



NOTICE OF ANNUAL MEETING

To Unit Owners:

**DUNVEGAN WOODS CONDOMINIUM ASSOCIATION
HAMPTON, NH 03842**

FROM: The Dunvegan Woods Board of Directors

DATE: NOVEMBER 16, 2023

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THE 2023 ANNUAL MEETING FOR THE DUNVEGAN WOODS

**CONDOMINIUM ASSOCIATION WILL BE HELD ON THURSDAY
NOVEMBER 16, 2023 AT THE AMERICAN LEGION HALL ON 69 HIGH ST
HAMPTON, NH**

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Enclosed are copies of the annual meeting agenda, 2022 Annual meeting minutes, President’s letter, 2024 budget, proxy form, notice of election, and a nomination paper. If you are unable to attend the meeting, PLEASE make use of the enclosed proxy.

In order to vote at the annual meeting, an owner must be current in the payment of all fees and assessments charged to the unit at least three (3) days prior to the date of the annual meeting.

At the annual meeting, an election will be held to fill two (2) expiring Board of Directors positions. The position will be for a term of three (3) years. If anyone has interest in being a Director or has questions concerning the associated responsibilities, please contact the Manager @ 929-1948. Anyone interested in serving on the board is asked to submit their name in writing (letter/form/email) to The Manager by November 15, 2023. Nominations from the floor at the annual meeting will also be permitted.

The Dunvegan Board of Directors looks forward to seeing everyone at the annual meeting.



AGENDA OF THE 2023 ANNUAL MEETING

DUNVEGAN WOODS CONDOMINIUM ASSOCIATION

TO BE HELD ON THURSDAY, NOVEMBER 16, 2023 AT 6:30 P.M.

AT THE AMERICAN LEGION, 69 HIGH ST HAMPTON, NH

AGENDA

1. Roll Call
2. Proof of notice of meeting and establishment of quorum.
3. Approval of the 2023 Initial required matters, and the 2022 Annual Meeting Minutes.
4. Report from the Board of Directors.
5. Election: two (2) Director – Three- year term.

6. Question and Answer session.

7. Adjournment

Dunvegan Woods Condo Assoc: Quarterly Meeting 11/10/22

Agenda:

- Roll Call
- Proof of notice of meeting and establishment of quorum
- Approval of the 2022 Initial required matters & 2021 Annual Meeting Minutes
- Report from the Board of Directors
- Election: two (2) Board members - three-year term
- Question & Answer session
- Adjournment

Meeting started at 6:05pm.

Agenda items:

Roll call:

- 22 units present
 - Kathleen Ward
 - Gary Simard
 - Kathy Brock
 - Diane Radler (two units)
 - Karen Leavitt
 - Grace Holihan
 - Maureen Shea
 - Robin Sytulek
 - Will Graham
 - Brenda Moge
 - Diane Donovan
 - Nancy Thompson
 - Neil Bergeron
 - Maura Fleming
 - Michael Scarpino
 - Patricia Rose
 - Antoinette Galvin
 - Paula Simpson
 - Lisa Stern
 - Melissa Bird
 - Cassie Thompson
- 16 proxies
- Quorum reached

- Can we get a group rate to get our decks done by a contractor? Paid for by unit owners
- Jon Bassett (handyman used by the association) does a good job
- M. Shea wanted to confirm branch over house will be removed
 - Should be when the ground is frozen and trucks can get in
- Light in parking lot still not working; that corner is pretty dark
 - Heating cell heats up and may shut off
- Request to have salt bins filled; they were filled twice
- Request for solar panels/electric charging stations to put on the agenda for 2023

Motion to adjourn:

- Motion made: Kathy Brock
- Seconded: Diane Radler
- Meeting ended at 7:56pm

- Answer: we can spray with defreezer
 - Side track to mailroom lock: owners having problem with keys and lock
 - Offered to meet M. Shea with new key
- Snow removal has been the same since 2007 but has finally increased by \$4000
 - A la Carte issues like resalting or coming back may increase that number; won't know until winter happens
- Mailroom cleaning: gone to zero and is being taken care of by association (Thank you Kathy Ward!)
- Fire Alarm protection is monitoring by a business in Manchester - company notifies manager and/or fire dept
- Approved \$60,000 for 2023 painting
 - Buildings on marsh: walked around with Benjamin Moore rep; primer and hybrid paint for harsher conditions, will try in spring and continue if it works
- Reserve Funding #1 is used for emergencies
 - Reserve funding #2 continues untouched and added at \$33,000
- For 2023 budget, condo fee would average \$296 per unit
 - \$295 new condo fee to cover projected 2023 budget starting Jan 1

Balance sheet was not in the packet but will be posted on the website.

