

Welcome to YOUR 2025 Annual Meeting

"An Association is a group of people
working together for a common goal"



Call Meeting to Order

- Meeting will be conducted according to “Robert’s Rule of Order”
- Please no talking, raise your hand and we will call on you.
- Timothy Kleiner will chair the meeting today.

Secretary Report – Valerie April

- Meeting minutes available upon request- They are also posted to VLFHA.com website under meeting minutes.
- Please keep contact info updated (e.g., e-mail, phone numbers and change of owners).
- Thank you for updating the sign-in sheet.
- Proof of annual meeting notice.

Quorum

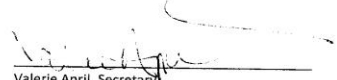
- We need 21 homeowners ($1/3$ of 63) for a quorum.
- We have _____ by proxy and a total in attendance of _____. This is a total of _____

Proof of Notice

Certification

I, Valerie April, Secretary of the Village of Lake Forest Homeowners Association, Inc. hereby certify that on Friday, October 10, 2025, mailed in hand to the U.S. Post Office the notices of Annual Meeting to the homeowners.

Dated: October 10, 2025


Valerie April, Secretary
Village of Lake Forest Homeowners Association, Inc.

I hereby attest to the mailing as stated above:

 Stephanie M. Mobley
Representative, U.S. Post Office
Auburn, NH



2024 Annual Meeting Minutes



Did you review the 2024 annual meeting minutes?



Does anyone have any questions or concerns?



Do I have a motion to accept the 2024 annual meeting minutes?



Does someone 2nd this motion?



All in Favor?



Any Opposed?

President's
Report –
Tim
Kleiner

Board Members – We need you!! If you can offer some of your time and skills that would be very helpful.

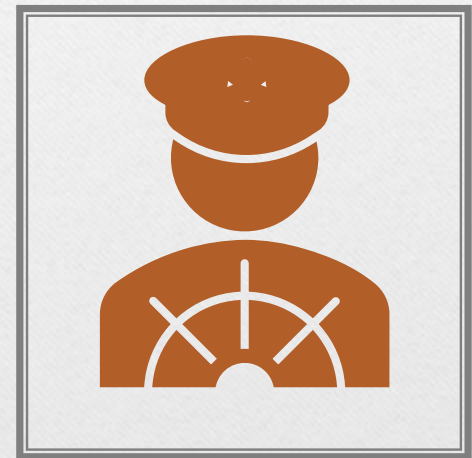
We are trying to make our community more attractive and need your thoughts and opinions.

Remember we are a volunteer board working on behalf of our community.

2026 VLFHA Board & Chair Members

- Officers
 - President: Tim Kleiner (V)
 - Secretary: Valerie April (V)
 - Treasurer: Bethany Keefe (V)
- Committee Chairs
 - ARC: Darrell Gates (V)
 - Maintenance: Greg Glassman (V)
 - Social: Debra Stitt

(V) denotes a voting member. Bylaws call for a minimum of 3 and no more than 5 board members.



Vote of 2026 Board Members

- Any questions or concerns about the recommended board?
- Can I get a motion to approve the board members for 2026?
- Do I have a second motion to approve the board for 2026?
- All in favor?
- Any opposed?

Welcome New Homeowners

A special welcome to our new homeowners:

- Nick & Autumn Way – 4 Quarry Court
- Hank Eppich – 31 Wood Hill Drive
- Bruce & Taylor Bain – 122 Forest Drive
- Kevin & Diane Murray – 46 Wood Hill Drive

