

**Eastfield Crossing Association  
Board Meeting Minutes  
Monday, December 18, 2017 – 7:00 pm  
Swanzy Community House**

**Attendees:** Tim Joyal, Sue and Ed Kaufmann, Kevin Westcott, Rich Russell, Susan Menees, Kathy Hart, Angela and David White

**Meeting Call to Order:** At 7:00 pm the ECA Board meeting was called to order and presided over by Tim Joyal.

**Review of November Board Meeting Minutes:** No corrections noted. Motion made to approve as written and seconded.

**Meeting Substance:** Regular Monthly Board Meeting

**Pump House Updates:** By Ed K. – There are 2 operating wells within ECA. A well house meter reader discovered a discrepancy in the readings of pump #2 and the ECA service providers Dan W. and Rob R. were contacted. It was determined that further evaluation on the well pump located in the lower fields was needed. Cushing & Sons were contacted to evaluate. Initial evaluation of the pump by Cushing & Sons revealed no problem.

Granite State Rural Water Association was contacted to check for broken underground pipes between the pump house to well #2. No leaks were detected along the pipe line. Cushing & Sons were contacted to reevaluate pump #2 and it was discovered that there was a valve problem after the pump was tested using air pressure. The pump within the well was replaced on Friday, December 15. Well #2 was reactivated and put back on line. Homeowners were kept up to date through notices posted on the Community bulletin board and emails during the evaluation of the impairment. Per the Department of Environmental Services regulations, they were notified and kept updated on the impairment within the water system.

Well #1 continued to run throughout the process without any homeowners having any interruption in services.

A circuit breaker inside the well house on the chlorine pump was discovered by Dan W. to be not functioning. The breaker was replaced by Dan W. and Rob R. was notified.

Tim reviewed that a homeowner had emailed a suggestion to look for grants for the well system. Good suggestion for any future well problems. At this time, there was no problem with the well itself.

The lock on the well house gate froze and has been removed temporarily unless there is evidence of snowmobiling or other infractions on common property.

Discussion on the installation of a heating coil for the drain pipe that runs from the well house to the culvert has been put on hold. At this time, ECA resources have been directed to emergent problems. Further discussion will take place in 2018.

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**Septic System Update:** Kevin W. reported that he had been in touch with engineers/septic designers Tata and Howard. They are still reviewing their proposal before presenting to the ECA.

Susan K. has been in touch with Pathways Engineers. They are working on their proposal. More information at January Board meeting.

Kathy H. and Kevin W. met with Beth Malcolm from the New Hampshire Department of Engineering Subsurface Section in Concord who handles the revolving loan program. Kathy reviewed the information that is involved with the application process and reported that it is an extensive, lengthy application process. Kathy reported she was informed that this loan program has never worked with a homeowner association community. Their loans have been with municipalities and big projects. Dennis Green, Engineer and Dawn Buker, Subsurface Administrator for the NH DES were mentioned during Kathy's discussion. More discussion is needed at further Board meetings as the septic project continues.

Susan K. reported that to continue to work together as a Community in maintaining the health of our systems, a homeowners guide on septic DO'S and DON'TS will be included with the January 1, 2018 quarterly dues statement.

**Treasury Updates:** Sue M. The 2018 budget planning is in progress. Reminder that the quarterly dues are increasing from \$250.00 to \$350.00 starting with the January 1, 2018 dues.

Due to necessary required maintenance, the ECA has over spent \$20,000 to date over the 2017 expenditure budget.

There are still 3 homeowners that have dues outstanding as of 12/18/17. There is a 3 step plan that is in place to collect unpaid dues: 1. Increase the letter mailing to any homeowner with outstanding dues that will state that a late fee is being applied to the outstanding cost; 2. If there continues to be no response from the homeowner, then a letter will be sent that a lien is being applied against their home; 3. The third step is the court filing in small claims court if there continues to be no response from the homeowner. The court cost of \$90.00 for filing charges will be incurred by the homeowner which will be applied along with the outstanding dues.

These steps will be utilized on a more timely basis. No longer can the ECA afford to continue to operate with outstanding dues. All homeowners must pay on time, or be in contact with the Board when dues are owed if there are extenuating circumstances.

As of 12/18/17, all outstanding bills for the ECA service providers are up to date.

**Architectural Control Update:** Tim reported that the Board has agreed to implement fines for not complying with the By-laws. The process is for the Board to try to work with the homeowner to correct the infraction by notification in writing. If the By-law continues to be in violation, the Board has the obligation to act in the best interest of all homeowners and levy a fine per the By-laws. This responsibility of the Board has been reviewed with legal counsel.

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The role of the Board is to work with all homeowners. If legal assistance is needed by the Board for the continued violation, then the homeowner will be liable for any legal fees incurred. For any repeated violations by the same homeowner, they may receive the revoking of any By-law exception that was previously approved by the Board.

**Meeting Adjourned:** No further questions asked or other business discussed. Motion made by Tim at 8:05 pm to adjourn. Motion seconded. Meeting adjourned. Minutes kept by Susan Kaufmann, Secretary.

The next monthly Board of Directors meeting is Monday, January 15, 2018 at 7:00 pm located at the Swanzey Community House. All homeowners are welcome to attend.

Executive Session meeting not held.