



**Shaker Landing Condominium Association
ANNUAL MEETING**

**August 23, 2015
1 PM**

**Enfield Community Building Hall
Huse Park, Route 4
Enfield, New Hampshire**

NOTICE OF ANNUAL MEETING OF UNIT OWNERS

Dear Unit Owner:

The By-Laws of the Shaker Landing Condominium Declaration require that there be an Annual Meeting of all unit owners. Hence, you are cordially invited to attend the 2015 Annual Meeting of the Shaker Landing Condominium Association of Unit Owners. The Meeting will be held at 1:00 pm on Sunday, August 23, 2015, at the Enfield Community Building Hall- Huse Park, Route 4, Enfield, New Hampshire, for the following purposes:

1. Call Meeting to Order
2. Report on attendance in person and by proxy.
3. Establishment of a Quorum.
4. Approval of Minutes of the August 23, 2014 Annual Meeting
5. Consideration of the Financial Report and Budget
6. Consideration of the Report from the Board of Directors
 - a. Capital Repairs and Replacement Program
 - i. Sewer improvements – Pump(s) & Tank(s)
 - ii. Roof replacements - Report of Ad hoc Committee
7. Consideration of Committee Reports
8. Consideration of Priorities for Next Year
9. Voting to fill any vacancies/expiring term(s) on the Board of Directors

Current Directors:	Sandy Orr	Term expires 2016
	Jeanne Childs	Term expires 2016
	Bev Sletten	Term expires 2017
	Susan Broadhurst	Term expires 2015
	Gary Best	Term expires 2015
10. Public input and any other business as may properly come before the Meeting or adjournment thereof.
11. Adjournment

This document contains items including the notice, Minutes of August 23, 2014 meeting, agenda, and proxy statement for this year's Meeting, as well as a current report from the Board of Directors.

PLEASE NOTE:

The Board of Directors wishes to bring to your attention the fact that the By-Laws provide that a Unit Owner shall be deemed to be in good standing and entitled to vote if, and only if, the Unit Owner has paid in full (monies received and recorded on the Association's Books) at least three (3) days prior to the date fixed for the Annual Meeting all common charges and other assessments, together with all interest, costs, attorney and other legal fees, penalties and other expenses lawfully made, levied and properly chargeable against such Unit Owner and/or Unit Owner's Condominium Unit by the Board of Directors. Based on the foregoing, the Board has directed that **all payments this year must be received by 5:00 pm, local time, on Thursday, August 20, 2015.**

BOARD OF DIRECTORS REPORT & AGENDA
August 2014 - August 2015

OFFICERS & DIRECTORS

- Sandy Orr was elected President
- Bev Sletten - She was elected to serve as Treasurer.
- Jeanne Childs was elected to serve as Secretary.

FINANCIAL REPORT

- Financial records (enclosed); report to be given at meeting.
- 2014 Tax return prepared and filed in a timely manner.
- Copies of all CDs are placed in our rented safety deposit box at Lake Sunapee Savings Bank, Lebanon, NH

RESERVE FUND INVESTMENT REPORT

- The investment strategy has been continued by the then Board using CD's laddered to allow flexibility of maturity to use them to address capital needs.
- The Board continues to follow the practices recommended by CAI - *Reserve Funds: How & Why Community Associations Invest Assets*, a best-practice manual for condominium boards of directors published by the Condominium Association Institute, a national resource organization regarded as a major authority in the field.
- CDs continue to be the best investment for the next five years to assure safety of principle and flexibility.
- The Board and Management have attended CAI Meetings in NH to remain current On current issues related to operations of Community Associations.
- The legal opinion obtained in 2014 regarding the Board's Fiduciary responsibility continues to be followed.

ENGINEERED RESERVE STUDY & SEWER TANK(S) & PUMPS

- Noblin Associates Engineered Reserve Study of 2014 of Shaker Landing continues to be the guide for future repairs and replacement program. Noblin has completed specifications for roof repairs and replacements. They have been aggressively pursuing bids for roofing work.

