

**Eastfield Crossing Association  
Annual Meeting Minutes  
Tuesday, February 13, 2018 – 6:00 pm  
Swanzey Community House  
18 Old Richmond Rd  
Swanzey, NH**

**Meeting Substance:** Annual Meeting

**Attendees:** Kim Chasse, Kevin Westcott, Pat Klitch, Tim Joyal, Susan Menees, Jack Woonton, Jeff Swenson, Jake Lane, Ed and Susan Kaufmann, Jeff and Lauri Gilbert, Wayne and Carolyn Noah, Beverly Bernard, Don Skiba, Abe Osheyack, Jessica Peters, Deb McGee, Mary Westcott, Harry Hart

**Meeting Call to Order:** At 6:04 pm the ECA Annual meeting was called to order and presided over by Tim Joyal with an opening statement.

**Review of Previous Minutes from December 2017 and January Board Meeting:** No corrections noted. Motion made to approve as written and were seconded.

**Member Voting Rights Review:** – no questions asked of homeowners. Voting rights were not reviewed.

**ECA 2017 Year-To-Date Accomplishments Review:** Repairs and maintenance (See listing)

**Pump House Updates:** Ed K. First quarter E coli and Chloriform testing completed – passed. Further water testing for 2018 has been budgeted and scheduled. In 2019, testing for copper and lead will take place. NOTE: Fluoride is not added to the ECA water system.

The water drainage pipe from the pump house to outside continues to freeze this Winter frequently. C&C Maintenance was called in once to break up the ice within the pipe. Non-toxic antifreeze that is used for winterization of trailers is being put down the drain from time to time which continues to provide good results of keeping the drain pipe open. The budget for 2018 includes the installation of a heating coil for the drain to prevent water back up into the pump house which causes moisture and causes rust and corrosion on the pipes inside the pump house.

Thank you to all the meter readers for their continued efforts to keep accurate records on the water readings in the pump house. The average of 7,000 gallons per day usage is consistent with readings recorded over the last couple of years.

**Septic System Update:** Susan K. The septic project continues to move along. We have one more meeting that is being scheduled to meet with a designer/engineer. Notices will go out when the meeting is set. Once the meeting is complete, the septic team members and the Board will meet to review all the proposals received and financing options. At this time, there is no exact numbers on cost to present. More information will continue to be shared with all the homeowners as it becomes available.

Homeowner had question on length of time for project to be completed. Approximate time is less than 2 years.

**Treasurer Updates:** Susan M. reviewed the January 1, 2018 increase in dues from \$250.00 to \$350.00 with a review of the necessity on the decision made to increase the dues. Some homeowners are still outstanding on their dues as of 2/13/2018. Expenditures for 2017 were reviewed.

The 2018 budget was presented and discussed. A motion was made to accept the 2018 budget as submitted and was seconded. Budget accepted. (see budget at end of minutes)

A homeowner mentioned that a cost saving measure for the ECA could be to replace the street light bulbs with LED bulbs. Further discussion will be needed.

**Architectural Control Committee Update:** Tim - The Board of Directors has determined that in order to provide consistency on community lawn maintenance throughout the Summer months, C&C Maintenance has been contracted to provide this service. Previously, homeowner volunteers were providing the mowing service. The cost is \$230 per visit. Each visit will be approximately every three (3) weeks and will include all common areas. Any additional areas needing mowed or trimmed will be approved first. This maintenance is included in the 2018 budget.

Jack Woonton has been mowing the trails around the wells in the lower common property during the Summer. Jack mentioned that there has been some storm damage from flooding down around the lower common property with trees down and some ground sinking. This will be evaluated by the Board.

Jeff Swenson has volunteered to be the team leader for the ACC and will work closely with the Board of Directors.

Last Fall, Lee Dunham from the Town of Swanzey had spoken with some homeowners regarding the trimming or removing of trees that impact the safety of the road. Some homeowner lawns have been roughed up by the winter snowplowing. Tim will contact Lee to review and discuss.

**ECA General Discussion:** Susan K. The ECA insurance was brought up to date in 2017. The policy will be reviewed again with the insurance agent at renewal time in 2018.

The ECA website had an security update in 2017. To enable the website to be a more useful tool within the community, a job posting was listed on the Keene State College student bulletin board in 2017 for a student to assist in creating a new ECA website as an unpaid school project. No students applied. The Board will look at the cost of hiring a professional to create a new site in 2018.

**Homeowner Concerns:** Question from attendee on how long will the increase in dues be in effect. Reviewed by Tim and Susan M that the increase was needed to replace the money spent to maintain and repair the infrastructure of the community in 2017. The ECA needs to be in good financial standing as it prepares to obtain financing to maintain and repair the septic system project and any future unplanned community expenses.

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**Election of the Board of Directors Positions:** Tim nominated Susan M. to remain as Treasurer and Susan K. to remain as Secretary. Motion made and seconded by attendees. Susan M nominated Tim to remain as President – motion was seconded by attendees via show of cards. The current Board ran unopposed. Motion made and seconded to keep the same board members.