2026
BOD
Schedule

Tuesday, February 11th

Tuesday, May 13th

Tuesday, August 12th

Tuesday, November 11th

Treasurer Report – Bethany Keefe

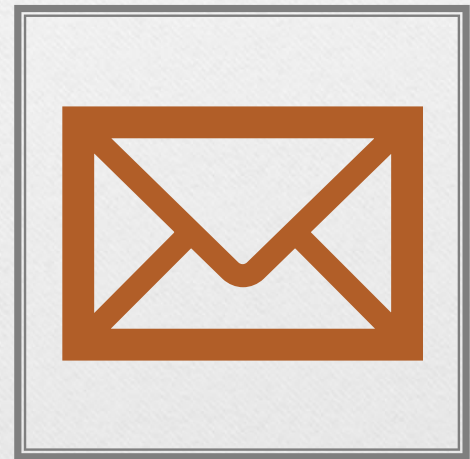
- New electronic payments method introduced – Zelle
- Coupons are available throughout the year on VLFHA Facebook Page.
- Payments via check may be mailed to:

VLFHA
P.O. Box 82
Auburn, NH 03032

Quarterly Dues

Delinquency Process- in case of no response

- Email notices are sent prior to 30 days about missing payments
- Email notice and phone call after 30 days of non-payment, and a 15% late fee & 18% interest added to the account
- After 45 days, a formal letter will be sent to homeowner about any missing payments.
- Place lien after 180 days and Small Claims/Civil court
- Payment plans are available.
- Pay your full annual dues by January 10th and receive a \$40 discount on the annual fees.
- We currently have no outstanding liens or collection problems. **THANK YOU!**



Review of Bank Accounts

- Checking \$21,694.89
- Savings Reserves \$24,245.52
- Cert. of Deposit #1 \$59,002.31
- Cert. of Deposit #2 \$20,363.71

As of October 31st, 2025



A Review in Expenses – 2025

Maintenance & Special Projects	\$30,035.00
Replacement Reserves	\$10,000.00
Admin (Internet, Insurance, Legal, Domain)	\$1,923.00
Utilities	\$1,950.00

TOTAL PROJECTED SPENDING	\$ 43,908.00
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*** Balance of 2025 projected is based on known expenses as of October 31, 2025.**

How does this compare to the previous years?

- ▶ **Let's review:**
- ▶ **2026 (budgeted) \$62,668.00**
- ▶ 2025 (projected) \$45,000.00
- ▶ 2024 (actual) \$55,400.00
- ▶ 2023 (actual) \$46,006.13

2026 Annual Proposed Budget

Category Name	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Income													
Fee Income ¹	15120	0	0	0	15120	0	0	15120	0	0	15120	0	60480
Interest Income	240	240	240	240	240	240	240	240	240	240	240	240	2880
Late Charges	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Income	15360	240	240	240	15360	240	240	15360	240	240	15360	240	63360
Admin Expenses													
Bank Charges ²													0
Legal Fees													
Internet/Website Hosting									-103				-103
Insurance	-550						-1700						-2250
NH Nonprofit Fee ⁷													0
Office Supplies	-100												-100
Postage						-75						-100	-175
Social												-300	-100
Taxes ⁸					-1680								-1680
Total Admin Expenses	-650	0	0	0	-1680	-75	-1700	0	-103	0	0	-400	-4608
Maintenance Expenses													
Catch Basins									-1200				-1200
Electrical Maintenance ³						-2000							-2000
Road Maintenance ⁴									-5000				-5000
Special Projects		-3000			-3500	-2800							-9300
Summer Maintenance ⁵	-2700				-1845	-1845	-1845	-1845	-1845	-1845	-1845		-15615
Winter Maintenance ⁶	-1845	-1845	-1845								-1845	-1845	-9225
Utilities	-160	-160	-160	-160	-160	-160	-160	-160	-160	-160	-160	-160	-1920
Total Maintenance Expenses	-4705	-5005	-2005	-5505	-6805	-2005	-2005	-2005	-8205	-2005	-2005	-2005	-44260
Capital Reserve	-3500	0	0	0	-3500	0	0	-3500	0	0	-3500	0	-14000
Over/Loss	6505	-4765	-1765	4675	-6640	-3465	9855	-8068	-1765	9855	-2165	-1765	492

Notes:

¹Fee Income - assumes 63 homeowners @ \$240.00 due at the beginning of each quarter.