WEBSITE – Shaker-Landing.com

- The Board has retained the services of Dimentech, Warner, NH to be the webmaster. Working with the Board and Management the site regularly posts pertinent information regarding Board Minutes, Budget and notices as directed by the Board.
- This site is highly accessible, holds condominium documents, and can be cost-saving to the owners by reducing cost of mailing items.

SITE MAINTENANCE & IMPROVEMENT

- The painting program continues on buildings 35 & 37.
- Stone drip edges and deck grates as needed are added to building painting
- Trees evaluated; those at greatest risk for falling removed
- Erosion measures performed on road leading to lower units. Work needs to continue to eliminate washing out of stone paths.
- Storm drains are cleaned annually.
- New grounds and snow removal contractor was selected as a result of bidding process. There has been a noted improvement so far this growing season. Particular effort has been made to improve the cutting along the boundaries and clusters of trees and bushes of our property thanks to the volunteers effort in the fall.
- Leaf Mulch Bin Proposal: cost range \$550 -800 (no action as yet). We anticipate Attempting to grind up grass, leaves and sticks for mulch. Cost is to be determined.
- Walkway Proposals: asphalt (\$97,720); large stone (aprox. \$5000); concrete
- Hill erosion proposal: planting pachysandra (abandoned as ineffective)
- Zero sort recycling dumpsters (Rental \$41/mo; Town of Enfield pays disposal)
- Replaced outdoor post lighting fixtures with LED and rotting posts (\$600 each). Additional motion lights have been installed. Both motion lights and LED are being evaluated to determine if there is a need for other site specific lighting for safety reasons.
- Chimneys inspected
- Pest Control Service perimeter treatment applied to all 13 buildings.
- Lower staircase steps replaced (safety issue). Painting steps will be done as weather permits.

INFRASTRUCTURE ISSUES

- As approved by the Owners at the Special Meeting in February 2015 CAQ Engineering Associates has completed a survey of the sewer lines and pump system with Stearns Septic System for the lower section of SLCA. Mapping was completed in June 2015. (see map) They have completed a design and have submitted the NH Shoreland Permit Notification to the New Hampshire DES. (see attached).

BUILDING ISSUES

- In an effort to identify and approve a window replacement path which solved heat loss/gain and ventilation issues, windows were evaluated by three experts. A window evaluation report is available. (Decisions not reached yet.)

INSURANCE

- Policy renewed with Goss Logan, Lebanon NH; liability coverage increased
- The Board met with Goss Logan insurance agent and reviewed our insurance policies. A risk management inspection was conducted by our insurance carrier representative in July and recommendations are being followed regarding signage and planning for roof replacement to prevent ice dams and leaks. We also must prohibit "vicious" dogs (i.e. pit bulls) from being allowed on SLCA property.

COMMITTEES

- Ad hoc Committee Report – Tom Byrne Chair
- Landscape: Chair Tom Byrne will give report.
- Waterfront: Chair John Schumacher will give report.
- Gardening: Co-Chairs Ann Byrne and Ann Winter will give report.
- Social Committee: Carol Orr and Bev Sletten

RULES & BY-LAWS

- Various owner Rule Violations resolved throughout the year
- Rule Modifications to comply with By-Laws: in progress including no vicious dogs allowed by insurance company and compliance with 10 feet from buildings for all grills and open fires.
- New Hampshire Condominium Act consulted
- Roberts Rules of Order consulted
- Board to set up committee to revise By-Laws

MANAGERS REPORT

- Ray Stanford, Moseley Associates

BOARD PRIORITIES FOR NEXT YEAR

- Develop essential priority list and funding proposals from Roof Bids by Noblin Associates.

Known top priority safety issues:

- Septic System hook-up to town sewer
- Mail Box station – Completed
- Address ongoing erosion problems to solve problem permanently
- Complete stairs, lighting and new electrical plan to save money

SLCA OFFICIAL PROXY FORM

I, _____,

Owner of Unit(s) Numbered _____

Constitute and appoint _____
to be my proxy holder for the purposes of electing a member to the Board of Directors, and voting on all other business to lawfully come before the Annual Meeting of the Shaker Landing Condominium Association to be held Sunday, August 23, 2015, at 1:00 pm, local time, at the Enfield Community Building Hall, Huse Park, Route 4, Enfield, NH.

