

RIVERBROOK @ PORTSMOUTH CONDOMINIUM ASSOCIATION

Annual Owners Meeting held at the Portsmouth Public Library, Hilton Garden Room, October 23, 2025 6:00 PM, Registration began at 5:45 PM

Board Members Present: Roy Helsel, Roger Pederson, Gloria Wennberg, Pat Bilodeau, Haley Crook

Property Manager: Steve Miller

Absent: None

- Certification of proxies and quorum
 - Attending: 27
 - Proxies: 1
 - Zoom: 4
 - Total 32
 - Quorum satisfied
- Certification of proper notice of meeting - Affidavit presented with unit owners' address list attached.
- Review or accept motion to waive reading of minutes of previous Annual Owners Meeting - reading

waived. Amanda Hardman motioned to waive, Dave Clement seconded, all approved.

- President's Report
 - Quorum satisfied, affidavit for certification of notification of meeting presented, waived reading of minutes from last year.
 - President's report was presented by Roy Helsel. Dumpster issues, new dumpsters, hooks to secure side doors, recycling boxes please flatten and breakup to allow room for others recycling.
 - Treasurer's Report presented by Roger Pederson. Total assets, CDs, expenses, assessment income. Financials look good.
 - Proposal to raise monthly condo fees by \$20.00 per month to \$345.00 due to rising costs especially the Master Insurance policy, water & sewer. Board agreed smaller incremental fee increases were easier for all to manage.
 - Assessment for capital projects, paving and drainage which was a large one that was completed, will be paused for

2026. Condo fees are operating expense. Our fees are lower than other complexes in the area.

- Review of Proposed 2026 Budget and Condo Fees
 - Condo fee increase of \$20.00 a month to be \$345.00 proposed. Pause \$100.00 monthly assessment for 2026.
 - The 2026 Budget was approved, Roy Helsel motioned and Roger Pederson seconded, all in favor.
- New Business
 - No major projects planned for 2026.
 - Review of 2025 budget through end of September:
 - Income \$211,565.00, Budget \$213,625.00, Under Budget by \$2,060.00, Expenses \$179,501.11, Budget \$176,400.00, Over Budget by \$3,101.11.
 - Year to date income is about \$190,000 versus \$150,000 in expenses enabling a

\$35,000 reserve transfer and maintaining a competitive fee structure.

- No large amounts owed by unit owners to date. Condo fees due 1st of each month, not the 15th which is when late fees are incurred. Online banking is an option set up through your personal bank. You may also pay via the portal.
 - Snow removal will be done by NAS this year. We have contracted with a new landscaping company for next year. We had a few issues with the prior company including with the new lawn areas and several other areas around the property. The new company is GCS Outdoors who is supposed to be excellent and a bit cheaper.
- Old Business
- Drainage and paving project planned for 2025 nearly completed. Speed bump installation and parking lot striping remain uncompleted. Steve discussed the plan in general. Most of our base structure was in good condition which meant skim coat then paving. The exceptions were by units 52 - 58 which required drains to be installed and by units 17 - 33 where islands were removed.

The pavement was stripped away in both areas, drainage installed by 52 -58, and a new base and top layer installed. Gutters on units 52 - 58 will be done at some point and the remainder of the buildings without gutters will be done in the future.

- CD rate evaluation frequency is as the CDs near term.
- Smoke and CO detectors should be installed and operating in each unit. This is required by code in units that are rented.
- Master Insurance reminder that your homeowners policy should cover the deductible of \$10,000.
- Replacement of windows and doors require Board approval.
- Reminder on snow removal, moving cars during final cleanup. Detailed emails will be sent by Steve to remind all of the process.
- Power washing will be scheduled by groups of buildings. The goal is that each building is power washed every 2 years to save costs.
- Amanda pointed out that power washing should be in Expense not Capital. Units 13 -

41 will be done in 2026 due to paving project.

- Dryer vent cleaning done every two years at association expense. The off year is the owner's responsibility. Interior cleaning of vent where it attaches to the dryer is owner's responsibility.
- Water & sewer is a large expense and is part of the condo fee. Please fix any leaking faucets or toilets.

- Open Discussion

- Dumpster area - please break down and flatten boxes and do not leave any items outside of the dumpsters. Discarded items such as furniture should be hauled away or brought to the Portsmouth Recycling Center which is about a mile away on Peverly Hill Road. Please close the dumpster doors as raccoons are entering at night and leaving a mess on the ground as previously stated.
- We will be repairing sheds and replacing steps as required. We budget for 4 sets of steps each year

- Water heater replacement is recommended after 8-10 years of use.
- The only candidates for the three open Board seats were the two incumbents Gloria Wennberg and Roger Pederson. Open seat candidates: Tim Dullea of Unit 40. The new Board is comprised of Roger Pederson, Pat Bilodeau, Gloria Wennberg, Roy Helsel, and Tim Dullea. Motion to approve the new Board made by Roger Pederson, seconded by Haley Crook all approved.
 - Officers elected are President, Roy Helsel, Treasurer, Roger Pederson, Secretary, Pat Bilodeau. Gloria Wennberg and Tim Dullea, new member, are both at large members.
 - Adjournment 7:20 PM, Pat Bilodeau made the motion, Gloria Wennberg seconded, all approved.
- Next Board Meeting is scheduled for December 11 at 10:30 via Zoom. Any Unit Owner wishing to attend should contact Steve Miller.