²Bank Charges include returned checks for non-sufficient funds, etc.

³Electrical maintenance - All repair work and normal wear and tear (bulbs)

⁴Road maintenance - All repair work (crack filling).

⁵Summer maintenance - aeration, fertilizing, etc

⁶Winter Maintenance - snow removal for the entire development, including salt/sand.

⁷NH Nonprofit Fee - Payable every five years; paid in 2025 - next payment due 2030. Historically a \$25.00 Fee.

⁸Taxes - Payable if interest earned is over \$100 per year.

How Does The Budget Compare to Spending?

▶ **2026 Budget**

▶ \$62,668.00

2025 Projected

\$ 45,000.00

- Increase budget for capital reserves from \$10K to \$14K to continue aggressive fund replacement reserves.
- Consistent maintenance, one-time projects and solid accrued interest with CD's are helping to minimize budget increases.

2026 Budget Review

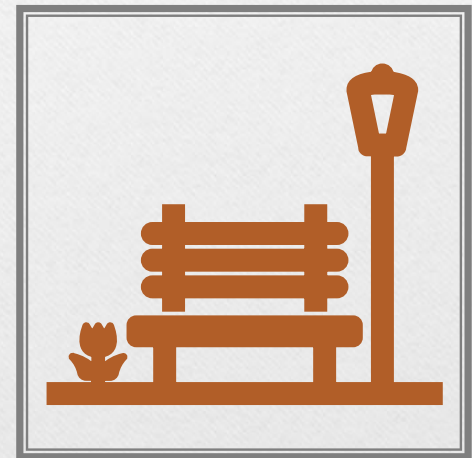
- Do we have any questions or concerns?
- Open to the floor for any discussion.
- Do I have a motion to accept the budget for 2026?
- Does someone 2nd this motion?
- Any further discussion?
- All in favor?
- Any opposed?

Audit of Financial Records

- Do we have any questions or concerns?
- Open to the floor for any discussion
- Do I have a motion to accept without an audit?
- Does someone 2nd this motion?
- All in favor?
- Any opposed?

ARC Update – Darrell Gates

- Activity: What types of projects need approval? (Landscaping, Parking, Retaining Walls, Swimming pool, Shed, Fencing, Patio/Deck, Concrete work, Addition/Expansion, Patio roof/Arbor)
- How many project were approved and completed in 2025. 6
- Please submit any exterior changes to ARC at vlfha.arc@gmail.com.
- Why is this important? To maintain or increase homeowners' property values
- Please check your covenants for rules and regulations on our community.