The above named and designated proxy holder has the authority to vote and act for me to the same extent that I could if personally present, with full power to cast the number of votes that ownership entitles me to cast, and I do hereby further authorize my proxy to use his/her best judgment in voting for me on all matters which properly come before this Meeting, or any adjournment thereof, and to act for me in my name, place and stead as fully as I could act if I were present, giving said proxy full power of substitution.

Executed on (date) _____

Owner _____

Witness to Signature _____

NOTE 1: Only a member of the Board of Directors or other unit owner may be chosen to act as a proxy holder. A non-owner may not be chosen.

NOTE 2: This proxy must be fully completed (leaving no blanks) and be dated, signed and the signature witnessed in order to be valid. (Witness does not need to be a notary.)

NOTE 3: This proxy is valid only for the Meeting for which it is given and any lawful adjournment thereof.

NOTE 4: The Unit Owner must give or mail this proxy to the person designated as his/her proxy holder. The proxy holder must present it to the Secretary at the Annual Meeting, August 23, 2015.

SLCA Annual Meeting Minutes

Date... 8/23/14

Board Attending ... Sandy Orr, Bev Sletten, Jeanne Childs, Alan Nadel. Also Ray Stanford, Mgr

Agenda Topic Action/Follow-up

Call to Order

By President Sandy Orr at 9 am at LaSalette Cafeteria, Enfield, NH

Roll Call:

Owners Present: Martha Hough (33-1); Sandy & Carol Orr (33-3; Scott Caunters (35-1); Susan Broadhurst (35-2); Michelle Jones (35-3); Tom & Ann Byrne (37-1; Robert Davidson (37-2); Bob & Bev Sletten (43-1); John Schumacher & Jeanne Childs (43-2); Andrea Day (47-1) ; Ann Winter (47-3); Gary Best (27-1); Maria Dailey (27-2); John & Mary Viertel (11-1); Sharon Kopyc & Alan Nadel (15-2).

Proxies: John & Susan Kessler (Sandy Orr); Patrick & Judy Pallatroni (Jeanne Childs); Bob & Penny Edwards (Bev Sletten); James & Pat Tamagini (Andrea Day); Mary Jo Kehoe (Rob Davidson); Scott Gilmore & Nicole Diana (Alan Nadel); Richard Abate (Andrea Day).

Guests/Renters: Betsey Child & Jim Shibles (43-3)

Quorum:

14 voting owners, 6 valid proxies, 1 owner in arrears (no vote), 1 proxy in arrears (no vote)

Minutes: 8/23/13

Minutes of Annual Meeting of 8/23/13 ... Motion: Gary Best ... approved unanimously by voice vote.

Financial Report

Motion Bev Sletten ... approved unanimously

Discussion: What to do with 2014 operating surplus?

- Board must determine if it is a genuine surplus.

Discussion: Dock deposits

- Inequitable to have different amounts; need to be more equitable; need to have some taken out for eventual dock replacement.

Discussion: Who pays if dock damage not due to a dock user?

- Ray: Insurance; general maintenance comes out of the annual fee.

Board Report

President Sandy Orr gave a summary and opened the floor to questions and discussion.

Reserve Study

Still in process; will be finished this fall. Proactive planning for our community.
- Roof replacement: will be scheduled on a rolling basis: 2 per year with worst first.

Commendation

Jim Shibles was commended for all the good work he does for SLCA. Applause and thanks were extended.

By-Laws

Board advised by several owners to update them.

Website

Alan reported that no one had sent him anything. He urged members to send him photos, anything about the history of Shaker Landing or other useful information. Jeanne Childs will send him all the documents. Material can be sent in pdf format.

Committee Reports

Landscape: Tom Byrne's report is attached to these minutes.
Waterfront: John Schumacher's report is attached to these minutes.
Social Committee: Chairman sought. Carol Orr volunteered and was appointed.
Carpools: Sandy Orr has investigated and obtained requirements from the Town of Enfield. The Board will have this item on its agenda this year.

