

**COLONEL TUFTON BOROUGH ESTATES ASSOCIATION**

**PO Box 122**

**Melvin Village, NH 03850**

[cteaboard@gmail.com](mailto:cteaboard@gmail.com)

<https://www.cteanh.com>

**2024 ANNUAL MEETING MINUTES**

**May 25, 2024**

**I. Welcome - Call to Order**

The meeting was called to order at 10:00 AM by President Scott Edwards

**II. Roll Call – Linda Smith**

**2024 Annual Meeting**

<b>Lot #</b>	<b>Owner</b>	<b>Present</b>	<b>Proxy</b>	<b>Proxy Held by:</b>	<b>Absent</b>
1	Edwards	X			
2	Chehames	X			
3	Eagan	X			
4	Mun				X
5	Donaher		X	Difiore	
6	Sundquist	X			
7	Gaughran	X			
8	Nogueira	X			
9	Holland	X			
10	Shepard	X			
11	LaCroix		X	Andrew	
12	Reynolds	X			
13	Shaughnessy	X			
14	DiFiore	X			
15	Alexander	X			

16	Taylor	X			
17	Berckman				X
18	Blake	X			
19	Taylor		X	Taylor	
20	Maidhof	X			
21	Chehames	X			
22	Francese	X			
23	Potter	X			
24	Smith	X			
25	Farrell/Wofsy	X			
26	Entwistle				X
27	Hull	X			
28	Tamkin		X	Janiak	
29	Janiak	X			
30	Andrew	X			
	<b>TOTAL</b>	23	4		3

### III. Approval of 2023 Annual Meeting Minutes

Scott called for approval of 2023 Annual Meeting minutes.

**Motion to approve 2023 Annual Meeting Minutes:** Carolyn Sundquist

**Second:** Catherine Farrell

No discussion

**All in favor: Motion passes**

#### **IV. President's Report – Scott Edwards**

May 25, 2024

Hello Neighbors,

It is great to see all of you today at our annual meeting. With the sun shining outside I am sure we all want to get outside and enjoy it, so I will attempt to move the meeting along quickly!

It has been a relatively quiet year regarding house sales and new neighbors except for Rachel, Teddy, and I moving into our new home. Thank you to all for welcoming us into the neighborhood.

The past summer was a gloomy and wet one, with a bright spot coming at our annual picnic in July. Hopefully, we will be able to pull off another great day for the picnic this summer.

In January Jim and Lil Shepard's house was destroyed by fire. Thankfully they escaped uninjured and were able to live in the Lacroix's house for the remainder of the winter. We wish them the best in rebuilding their home.

As directed by the membership and last year's annual meeting, the board solicited bids for engineering road proposals. We only received one proposal and at this spring's special meeting decided to move forward with it. The draft report will be discussed later in the meeting.

NHEC has begun its project to install conduit and replace the underground electric cable. They are using a portion of the common area parking lot for their storage area. Please be patient with their construction crews as they move around the neighborhood.

The board would like to thank all the volunteers who have helped with maintaining and improving our beautiful neighborhood and organizing and working at the annual picnic. All of your time and effort is truly appreciated!

Sincerely,  
Scott Edwards  
President, CTBEA

## V. Treasurer's Report – Kathy Francese

Kathy reviewed the Financial Reports and noted that the Association had a positive year.

- Low snow plowing/sanding bill due to the mild winter
- No work was done on the detention pond
- There is one empty dock space this year
- The engineering proposal was added