Other business:

- Motion to continue self-manage Dunvegan Woods Condo Association
 - Motion made: Cassie Thompson
 - Seconded: Diane Radler
- Two expiring terms
 - No nomination paperwork
 - Kath Brock and Kathy Ward ran unopposed
 - No oppositions to positions and were re-elected
- Painting schedule asked to be posted on the website
 - Buildings along the marsh and #13 are the priority
 - Question: if there's any information on 2024 that would also be helpful
- Question: What is the unit owner's responsibility in regards to painting decks?
 - Front stoops are association responsibility
 - Back deck are unit owners
 - Followup question: why aren't back decks the association responsibility since they are outside the unit
 - Answer: they are not common area; letter to be sent out for legal interpretation about the back deck

- Behavior on camera
 - Question: thought dog had to have a service animal leash?
 - Answer: service animal does but an emotional support animal does not, disability rules are tough and letters we've received are not legitimate and we have to go through the legal process
 - Question: can anyone bring in a dog to Dunvegan?
 - Answer: No. We still have the same by-laws regarding dogs
 - Legal process is very slow and expensive
- New landscaping company will be a little higher
 - Piscataqua will do irrigation and nursery
 - Will buy old rhododendrons and replace
 - Old company will finish up fall cleanup
 - Question: When are they going to reseed?
 - Answer: part of Trugreen: going to put plugs in the ground and overseed with three blends; will germinate in the Spring; would love irrigation and talked to Piscataqua
- *Pause in operating budget due to technical difficulties***
- Comment about website: having building numbers and other operating
 - Diane reported out that a lot more people have entered email addresses and using the function to send notices; message board is being used; clunky and outdated but being used more
 - Could we just email agenda documents?
 - Answer: in by-laws have to get information to everybody and if they don't have email addresses we have to send it
 - Possibility of opting in for emailed documents
 - Operating budget through 7:30
- Comment about in-person vs. remotely
 - It was the intent to do in-person but library operating hours changed and the time to secure a new location was insufficient
- Back to landscaping
 - Priority for that building to get treated; will re-lyme this fall
 - Companies aren't using fertilizers anymore due to regulations and costs, hopefully treated correctly it will take care of itself in a couple years
- Irrigation continues to stay the same; in August got the system running after waiting for parts and correctly identifying the issue
- Electric and water approved budget for 2023 increased
- Trash Removal: surcharges all the time but lock has improved amount of extra trash left by dumpster
 - Question: what can we do if lock freezes in winter?

Approval of 2021 Annual Meeting Notes

- Motion made by Kathy Ward
- Motion seconded by Kathy Brock
- Notes approved

Treasurer's Report

- Wilson, Murphy, and Powers (Hampton, NH) to do our taxes
 - Nothing out of the ordinary was found with Dunvegan's revenues or expenses
- Each month the operating and reserve statements are reconciled
- We continue to work with Casey Lane Bookkeeping to verify the accuracy
 - Will continue to use them on a quarterly basis
 - This expense falls under accounting/legal
- Kathy Ward motion to accept
- Kathy Brock seconded
- Report approved

Budget surplus:

- Operating budget surplus for 2022 transferred to the association budget of 2023
- Motion to accept: Kathy Ward
- Seconded: Kathy Brock

Operating budget:

- Approved budget for 2022 was \$349,000 and the projected is \$358,820
- Late fees approved at \$2000 and projected at \$2101
- Approved FYE carry over is -\$34000 as a direct result of painting estimates
 - Buildings 11 & 12 - \$72,000
 - Payment over a 6 month period, no interest
 - Question: Why is it such an increase?
 - Answer: buildings were in rough shape, had to scrape, sand, prime, and two coat coverage; CertaPro expenses have increased
- Insurance increase of \$4080
 - Approved amount was a guestimate and came in a little more
 - Association has a \$10,000 deductible, went in as \$5000 last year but is now accurate
- Legal expenses have increased due to litigation with one unit owner and continuing dog issues
 - Agreement with one owner after a letter approved by board; owner must submit paperwork from vet in good standing and leash at all times
 - One dog owner issue is currently waiting for a court date



October 26, 2023

Dunvegan Woods Condominium Association
Dunvegan Woods
Hampton, NH 03842

Dear Association Members:

The 2023 year is drawing to a close and with that it's time for the Association's Annual Meeting which is scheduled to take place at the American Legion Hall, 69 High St, Hampton, NH on Thursday November 16, at 6:30. The Association's Board of Directors would like to take this opportunity to welcome the 11 new unit owners that have joined Dunvegan's community within the last 18 months and to extend an invitation to the entire Dunvegan Community to attend this annual event.