Commendations

Tom and Ann Byrne for extraordinary physical assistance in landscaping improvement and to Tom for his analysis and leadership of a very productive Landscape Committee consisting of Ann Winter, Gary Best, and John Schumacher, who also received thanks and applause from the Annual Meeting participants.

Election of Directors

Discussion: Shouldn't we have Board Members who live here and/or are accessible physically to the community, and can perform on-site duties and be physically present at meetings most of the time.

SLCA Annual Meeting Minutes

Date ... 8/23/14

- Alan Nadel, who lives in another state, resigned from the Board because there are on-site owners currently who could do those duties and are willing to come on the board at this time. He was thanked for his service to the Board and his resignation was accepted.
- Motion made by Gary Best and seconded by Bev Sletten: "Remove Mary Jo Kehoe from SLCA Board" as she also lives in another state, but does not wish to resign. A letter from Mary Jo defending her position was read by Rob Davidson (attached).
- Discussion: Issue was well debated. Roberts Rules were cited: Deliberative bodies can only have electronic meetings if the by-laws permit it. SLCA's do not. Hence if a director cannot attend meetings except electronically, he/she cannot accept a board position or continue to hold one. Our by-laws do not currently permit that option.
- Vote by Secret Ballot: Yes: 14 No: 5 Abstain: 1

Filling Board Vacancies

3 year term:

Carol Orr nominated Bev Sletten; no other nominations.

Vote: unanimous voice vote (no nays) election of Bev Sletten.

For 1 year terms:

Bev Sletten nominated Gary Best.

Carol Orr nominated Sue Broadhurst.

No other nominations

Vote: unanimous voice vote (no nays) election of Gary and Sue

Commendation

Sandy Orr offered a commendation to our two outgoing board members: Alan Nadel and Mary Jo Kehoe

Adjournment

Motion by Bev Sletten. Motion carried by unanimous (no nays) voice vote.

Jeanne Childs, Secretary
8/24/14

SLCA Special Owners' Meeting Minutes

Date ... 2/21/15

Attending ... Sandy Orr, Gary Best, Susan Broadhurst, Jeanne Childs and Ray Stanford, Mgr.; 19 owner votes present; 7 proxies; 2 renters

Agenda Topic	Action/Follow-up	Resp. Person(s)
CALL TO ORDER	9:10 am, LaSalette Cafeteria, Enfield NH	
Quorum:	26 owner votes	
AGENDA		
Item #3: Sewer	M: Gary Best "I move to table the vote on funding the project until May when we will have the results of the bidding for this project." 2nd: Chad Dailey Vote Talley: 26-0 Motion Passed.	
Item #4: Roof System Replacement	Questions and discussion addressing many issues with this project. One motion made and withdrawn by Rob Davidson. M: Jim Hornig "I move to approve budget for Engineering Services of \$15,600 fixed from Capital Reserves for Phase 1: Roof Improvements & Replacement all buildings as recommended in Noblin Associates Report (October 2014) - Engineering bid specifications. Phase Bid solicitation, pre-bid meetings with contractors. There will also be established an advisory committee of owners to propose financial alternatives." 2nd: Sue Broadhurst Vote Talley: 24-0; 2 abstentions Motion passed. (Needed to pass: 17)	
Item #6: Financing	Discussion on authorizing proposals from local banks to borrow funds up to \$200,000. This requires no expenditure on the part of SLCA; it merely provides owners with figures for discerning final financing options. A vote to approve this measure was taken: 26-0 Measure approved.	