ARC Committee – 2025 Projects

119 Forest Drive: Resurfacing and Expansion of Existing Driveway

15 Massabesic Drive: Repaint Shutters and Front Door from Blue to Black

126 Forest Drive: Paver Walkway to Basement Entrance

172 Forest Drive: 11'x12' Deck Expansion to Existing Deck

30 Wood Hill Drive: 6'x6' Treehouse with 11'x15" Platform and Ships Ladder and Perimeter Railings

4 Quarry Court: Red Cedar Swing Set

ARC – Improvement Requests

VERMONT HOMEOWNERS' ASSOCIATION		Date Received MS _____
Design and Improvement Request Form		Crucial Date _____
c/o VLFHA ARC		Date Sent To Committee _____
P.O. Box 82		Date Rcvd From Committee _____
Auburn, NH 03032		CM _____
		Request# _____
Name: _____		Date: _____
Address: _____		Home Phone: _____
City/State/Zip: _____		Work Phone: _____
		Email: _____
<i>Staff may contact you after the proposed completion date to schedule an inspection</i>		
I am requesting authorization from the Architectural Review Committee (ARC) to build or install the following type(s) of improvement or design change to the outside of my home:		
<input type="checkbox"/> Landscaping	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Patio, Deck
<input type="checkbox"/> Painting	<input type="checkbox"/> Shed	<input type="checkbox"/> Concrete
<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Fencing	<input type="checkbox"/> Addition, Expansion
Proposed Commencement Date: _____		Proposed Completion Date: _____
Brief narrative of the project: _____		
I understand and will comply with the following (check each to acknowledge agreement):		
<input type="checkbox"/> Responsible for reading and abiding by the Site Restrictions & Guidelines.		
<input type="checkbox"/> Will communicate with the ARC through the Chair Committee Valerie April or other designated ARC member.		
<input type="checkbox"/> Approval by the ARC does not constitute approvals by the town or the county.		
<input type="checkbox"/> Responsible for getting any permits required by the town and the ARC <u>may</u> request them.		
<input type="checkbox"/> Any changes to the proposed commencement and/or the completion date will be communicated.		
<input type="checkbox"/> A final inspection by VLFHA HOA Staff may be required before the project is considered complete.		
<input type="checkbox"/> In order to expedite my approvals, I will provide any materials to show that the concerns by the guidelines have been addressed. More materials can and may be requested by the ARC.		
<input type="checkbox"/> Required and/or suggested materials and documentation are listed on the back of this form.		
<input type="checkbox"/> I will not cross or damage any other property. I accept responsibility for my contractors that damage any abutting property to mine including any common areas.		
Homeowner Signature: _____		
Architectural Review Committee Action:		
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved Subject To (see below):	<input type="checkbox"/> Denied Because (see below):

ARC Signature: _____		
Final Inspection Completed: Date: _____ Signature: _____		

Maintenance – Danielle Schaffer

2025 Completed Projects:

- Aeration and fertilization for grass areas at the entrances and throughout our development.
- Sensor was replaced on Wood Hill Drive
- Crack Sealing Wood Hill Roadway
- Replaced a few Streetlight Bulbs
- Edges of Roadways were cut back with a brush hog in the spring to improve sightlines
- Cleaned Catch Basins
- Re-Graveled Fire Roads

2026 Planned Projects – Danielle Schaeffer



Drainage Improvements



Tree Trimming.



Aeration and fertilization of grass areas at all common land. It appears to be working the common area is thickening up and greener.



New Gates for Fire-Road (research cost)



Continue to work on entrances and islands on Forest Drive and Massabesic Drive to help eliminate erosion and grow grass.

VLFHA
Needs
YOU
to get
involved!
*We are one
of the last
volunteer run
associations
in the area.*

Join a Committee!

- Maintenance, Road, ARC or Social

Offer your Talents!

- Electrician, accountant, legal
- Helps to keep dues low!

Alternatively- We will have to hire Management Co.

- Increase in dues to (\$100-\$200 or more per homeowner annually)

Important Notes

- Common Area – We are one association where we all enjoy the common area. Homeowners take care of area in front of their house up to the roadway.
- Right of Way – about 15 feet from the edge of most roadways. This is for storage of snow and to improve roadways down the road.
- We are all responsible for individual field maintenance (Covenant Article 5.02/Assessments). If your leach field is in a common area, it would be helpful to mark it with your name and address.

New Committee Idea

- Covenants Committee
 - This committee would review and suggest changes or updates to our community covenants.
 - We would need 3 volunteers.
 - Any changes to covenants would need to be approved by two thirds of homeowners before implementing.

Feedback/Concerns



Anything the Board should be addressing?



Any new business to address?



Who do you contact?

Facebook posts are reviewed and answered

Maintenance issues should go directly to Greg Glassman at vlfhboard@gmail.com.

Concerns can go to any Board member via our vlfhboard@gmail.com account.

Lack of response or time sensitive issues-phone call to Tim Kleiner at (h)603-587-0832 or (c)603-234-2450



www.vlfha.com Password “weliveinagreatarea”

Thank you all for coming! – Motion to Adjourn

- Do I have a motion to adjourn?
- Does someone 2nd this motion?
- All in favor?
- Any opposed?



Meeting Adjourned