The goal for 2023, as is the case every year is to walk around the Dunvegan property in the fall, inspect the buildings as well as the grounds and prioritize issues that most need attention. Much like individual budgets, resources dictate. In a thirty-nine-year-old complex, sixteen buildings and 110 units it seems resources are never enough.

After a quiet winter the Board was hopeful of getting roofs, rot, siding issues, painting of buildings, and landscaping, i.e.: areas that needed to be reclaimed with fresh soil and seeding done. The first three projects which seemed to be routine turned into major repairs doubling the costs of what was expected. Then the rains came along with lightning storms. Lightning hit building 7's fire panel, Due to the panels age and the inability to find the damaged parts, the alarm technician, rendered the panel damaged beyond repair. Estimates to replace the panel are being sought and once the final numbers are in a claim to the Association's insurance company will be submitted. Another catastrophe, due to weather, was a tree branch, compromised by excess rain and water laden leaves blew down doing excessive damage to unit 53. Another claim to the insurance co, which has now been settled and work will begin within the next few days. Keep in mind each insurance claim submitted costs the Association \$10,000 to cover the deductible.

Schedules of all the vendors, roofing, paving, tree trimming have been pushed back due to the rainy weather and they are all trying to catch up. It looks like the leaves are going to drop late this year as well, causing a late fall clean up. So, what started out as an exciting and promising summer has turned into a frustrating and disappointing change of events. The Board is hopeful that the fall and winter weather will balance out and that we can continue to work to get caught up on projects that can be done over the winter.

As a point of reference, the Association's Insurance Co. inspected the property and came away impressed with the overall condition of the property and had no recommendations. Although they were fine with the condition, the fact still remains the complex is thirty-nine-years-old and this year the Association has experienced three claims against the insurance causing the company to raise the premium over 20% to \$56,000. It has been suggested by the Association's agent that the Board should explore increasing the deductible from \$10,000 to \$15,000. The Board has rejected that idea, for now, but is exploring the suggestion. While Dunvegan's agent is "shopping" the community around, the probability of finding an Insurance Co. as good as what we now have is remote. Concerns by the Board still remain in areas of chimney cleaning, dryer vent cleaning, and gas grills or other combustible devices on the rear decks. It is the Board's opinion that as a community we should take these issues seriously and be proactive.

The Board has received requests for clarification by residents on the by-laws in the areas of commercial vehicles parking in the community overnight, uniform trim paint (mostly on the rear screen frames and sliders), parking violations in the visitors parking spots, and material being stored under the rear decks, also topping the question list has the dog policy changed? Please note the by-laws have not changed.

Payments are due on the first of each month, there seems to be a feeling that the fifteenth of the month is when the fee is due. The fifteenth is the last day of the grace period. Payments received after the fifteenth are subject to penalties and late fees.

The fire alarm updates are ongoing, within the next couple of weeks residents will be notified along with the fire department of what devices need to be changed in each unit. At the time of this writing strobe lights are being installed on the gable end of the buildings.

As soon as the leaves drop the gutters will be cleaned, fall clean up usually takes place three times with the final clean up and mowing just before Thanksgiving. This year it's looking like two clean ups, due to the leaves dropping late, with the final one after Thanksgiving.

This year the Association has two Board member terms expiring, Cassie Flemings/Thompson and Gary Simard.

They both have indicated that they will seek re-election. However, it is an open election. If you or somebody you know would like to run feel free to notify the Manager @ dwca@comcast.net and make /our intentions known.

In closing the Board looks forward to seeing you at the Annual Meeting, if for any reason you can't attend kindly fill out a proxy so that your vote can be counted.

Thanks again for putting your faith in us. It truly is a pleasure to represent the Dunvegan Woods Association.