### a. Accept Preliminary Financial Report (Included)

**Motion to accept Preliminary Financial Report:** Carolyn Sundquist

**Second:** Stan Janiak

**All in Favor: Motion passes**

### b. Approve Proposed Budget (Included)

**Motion to approve Proposed Budget:** Carolyn Sundquist

**Second:** Cathy DiFiore

**All in Favor: Motion passes**

## VI. Beach and Dock Report – George Maidhof/Scott Edwards

- George thanked Scott and his son, Teddy, for putting away the common area picnic tables and beach furniture for the winter and then putting them back this spring
- The mooring balls were installed recently (later than usual) and the two inside front chains need to be replaced. Work should be completed by 5/31/2024
- Stan Janiak is willing to call Winnepesaukee Island Services next year to get the moorings in by May 1st. Scott reported that he called them in February and they will only promise to have work completed by Memorial Day
- Spring clean-up of the common beach area was completed. Apologies that there was no fall clean-up
- Porta Potty is in place
- Kayak and paddle board owners need to consolidate items where possible. We are running out of space on the racks. Paddle boards should be placed on the bottom to open up more rungs. The rack closest to the water is reserved for boat owners who paddle out to their moorings
- The sand at the beach area needs to be replenished. Before it can be delivered by Fred Brownell, the rain run-off needs to be addressed so that the sand does not just flow into the water. George will take the lead and sought volunteers. The following members volunteered:
  - Mike Egan
  - Chris Reynolds
  - Joe Holland

## **VII. Road and Maintenance Report – Brendan Gaughran**

### **a. Mike Vignale, KV Partners, Engineering Report**

Unfortunately, Mike was unable to attend the meeting but Brendan explained that the proposal that was sent out was a draft and is a working document that will be adjusted based on feedback from the Association members. The questions/concerns raised by the members will be reviewed by the Board and discussed with Mike. A Special Meeting will be held in the future when the final report is completed. Scott will request a package for a bid that includes everything.

#### **Questions/concerns brought forward included:**

- Need to replace failing culverts
- Some of the culverts are blocked and have been compromised
- Pitch of Mason Road needs to change to improve drainage
- Elevation work needs to be completed to address drainage flow and not allow the water to seep under the roads
- Redigging of trench on Mason Road
- Detention pond works as designed. Problem is elevation from Vere Royce Road to Mason Road
- Water is crossing Vere Royce Road instead of following the drainage ditches
- There is standing water on some properties
- Berms
- Full renovation would require boulders to be pulled out
- Include a drainage study as the current proposal does not include drainage
- Utility design needs to be completed first as the plans are already determined
- **All agreed that NHEC and Mike Vignale need to coordinate efforts**

## **VIII. New Business**

- The Board was asked to enforce covenants/rules that are not being followed. It was explained that the Board addresses such violations on a one-to-one basis when necessary but that most Association members police themselves. Such violations noted included:
  - Trailers, tools within public view
  - Signage on properties
  - Pets at beach
  - Above ground propane tanks are not being screened
  - Boats/jet skis on property during the summer season and within public view

**The Board will look at the covenants and rules and address those that are deemed outdated and that need to have the language addressed in order to bring them up to our current standards**

**IX. CTBEA Annual Picnic**

Brendan Gaughran agreed to chair the Picnic Committee again this year. A survey will go out with preferred dates to determine when the Annual Picnic will be held. If you are interested in helping with the event, send an email to Brendan at [brendang@livermedic.com](mailto:brendang@livermedic.com) Volunteers thus far include:

- Chris Reynolds
- Patsy Andrew
- Larry Blake
- Jane Egan
- Rich Nogueira

**X. Other**

- Be sure to send your pictures for the Community Directory to Linda Smith at [lfsmi@aol.com](mailto:lfsmi@aol.com) or at 617-688-2094
- It was brought to the attention of the Board that not all pages on the Association’s website are password protected. Scott will speak to Bill Donaher
- Quarterly Board Meetings will be open to the membership and members will be notified
- Steve Wofsy volunteered to help with any tech issues so hybrid meetings can run effectively. Need to invest in speakers so that discussions can be heard by all
- There was a suggestion to move the Annual Meeting to the weekend before Memorial Day or to perhaps hold it at 9:00am. The Board will look into any possible changes
- Discussions were held on the current proxy language in our covenants and a motion to increase the number of proxies held by a lot owner was withdrawn. The Board will look into the proxy language

**XI. Dock and Mooring Lottery**

No lotteries were needed for the 2025 season. The remaining 2 front dock spaces will be on a first-come first-served basis.