SLCA Special Owners' Meeting Minutes

Date ... 2/21/15

Item #7: Next Special Meeting

M: Gary Best "I move to hold the next Special Meeting to examine Sewer, Roof, and Bank bids and vote on financial options be held a month after all those documents are received and distributed to owners."
2nd: Schumacher
Vote Talley: 26-0

M: Michelle Jones "I move that the SLCA Board keep owners informed of all matters around this topic within two weeks of getting new information, especially the schedule of site visits."
2nd: Andrea Day
Vote Talley: 26-0

Adjourned

11:32 am M: Andrea Day; 2nd John Kessler
Vote Talley: 26-0

Jeanne Childs
SLCA Secretary

Sign-up Sheet for Membership on Advisory Committee after meeting:

Kevin Albert
Michelle Jones
Rob Davidson
Tom Byrne
Bob Chorney

SHAKER LANDING CONDOMINIUMS
STATEMENT OF INCOME
FOR THE MONTH AND SIX MONTHS ENDED JUNE 30, 2015

	ANNUAL BUDGET	CURRENT PERIOD		YEAR-TO-DATE		VARIANCE
		BUDGET	ACTUAL	BUDGET	ACTUAL	
OPERATING INCOME						
4010-MONTHLY DUES	125,952.00	10,496.00	11,808.00	62,976.00	63,950.37	974.37
4050-LATE FEES	50.00	0.00	5.49	5.00	16.31	11.31
4055-BOAT RENTALS	2,750.00	0.00	0.00	0.00	0.00	0.00
4065-PHASE III REIMB	1,094.57	0.00	0.00	1,094.57	719.18	(375.39)
TOTAL OPERATING INCOME	129,846.57	10,496.00	11,813.49	64,075.57	64,685.86	610.29
OPERATING EXPENSES						
5015-OFFICE EXPENSES	850.00	20.00	36.36	790.00	849.48	59.48
5016-WEB SITE EXP	750.00	0.00	0.00	300.00	300.00	0.00
5020-ELECTRICITY	8,100.00	675.00	251.84	4,050.00	6,321.31	2,271.31
5035-WATER & SEWER	7,700.00	0.00	0.00	0.00	0.00	0.00
5055-MANAGEMENT FEES	17,964.00	1,497.00	1,497.00	8,982.00	8,982.00	0.00
5060-DOCK REPAIR/MAINT	2,750.00	0.00	1,249.00	2,750.00	3,524.10	774.10
5065-BEACH EXPENSE	750.00	100.00	100.00	100.00	100.00	0.00
5070-GROUNDS/LANDSCAPING	3,000.00	500.00	525.00	2,000.00	1,960.02	(39.98)
5074-TREE MAINTENANCE	3,500.00	0.00	0.00	0.00	100.00	100.00
5075-MOWING CONTRACT	20,000.00	2,500.00	2,583.33	3,500.00	3,333.30	(166.70)
5077-TAXES/FEES	0.00	0.00	0.00	0.00	25.00	25.00
5080-ROADS/DRIVES	1,500.00	0.00	0.00	1,150.00	1,150.00	0.00
5085-WALKWAY MAINT	750.00	0.00	0.00	0.00	0.00	0.00
5090-REPAIRS/MAINT	4,500.00	0.00	1,216.51	4,500.00	5,405.03	905.03
5110-EXT PAINTING	16,850.00	2,000.00	2,048.94	3,000.00	2,909.24	(90.76)
5115-PLOWING CONTRACT	19,500.00	0.00	0.00	13,000.00	13,000.00	0.00
5116-OTHER SNOW	1,500.00	0.00	0.00	800.00	800.00	0.00
5117-ROOF RAKING-ESSENTIAL	3,000.00	0.00	0.00	3,000.00	1,732.50	(1,267.50)
5118-ROOF RAKING-DEVOID/OTHER	0.00	0.00	0.00	0.00	5,688.61	5,688.61
5120-TRASH REMOVAL	600.00	50.00	51.00	300.00	306.00	6.00
5125-EXTERMINATING	1,600.00	0.00	0.00	1,600.00	1,718.74	118.74
5180-LEGAL EXPENSES	500.00	0.00	0.00	300.00	275.00	(25.00)
5185-INSURANCE	13,650.00	1,600.00	1,555.40	6,400.00	6,221.60	(178.40)
5190-MISCELLANEOUS	75.00	0.00	0.00	0.00	0.00	0.00
5195-ACCOUNTING	275.00	0.00	0.00	275.00	265.00	(10.00)
5200-MEETING EXPENSE	200.00	0.00	0.00	200.00	717.18	517.18
TOTAL OPERATING EXPENSES	129,864.00	8,942.00	11,114.38	56,997.00	65,684.11	8,687.11
OPERATING SURPLUS	(17.43)	1,554.00	699.11	7,078.57	(998.25)	(8,076.82)