Sincerely,

Gary Simard,
President, on behalf of the Dunvegan Woods Board of Directors

DUNVEGAN WOODS CONDOMINIUM ASSOCIATION

Yearly Budget Comparisons

110 Homes	2023	2023	2023	2024	Ave Per Mc
Income	Approved	Projected	Variances	Approved	Per Unit
1 Association Fees	394,680	393,535	1145	394,680	296
2 2022 condo fees due	5,200	3,700	1500	5,200	
3 Late Fees	2000	1015	985	2000	
4 Prior Year FYE Carry over	8,000	8,000	0	10000	
5 TOTAL INCOME	409,880	406,250	3630	411880	
Expenses					
7 Insurance	44,500	45,931	1,431	56,514	33.7
8 Insurance Deductable	10,000	20000	10,000	10,000	7.60
9 Management	25,404	25,404	0	25,404	19.2
10 Legal/Accounting	6,000	13,528	7,528	6,000	4.5
11 General Administrstion	2,500	3,743	1243	3,000	2.3
12 Landscape Maintenance	48,000	52,000	4,000	60,000	36.4
13 Lawn Fertilization	6,500	7,400	900	8,000	4.9
14 Irrigation System	2,000	2,000	0	2,000	1.5
15 Electric	9,000	9,274	274	10,000	7.5
16 Water	7,000	7,300	300	7,500	5.7
17 Sewer Pump	2,800	0	-2800	1,000	2.1
18 Trash Removal	18,000	21,500	3,500	20,000	12.5
19 Repairs/Maintenance	16,000	21,000	5000	20,000	13.60
20 Snow Removal	28,000	28,000	0	32,000	15.1
21 Mail Room Cleaning	0	0	0	0	0.0
22 Fire Alarm Protection	2,256	3,076	820	2,500	1.9
23 Building Painting	35,000	56,000	21000	60,000	45.5
24 Termite Protection	3,000	800	2,200	1,000	0.4
25 TOTAL OPERATING EXPENSE	265,960	316,956	50996	301,204	226.0
26 RESERVE FUNDING 1	60,000	20,000	-40000	60,000	45.0
27 RESERVE FUNDING 2 3300	33,000	33,000	0	33,000	25
28 TOTAL ASSOCIATION EXPENSE	358,960	369,956	10,996	394,204	
28 Net Income	50,920	36,294	14,626	17,676	296



NOTICE

**DUNVEGAN WOODS CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS**

ELECTION

NOTICE IS HEREBY GIVEN, THAT AN ELECTION IS TO BE HELD AT 6:30 P.M. AT THE AMERICAN LEGION HALL ON HIGH ST HAMPTON, NH.

THERE ARE TWO (2) DIRECTOR POSITIONS EXPIRING. THE TERM FOR THIS POSITION IS THREE (3) YEARS BEGINNING ON THURSDAY NOVEMBER 16, 2023.

OFFICE

BOARD OF DIRECTOR

NOTICE IS FURTHER GIVEN, THAT THE FINAL DAY FOR FILING NOMINATION PAPERS IS NOVEMBER 10, 2022. NOMINATIONS FROM THE FLOOR AT THE ANNUAL MEETING WILL ALSO BE PERMITTED.

RESPECTFULLY,

GARY SIMARD, PRESIDENT,

ON BEHALF OF THE DUNVEGAN WOODS BOARD OF DIRECTORS



**NOMINATION PAPER FOR DUNVEGAN WOODS
CONDOMINIUM ASSOCIATION BOARD OF DIRECTOR**

CANDIDATE'S NAME: _____

CANDIDATE'S ADDRESS: _____

TITLE OF OFFICE: BOARD OF DIRECTOR

DATE OF ELECTION: NOVEMBER 16, 2023

I, THE UNDERSIGNED, REQUEST THAT THE CANDIDATE, WHOSE NAME AND ADDRESS ARE LISTED ABOVE, BE PLACED ON THE BALLOT AT THE ELECTION DESCRIBED ABOVE AS A CANDIDATE SO THAT THE VOTERS WILL HAVE THE OPPORTUNITY TO VOTE FOR HIM OR HER FOR THE OFFICE LISTED ABOVE.

I, _____, CERTIFY:

I RESIDE AT _____.

SIGNATURE OF NOMINEE _____ **DATE**

DUNVEGAN WOODS CONDOMINIUM ASSOCIATION

2023 ANNUAL MEETING: Thursday November 16, 2023

PROXY

The undersigned, _____ and
_____ owner(s) of

Unit # _____ at Dunvegan Woods Condominium Association, hereby designates (check only one):

_____ Presiding Officer, Board of Directors, Dunvegan Woods Condominium Association.

Please print name of proxy holder.

_____ Quorum only. I wish for my proxy to be used to establish a quorum only. I understand that no vote will be cast on my behalf.

To act on behalf of the undersigned unit owner(s) to attend and to cast votes entitled to be cast by the unit owners of the Dunvegan Woods Condominium Association at the Association's Annual Meeting to take place on Thursday, November 16, 2023 at 6:30 P.M. at the American Legion on High St in Hampton and via Zoom in Hampton, NH.

Executed as an instrument under seal this _____ day of _____ 2023.

Unit Owner: _____

Unit Owner: _____

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Please note the following:

1. Proxies are not required when only one owner attends the meeting.
2. This proxy may be:
 - Mailed to Dunvegan Woods Condo Assoc., 112 Dunvegan Woods, Hampton, NH 03842
 -
 - E mailed to dwca@comcast.net
 -
3. The signature of only one owner is required for this proxy to be effective.
4. This proxy must be presented when attendance for this meeting is taken.

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