Front Dock 6/8	
Blake	<input checked="" type="checkbox"/>
Edwards	<input checked="" type="checkbox"/>
Maidhof	<input checked="" type="checkbox"/>
Smith	<input checked="" type="checkbox"/>
Taylor (Lot 19)	<input checked="" type="checkbox"/>
Holland	<input checked="" type="checkbox"/>

Mooring 8/8	
Eagan	<input checked="" type="checkbox"/>
Entwistle	<input checked="" type="checkbox"/>
Francese	<input checked="" type="checkbox"/>
Janiak	<input checked="" type="checkbox"/>
Potter	<input checked="" type="checkbox"/>
Reynolds	<input checked="" type="checkbox"/>
Shaughnessy	<input checked="" type="checkbox"/>
Tamkin	<input checked="" type="checkbox"/>
Back Dock 3/3	
Hull	<input checked="" type="checkbox"/>
Gaughran	<input checked="" type="checkbox"/>
Taylor (Lot 16)	<input checked="" type="checkbox"/>

## **XII. Board of Directors Election**

Larry Blake nominated the current board members to continue on the Board of Directors. Lenny Smith seconded the nomination. All accepted. There were no other nominees so no election was necessary. Board Members will remain as:

- Scott Edwards
- Kathy Francese
- Brendan Gaughran
- George Maidhof
- Linda Smith

## **XIII. Adjournment**

Meeting adjourned at 11:45

Colonel Tuftonboro Estates Association  
 Total Income & Expenses  
 Preliminary 2023 - 2024

	Budget/Projection June 1, 2023 to May 31, 2024 Amount	Preliminary Actual June 1, 2023 to May 31, 2024 Amount	Actual Vs. Budget Amount	
<b>INCOME</b>				
Assessments	\$1,348.15	\$1,348.15	\$0.00	
Dues	30,000.00	30,000.00	-	
Docks	5,535.00	4,935.00	(600.00)	1 empty front dock
Moorings	2,400.00	2,400.00	-	
Other (interest and prepayments)	-	5.20	5.20	
<b>TOTAL INCOME</b>	<b>\$39,283.15</b>	<b>\$38,688.35</b>	<b>(\$594.80)</b>	
<b>EXPENSES</b>				
<b>Common Land Maintenance</b>				
Road and drainage repairs	\$0.00	(\$559.80)	(\$559.80)	cold patch to fix potholes
Plowing and sand clean up	(9,000.00)	(\$3,992.50)	5,007.50	favorable winter weather
Mowing, trimming and clean up (tree removal)	(7,000.00)	(\$7,525.00)	(525.00)	
Beach area upgrades/drainage (sheds/kayak rack)	(1,000.00)	\$0.00	1,000.00	
Septic rental	(600.00)	(\$450.00)	150.00	
Other beach area supplies and repairs	(500.00)	\$0.00	500.00	
Miscellaneous	(6,000.00)	\$0.00	6,000.00	Retention Pond clean-out not done
	(24,100.00)	(12,527.30)	11,572.70	
<b>Insurance</b>				
General liability	(425.00)	(402.00)	23.00	
D&O insurance	(927.00)	(927.00)	-	
	(1,352.00)	(1,329.00)	23.00	
<b>Dock &amp; Mooring</b>				
Dock/ mooring repairs and costs	(3,500.00)	(3,895.84)	(395.84)	
Bubbler service	(400.00)	(400.00)	-	
Mooring costs (decals)	(400.00)	(400.00)	-	
	(4,300.00)	(4,695.84)	(395.84)	
<b>Supplies and other</b>				
Nonprofit Registration Fee	-	-	-	
Office supplies and other	(25.00)	(39.60)	(14.60)	stamps
Picnic supplies	(250.00)	(280.09)	(30.09)	
Legal fees	-	(97.50)	(97.50)	
Miscellaneous	-	-	-	
	(275.00)	(417.19)	(142.19)	
<b>Utilities</b>	(1,050.00)	(963.77)	86.23	
<b>TOTAL EXPENSES</b>	<b>(\$31,077.00)</b>	<b>(\$19,933.10)</b>	<b>\$11,143.90</b>	
<b>Operating income (deficit) before transfers</b>	<b>\$8,206.15</b>	<b>\$18,755.25</b>	<b>\$10,549.10</b>	
<b>TRANSFERS</b>				
Road Fund	(1,500.00)	(1,500.00)	-	
Dock Fund (Savings)	(3,635.00)	(2,639.16)	995.84	
<b>Net operating income (deficit)</b>	<b>\$3,071.15</b>	<b>\$14,616.09</b>	<b>\$11,544.94</b>	

