeting of the Littlefield Condominium Association was held via Zoom Meeting on November 12, 2020 at 6:00pm. Present from the Board of Directors were President: Rose Galligan, Treasurer: Peter Moore, Secretary Bruce Olinsky, Director Nelson (Jim) Howard and Director Lou Caron,

Representing Bishop Real Estate Management was Property Manager Shelley Gullett.

Call to Order at 6:05PM

**Quorum:** A quorum of 29 units is required by the condominium bylaws to establish a quorum. It was established that a quorum had been met. There were 30 units represented in person or by proxy at the meeting.

**Recitation of proof of the Annual Meeting Notice:** The notice of the Annual Meeting was mailed to all owners on September 28, 2020, giving more than 21 days advanced notice per the NH Condominium Act.

**2019 Meeting Minutes.** A MOTION was made to waive the reading of the 2019 Annual Meeting Minutes by 1<sup>st</sup> Nelson (Jim), 3 Savage, and 2<sup>nd</sup> by Louis, 8 Savage, with all in favor the motion carried.

A motion was made to accept the 2019 Annual Meeting Minutes by 1<sup>st</sup> Nelson (Jim), 3 Savage and 2<sup>nd</sup> by Louis, 8 Savage, with all in favor the motion carried.

**IRS 70-604/Roll Over of Surplus Funds.** There being no surplus funds available, no vote was taken.

**2021 Budget DRAFT.** Louis, 8 Savage 1<sup>st</sup> made a MOTION to approve of the 2021 Budget DRAFT, with no increase in dues. With a 2<sup>nd</sup> from Tom, 8 Beretta and all in favor, the motion carried.

**Financials:** Peter, your treasurer gave a report of the financial status of the association, advising there will be no increase in fees for 2021. It was noted that there will be a reserve analysis completed in the spring that will address any major projects that would require attention and this is what is needed to ensure there is a balanced budget to keep the association solvent. It was discussed and there was a question on the Loan Reserve Account and Loan Payments. It was explained that the funds for the loan are sent to the bank into a reserve or savings account that the actual loan payments are deducted from.

**Election of the Board of Directors.**

Louis Caron having an expiring term at this year's annual meeting, was elected by unanimous vote. Two candidates for the one open slot on the Board of Directors were: Judith Burrows – 10

North Browning and Susan Erkkila – 10 Remington. Only one candidate in attendance at the meeting and was by unanimous vote, Susan Erkkila was elected to serve on the Board of Directors for a 2-year term of office.

### **Capital Project Update**

It was noted that the Siding project and Pavement projects were completed.

### **New Business**

Unit owners in attendance reported the following issues in need of follow up:

- 5 S. Browning, mentioned raising the grade where the pavement ends. Will request Advance/landscaper address in the spring
- 14 N. Browning – thanked the neighbors for making her feel welcome. She also brought up the winter parking issue with not enough spaces and wondered if anyone would be willing to rent a parking space for the winter. It was suggested to go through the management company to send an email request. It was further expounded upon by requesting that each unit fill out the unit form as a means of identifying vehicles and the possibility of available parking spaces.
- A question as to why the mulch was put down in the fall versus the spring. It was explained that the paving project hampered putting it down in the spring. It was requested if we can go back to the orange colored mulch versus the brown colored mulch.
- 9 S. Browning – wanted to know if there is a medium to communicate available to assist owners to send messages to other owners. This will be investigated.
- 14 Savage asked about the possibility of installing a pellet stove. It was requested by Management to allow some time to research the by-laws and check with the Fire Marshal of Pembroke.
- There was discussion regarding Air Conditioners and Multi-splits
- 2 Winchester – requested a shrub be removed from in front of her unit as it inhibits the walk way.
  
- Parking issues: It is important that anyone renting a parking space should alert Management who they are renting their spot to. In addition, it was noted that visitor parking is not an option for long term parking or renting.

MOTION to Adjourn made by 1<sup>st</sup> Louis, 8 Savage, 2<sup>nd</sup> by Bruce, 17 Winchester by unanimous consent by the Board of Directors and the ownership, the meeting adjourned at 7:20PM.

Respectfully Submitted,

Shelley Gullett, Bishop Real Estate Management, Inc.