Annual meeting minutes kept by Susan Kaufmann, Secretary

**Meeting Adjourned:** Motion made to adjourn the meeting at 6:54 pm. Meeting adjourned.

**Executive Session:** No session was held.

**Eastfield Crossing Association**  
**2017 Repairs and Maintenance**

**Septic Systems**

- Inspection completed of the 5 septic systems
- Second opinion obtained for Cluster A leach fields
- Distribution boxes on 2 systems replaced and reinspected for operation (neither box was operational due to large tree growing out of one and the other box completely crushed)
- All electrical boxes repaired and updated (pump switch corroded, expansion valves, outlets, proper wiring, audible alarms, lubricated, boxes repair for secure lid closing, one electrical box replaced due to heavy corrosion)
- All septic electrical box backboards sealed with a wood sealer
- Leach fields cleared of 20+ years of tree and brush growth and yard waste
- All septic related paper maps and community plans put in PDF format
- Barden Circle over grown tree and brush cleared from around the septic tank area
- Barden Circle under ground crushed electrical box cover replaced by Eversource
- Barden Circle electrical panel wood backboard reinforced (rotten edges)
- 2017 tank pumping increased to 3 times for Barden (Cluster E) and all others increased to 2 per year. Increased pumping showed less “solid and crust” levels for more efficient septic system operation
- Increased Pro Pump bacterial solution application within tanks (helps bacteria growth)
- ECA community property surveyed along the leach fields that abutt homeowner property on Barden and Bellview and marker pins placed on ECA property
- All 5 sets of leach fields distribution and splitter boxes have in ground markers
- Dale Freihofer who performed the inspection on the leach fields and Brian Stone of Stone Septic spoke with homeowners at Board meetings
- Initiated contact with and interviewed septic design/engineers to review septic systems issues and possible solutions. Proposals received and question and answer sessions for homeowners meetings set up.

**Water System**

- Pump house painted and rotting trim repaired
- Leaking chlorine pump replaced in pump house
- Annual water leakage test completed and recorded
- Faulty probes/floats replaced in storage tanks

- Blown circuit breaker replaced
- Replaced drive motor of first filter and performed annual maintenance
- Water emergency plan updated and on record with the NHDES
- Consumer Confidence Report completed and on file with the NHDES
- Permit to Operate completed and on file with the NHDES
- Purchased and installed a fire extinguisher in the pump house
- Water pipes from pump house to well #2 were tested for leaks and none were recorded by Granite State Rural Water Association
- Well pump #2 replaced due to non functioning pump
- Neighborhood water shut off valves submitted to NHDES
- Pump house meter reading performed 4 days per week
- All NHDES required testing completed and are on file and recorded on NHDES website
- Sent out water test results as requested by new property owners
- Requested and received replacement cost estimates from Dan Waterman, service provider, for the pump control systems for insurance and future planning purposes
- Cleared and treated 6' ice dam located in the well house drain pipe (continues to be monitored)

#### **ECA Community Insurance Policy**

- Updated and corrected insurance to reflect accurate number of homes – 45 (20 homes were listed on policy and corrected the community acreage to 70 not 100 acres)
- 2017-2018 ECA insurance provider changed for better premium pricing and coverage

#### **Miscellaneous**

- Upheld Bylaws, Covenants, Conditions & Restrictions
- Community property cleared of illegal dumping of yard debris and unsafe benches removed from community property
- Abutting neighbors property cleared after complaint of ECA illegal dumping
- No dumping signs posted to remind homeowners of Bylaws
- Ensured Bylaw compliance as needed
- Posted Fall clean up projects for volunteers to sign up for with great support and results (thank you to everyone who volunteered)
- Three neighborhood street light poles and mail box area cleared of tree limbs
- Collected past due HOA dues (utilizing liens and small claims court)
- Retained legal counsel on sensitive ECA management issues
- Re-bid winter snow plowing due to previous provider business severance
- ECA web site security increased and updated (no longer showing inaccurate property maps). Placed ad on Keene State College job board for website designer (community project)
- Met with Town of Swanzey DOT Lee Dunham to review tree and brush removal from property owned by the Town along the roads that impede travel and snow removal. Status: pending