**SHAKER LANDING CONDOMINIUMS
STATEMENT OF INCOME
FOR THE MONTH AND SIX MONTHS ENDED JUNE 30, 2015**

	ANNUAL BUDGET	CURRENT PERIOD		YEAR-TO-DATE		VARIANCE
		BUDGET	ACTUAL	BUDGET	ACTUAL	
SHORT TERM RESERVE						
BEGINNING STR BALANCE	0.00	3,972.38	3,972.38	0.00	0.00	0.00
INCOME						
4040-INTEREST	6.00	0.50	0.00	3.00	0.08	(2.92)
6011-OPERATING SURPLUS	(17.43)	1,554.00	699.11	7,078.57	(998.25)	(8,076.82)
4060-INS CLAIM INC	0.00	0.00	0.00	0.00	3,927.63	3,927.63
4080-CD PROCEEDS	0.00	0.00	0.00	0.00	17,119.54	17,119.54
TOTAL INCOME	(11.43)	1,554.50	699.11	7,081.57	20,049.00	12,967.43
COMMITTED PROJECTS						
5111.0-CONTINGENCY	10,000.00	0.00	0.00	10,000.00	0.00	(10,000.00)
5111.1-GENERAL CAPITAL	0.00	0.00	0.00	0.00	2,120.00	2,120.00
5111.2-ROOFS **	15,600.00	1,000.00	1,120.00	14,000.00	14,170.00	170.00
5111.4-POST LIGHTS	6,000.00	0.00	0.00	0.00	0.00	0.00
5111.6-INS CLAIM #35-3	0.00	0.00	0.00	0.00	4,243.51	4,243.51
TOTAL COMMITTED PROJECTS	31,600.00	1,000.00	1,120.00	24,000.00	20,533.51	(3,466.49)
FUNDS FROM LTR	14,000.00	0.00	0.00	4,000.00	4,036.00	36.00
ENDING STR BALANCE	(17,611.43)	4,526.88	3,551.49	(12,918.43)	3,551.49	16,469.92
** Amount approved by the owners on February 21, 2015						
LONG TERM RESERVE						
BEGINNING LTR BALANCE	0.00	0.00	2,376.57	0.00	418.68	418.68
INCOME						
4020-RESERVE FEES	14,592.00	1,216.00	1,368.00	7,296.00	7,408.97	112.97
4045-INTEREST	2.00	0.17	0.32	0.98	1.24	0.26
TOTAL INCOME	14,594.00	1,216.17	1,368.32	7,296.98	7,410.21	113.23
FUNDS TO STR	14,000.00	0.00	0.00	4,000.00	4,036.00	36.00
ENDING LTR BALANCE	594.00	1,216.17	3,744.89	3,296.98	3,744.89	495.91

**SHAKER LANDING CONDOMINIUMS
CASH FLOWS
JUNE 2015**

	OPERATING	SHORT TERM RESERVES	LONG TERM RESERVES
BEGINNING BALANCE	0.00	3,972.38	2,376.57
INCOME			
Monthly Fees	11,808.00		
Late Fees	5.49		
Reserve Fees			1,368.00
Interest Income		0.00	0.32
Month End Transfer		699.11	
TOTAL INCOME	11,813.49	699.11	1,368.32
EXPENSES			
Operating Expenses	11,114.38		
Comitted Projects		1,120.00	
Month End Transfer	699.11		
TOTAL EXPENSES	11,813.49	1,120.00	0.00
ENDING BALANCE	\$0.00	\$3,551.49	\$3,744.89

DOCK DEPOSITS HELD	\$9,125.00
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LTR LOAN TO STR	\$4,036.00
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**SHAKER LANDING CONDOMINIUMS
JUNE 2015**