**Colonel Tufonboro Estates Association**  
**Total Income & Expenses**  
**Preliminary 2023 - 2024**

as of 5/24/24

	Final Actual June 1, 2020 to May 31, 2021 Amount	Final Actual June 1, 2021 to May 31, 2022 Amount	Final Actual June 1, 2022 to May 31, 2023 Amount	Prel. Actual June 1, 2023 to May 31, 2024 Amount	Budget/Projection June 1, 2024 to May 31, 2025 Amount
<b>INCOME</b>					
Assessments	\$2,293.90	\$3,935.68	\$1,093.67	\$1,348.15	\$706.99
Dues	23,625.00	22,500.00	22,500.00	30,000.00	30,000.00
Docks	4,990.00	5,290.00	4,935.00	4,935.00	5,535.00
Moorings	2,600.00	2,400.00	2,400.00	2,400.00	2,400.00
Other (interest and prepayments)	3.72	4.15	4.49	5.20	-
<b>TOTAL INCOME</b>	<b>\$33,512.62</b>	<b>\$34,129.83</b>	<b>\$30,933.16</b>	<b>\$38,688.35</b>	<b>\$38,641.99</b>
<b>EXPENSES</b>					
<b>Common Land Maintenance</b>					
Road and drainage repairs/maintenance	(\$20,305.90)	(\$111.96)	(\$167.94)	(\$559.80)	(\$12,900.00)
Plowing and sand clean up	(5,064.90)	(7,570.00)	(8,512.50)	(3,992.50)	(9,000.00)
Mowing, trimming and clean up (tree removal)	(3,985.00)	(3,062.81)	(12,950.00)	(7,525.00)	(7,000.00)
Beach area upgrades/repairs (kayak rack; sheds)	(2,121.33)	-	(728.82)	-	(1,000.00)
Septic rental	-	(450.00)	(600.00)	(450.00)	(600.00)
Other beach area supplies and repairs	(35.57)	(449.00)	(1,954.09)	-	(500.00)
Miscellaneous (Retention Pond Clean-out)	-	-	(14,873.75)	-	(6,000.00)
	<u>(31,512.70)</u>	<u>(11,643.77)</u>	<u>(39,787.10)</u>	<u>(12,527.30)</u>	<u>(37,000.00)</u>
<b>Insurance</b>					
General liability	(425.00)	(425.00)	(425.00)	(402.00)	(425.00)
D&O insurance	(883.00)	(883.00)	(927.00)	(927.00)	(927.00)
	<u>(1,308.00)</u>	<u>(1,308.00)</u>	<u>(1,352.00)</u>	<u>(1,329.00)</u>	<u>(1,352.00)</u>
<b>Dock &amp; Mooring</b>					
Dock/ mooring repairs and costs	(720.00)	(1,282.05)	(1,132.36)	(3,895.84)	(3,500.00)
Bubbler service	(340.00)	(400.00)	(2,310.00)	(400.00)	(400.00)
Mooring costs (decals)	(400.00)	(400.00)	(400.00)	(400.00)	(400.00)
	<u>(1,460.00)</u>	<u>(2,082.05)</u>	<u>(3,842.36)</u>	<u>(4,695.84)</u>	<u>(4,300.00)</u>
<b>Supplies and other</b>					
Nonprofit Registration Fee	(25.00)	-	-	-	-
Office supplies and other	-	(9.99)	(62.44)	(39.60)	(50.00)
Picnic supplies	-	(176.95)	-	(280.09)	(300.00)
Legal fees	(60.00)	-	(1,499.62)	(97.50)	-
Miscellaneous	-	-	-	-	-
	<u>(85.00)</u>	<u>(186.94)</u>	<u>(1,562.06)</u>	<u>(417.19)</u>	<u>(350.00)</u>
<b>Utilities</b>					
	(935.43)	(998.65)	(1,004.70)	(963.77)	(1,000.00)
<b>TOTAL EXPENSES</b>	<b>(\$35,301.13)</b>	<b>(\$16,219.41)</b>	<b>(\$47,548.22)</b>	<b>(\$19,933.10)</b>	<b>(\$44,002.00)</b>
<b>Operating income (deficit) before transfers</b>	<b>(\$1,788.51)</b>	<b>\$17,910.42</b>	<b>(\$16,615.06)</b>	<b>\$18,755.25</b>	<b>(\$5,360.01)</b>
<b>TRANSFERS</b>					
Road Fund	-	-	(3,000.00)	(1,500.00)	(1,500.00)
Dock Fund (Savings)	(3,795.00)	(3,845.00)	(3,492.64)	(2,639.16)	(3,635.00)
<b>Net operating income (deficit)</b>	<b>(\$5,583.51)</b>	<b>\$14,065.42</b>	<b>(\$23,107.70)</b>	<b>\$14,616.09</b>	<b>(\$10,495.01)</b>
<b>Bank balances - May 31st</b>					
Checking account	\$18,616.91	\$32,678.18	\$9,565.99	\$24,176.88	\$13,681.87
Road account	\$218.00	\$218.03	\$3,218.05	\$4,718.39	\$6,218.41
Dock savings account	\$40,954.37	\$44,803.49	\$48,300.60	\$50,944.62	\$54,583.72
	<u>\$59,789.28</u>	<u>\$77,699.70</u>	<u>\$61,084.64</u>	<u>\$79,839.89</u>	<u>\$74,484.00</u>