Eastfield Crossing Association Financial Statement		BUDGET 2015	ACTUAL 2015	BUDGET 2016	ACTUAL 2016	BUDGET 2017	ACTUAL 2017	BUDGET 2018
<b>INCOME</b>								
	Assessments	45,000.00	\$44,842.60	45,000.00	43,569.72	45000.00	45034.00	63000.00
	Interest+other	60.00	64.22	60.00	93.41	90.00	152.70	54.00
	<b>Total income</b>	<b>45,060.00</b>	<b>44,906.82</b>	<b>45,060.00</b>	<b>43,663.13</b>	<b>45,090.00</b>	<b>45186.70</b>	<b>63054.00</b>
<b>EXPENSE</b>								
<b>Water</b>	Monitor Fees	3,120.00	3,120.00	3,120.00	3,160.00	3,160.00	3120.00	3120.00
	Testing	760.00	908.00	900.00	458.00	458.00	300.00	1248.00
	Maintenance	2,600.00	2,672.00	2,700.00	2,250.95	2,250.95	1679.50	1679.50
	Supplies	200.00	268.80	300.00	112.14	250.00	975.43	975.43
	Permits	300.00	300.00	300.00	300.00	300.00	300.00	300.00
	Planned Repairs	0.00	0.00	0.00	76.00	76.00	0.00	915.00
	Unplanned Repairs	0.00	584.10	0.00	1,100.35	1,100.35	4214.03	0.00
		<b>6,980.00</b>	<b>7,852.90</b>	<b>7,320.00</b>	<b>7,457.44</b>	<b>7,595.30</b>	<b>10588.96</b>	<b>8237.93</b>
<b>Septic</b>	Inspections	0.00	0.00	0.00	0.00	0.00	4060.00	0.00
	Pumping	8,000.00	6,812.50	7,000.00	6,797.00	6,797.00	10464.25	9500.00
	Planned Repairs	0.00	0.00	0.00	0.00	0.00	517.00	0.00
	Unplanned Repairs	0.00	0.00	0.00	0.00	0.00	5208.05	0.00
	Septic - other	0.00	0.00	0.00	0.00	0.00	132.00	0.00
		<b>8,000.00</b>	<b>6,812.50</b>	<b>7,000.00</b>	<b>6,797.00</b>	<b>6,797.00</b>	<b>20378.30</b>	<b>9500.00</b>
<b>Electric</b>	Water	3,900.00	3,234.51	3,300.00	4,191.07	4,191.07	3405.55	3405.55
	Septic	1,250.00	1,220.54	1,250.00	1,119.22	1,119.22	1235.66	1235.66
	Lights	3,900.00	3,835.30	4,000.00	4,195.72	4,195.72	3800.76	3800.76
		<b>9,050.00</b>	<b>8,290.35</b>	<b>8,550.00</b>	<b>9,506.01</b>	<b>9,506.01</b>	<b>8441.97</b>	<b>8441.97</b>
<b>Taxes</b>	Property	3,500.00	3,360.00	3,500.00	3,650.00	3,650.00	3567.00	3567.00
	Federal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		<b>3,500.00</b>	<b>3,360.00</b>	<b>3,500.00</b>	<b>3,650.00</b>	<b>3,650.00</b>	<b>3567.00</b>	<b>3567.00</b>
<b>Other</b>	Insurance	3,800.00	3,869.00	3,900.00	3,646.00	3,646.00	2,585.00	3,000.00
	Accounting	325.00	325.00	325.00	325.00	325.00	362.00	362.00
	Professional	500.00	48.49	500.00	2,129.99	500.00	3317.35	3317.35
	Postage,Printing,etc	450.00	462.48	500.00	448.48	448.48	1049.31	1049.31
	Meetings	1,000.00	690.56	1,000.00	179.88	700.00	550.00	600.00
	Landscape/Plowing	1,600.00	811.64	1,000.00	943.19	1,000.00	13,679.97	2545.00
	Dues.,Subscription	120.00	190.00	200.00	0.00	200.00	315.00	315.00
	Website	100.00	79.35	100.00	148.92	148.92	183.03	483.03
	Other Planned	500.00	700.00	1,500.00	0.00	500.00	1850.00	500.00
	Other Unplanned	0.00	0.00	0.00	4,438.50	0.00	548.13	0.00
		<b>8,395.00</b>	<b>7,176.52</b>	<b>9,025.00</b>	<b>12,259.96</b>	<b>7,468.40</b>	<b>24,439.79</b>	<b>12,171.69</b>
	<b>Total Expense</b>	<b>35,925.00</b>	<b>33,492.27</b>	<b>35,395.00</b>	<b>39,670.41</b>	<b>35,016.71</b>	<b>67,638.85</b>	<b>41,918.59</b>
	<b>Net</b>	<b>9,135.00</b>	<b>11,414.55</b>	<b>9,665.00</b>	<b>3,992.72</b>	<b>10,073.29</b>	<b>-22452.15</b>	<b>21,135.41</b>
<b>ASSETS</b>								
	Bal 12/31/2014	Bal 12/31/2015	12/31/2016	12/31/2017				
SBW Checking	4,765.75	6,121.68	\$4,327.85	\$4,551.36				
SBW Savings	20,021.65	30,043.02	\$50,088.07	\$30,409.08				
SCU CD	11,940.58	11,977.83	0	0.00				
<b>Total</b>	<b>36,727.98</b>	<b>48,142.53</b>	<b>54,415.92</b>	<b>34,960.44</b>				