**Colonel Tuftonboro Estates Association**  
**Total Income & Expenses**  
**FINAL 2023 - 2024**

	<b>Final Actual June 1, 2020 to May 31, 2021 Amount</b>	<b>Final Actual June 1, 2021 to May 31, 2022 Amount</b>	<b>Final Actual June 1, 2022 to May 31, 2023 Amount</b>	<b>Final Actual June 1, 2023 to May 31, 2024 Amount</b>	<b>Budget/Projection June 1, 2024 to May 31, 2025 Amount</b>
<b>INCOME</b>					
<b>Assessments</b>	\$2,293.90	\$3,935.68	\$1,093.67	\$1,348.15	\$706.99
<b>Dues</b>	23,625.00	22,500.00	22,500.00	30,000.00	30,000.00
<b>Docks</b>	4,990.00	5,290.00	4,935.00	4,935.00	5,535.00
<b>Moorings</b>	2,600.00	2,400.00	2,400.00	2,400.00	2,400.00
<b>Other (interest and prepayments)</b>	3.72	4.15	4.49	5.19	-
<b>TOTAL INCOME</b>	<b>\$33,512.62</b>	<b>\$34,129.83</b>	<b>\$30,933.16</b>	<b>\$38,688.34</b>	<b>\$38,641.99</b>
<b>EXPENSES</b>					
<b>Common Land Maintenance</b>					
Road and drainage repairs/maintenance	(\$20,305.90)	(\$111.96)	(\$167.94)	(\$559.80)	(\$12,900.00)
Plowing and sand clean up	(5,064.90)	(7,570.00)	(8,512.50)	(3,992.50)	(9,000.00)
Mowing, trimming and clean up (tree removal)	(3,985.00)	(3,062.81)	(12,950.00)	(7,525.00)	(7,000.00)
Beach area upgrades/repairs (kayak rack; sheds)	(2,121.33)	-	(728.82)	-	(1,000.00)
Septic rental	-	(450.00)	(600.00)	(450.00)	(600.00)
Other beach area supplies and repairs	(35.57)	(449.00)	(1,954.09)	-	(500.00)
Miscellaneous (Retention Pond Clean-out)	-	-	(14,873.75)	-	(6,000.00)
	<u>(31,512.70)</u>	<u>(11,643.77)</u>	<u>(39,787.10)</u>	<u>(12,527.30)</u>	<u>(37,000.00)</u>
<b>Insurance</b>					
General liability	(425.00)	(425.00)	(425.00)	(402.00)	(425.00)
D&O insurance	(883.00)	(883.00)	(927.00)	(927.00)	(927.00)
	<u>(1,308.00)</u>	<u>(1,308.00)</u>	<u>(1,352.00)</u>	<u>(1,329.00)</u>	<u>(1,352.00)</u>
<b>Dock &amp; Mooring</b>					
Dock/ mooring repairs and costs	(720.00)	(1,282.05)	(1,132.36)	(3,895.84)	(3,500.00)
Bubbler service	(340.00)	(400.00)	(2,310.00)	(400.00)	(400.00)
Mooring costs (decals)	(400.00)	(400.00)	(400.00)	(400.00)	(400.00)
	<u>(1,460.00)</u>	<u>(2,082.05)</u>	<u>(3,842.36)</u>	<u>(4,695.84)</u>	<u>(4,300.00)</u>
<b>Supplies and other</b>					
Nonprofit Registration Fee	(25.00)	-	-	-	-
Office supplies and other	-	(9.99)	(62.44)	(39.60)	(50.00)
Picnic supplies	-	(176.95)	-	(280.09)	(300.00)
Legal fees	(60.00)	-	(1,499.62)	(97.50)	-
Miscellaneous	-	-	-	-	-
	<u>(85.00)</u>	<u>(186.94)</u>	<u>(1,562.06)</u>	<u>(417.19)</u>	<u>(350.00)</u>
<b>Utilities</b>					
	(935.43)	(998.65)	(1,004.70)	(963.77)	(1,000.00)
<b>TOTAL EXPENSES</b>	<b>(\$35,301.13)</b>	<b>(\$16,219.41)</b>	<b>(\$47,548.22)</b>	<b>(\$19,933.10)</b>	<b>(\$44,002.00)</b>
<b>Operating income (deficit) before transfers</b>	<b>(\$1,788.51)</b>	<b>\$17,910.42</b>	<b>(\$16,615.06)</b>	<b>\$18,755.24</b>	<b>(\$5,360.01)</b>
<b>TRANSFERS</b>					
<b>Road Fund</b>	-	-	(3,000.00)	(1,500.00)	(1,500.00)
<b>Dock Fund (Savings)</b>	(3,795.00)	(3,845.00)	(3,492.64)	(2,639.16)	(3,635.00)
<b>Net operating income (deficit)</b>	<b>(\$5,583.51)</b>	<b>\$14,065.42</b>	<b>(\$23,107.70)</b>	<b>\$14,616.08</b>	<b>(\$10,495.01)</b>
<b>Bank balances - May 31st</b>					
Checking account	\$18,616.91	\$32,678.18	\$9,565.99	\$24,176.88	\$13,681.87
Road account	\$218.00	\$218.03	\$3,218.05	\$4,718.38	\$6,218.40
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	<u>\$59,789.28</u>	<u>\$77,699.70</u>	<u>\$61,084.64</u>	<u>\$79,839.88</u>	<u>\$74,483.99</u>