CASH DISBURSEMENTS

Essential Maintenance	47-2 Repair Railing	17.50	5090
	Bldg 35 Painting	1,872.50	5110
	33-1 Paint Deck	176.44	5110
	Bldg 45 Trim Drip Edge Seal	105.00	5090
	47-1 Ceiling/Wall Repairs	176.51	5090
TNT Stump Grinding	June Grounds Maintenance	2,583.33	5075
	Bi-Weekly Weeding	75.00	5070
	Weekly Beach Clean-Up	100.00	5065
	Bank Clean-Up/Raking/Leaves	450.00	5070
Lakes Region Dock	Install Docks	1,249.00	5060
Liberty Utilities	May/June Electricity	251.84	5020
Casella Waste Services	May Trash Removal	51.00	5120
Union Mutual	Insurance Premium	1,555.40	5185
Noblin Associates	Pre-Bid Meeting/Roof & Deck Jobs	1,120.00	5111.2
MoseleyAssociates	Management Fee	1,497.00	5055
	Office Supplies	36.36	5015
	47-1 Sewage Back-Up/Utility Room	377.50	5090
	Assist Stearns/Sewage Back-Up	540.00	5090
	TOTAL DISBURSEMENTS	12,234.38	

OWNER ACCOUNT STATUS

Unpaid Fees	6 Jones	737.49
Prepaid Fees	6 Owners	<u>(2,196.00)</u>
	NET RECEIVABLES	(1,458.51)

**SHAKER LANDING CONDOMINIUMS
CD LISTING
JUNE 2015**

	ISSUED	RATE	MONTHS	MATURITY	BALANCE
CD LSB	9.1.10	2.75%	60	9.1.15	6,840.06
CD #73	11.21.11	2.03%	48	11.21.15	6,455.94
CD #79	6.16.14	0.30%	6	12.16.15	6,026.90
CD #80	6.16.14	0.30%	6	12.16.15	6,026.90
CD #78	12.20.12	0.30%	6	12.20.15	6,047.70
CD #66	4.11.11	2.47%	60	4.11.16	6,659.22
CD #67	4.11.11	2.47%	60	4.11.16	11,098.71
CD #68	4.11.11	2.47%	60	4.11.16	11,098.71
CD #69	4.11.11	2.47%	60	4.11.16	11,098.71
CD #70	4.11.11	2.47%	60	4.11.16	11,098.71
CD #74	11.21.11	2.47%	60	11.21.16	6,559.12
CD #75	5.14.12	2.13%	60	5.14.17	6,413.48
CD #76	5.14.12	2.13%	60	5.14.17	6,413.48
CD #77	10.16.12	1.93%	60	10.16.17	6,321.54
CD #72	5.16.11	2.23%	48	5.16.19	6,566.40
TOTAL CD'S INVESTED					\$114,725.58
LONG TERM RESERVE					\$3,744.89
TOTAL CAPITAL FUNDS					\$118,470.47



SHORELAND PERMIT BY NOTIFICATION (PBN) ¹

Water Division/ Shoreland Program
Land Resources Management



Check the Status of your Notification: <http://des.nh.gov/onestop>

RSA/Rule: RSA 483-B, Env-Wq 1400

Office use only: Accepted <input type="checkbox"/>	Expires: ___/___/___	Rejected <input type="checkbox"/>	
Check Amount \$ _____	Check No. _____	Initials: _____	Date: ___/___/___

Shoreland File Number 2015- _____ **Reviewed Date:** _____ **Initials:** _____

A. PROJECT AND OWNER INFORMATION

1.	Project Property Address	Town/City	State	Zip code
	Landing Rd	Enfield	NH	03748
2.	Waterbody Name	Tax Map	Lot	Block Unit
	Mascoma Lake	SLC,	,	,
3.	Property Owner Name (last, first, MI)	Phone No.	Fax No.	An email address authorizes electronic communication
	Shaker Landing Condominium Ass			
	Mailing address	Town/City	State	Zip code

B. PROPOSED PROJECT DETAILS: (NOTE: This process cannot be used: a) for impacts to areas under the jurisdiction of RSA 482-A including surface waters and their banks, wetlands, tidal areas including the 100 ft tidal buffer zone, sand dunes and beaches, or; b) to expand the footprint of nonconforming primary structures within the waterfront buffer.)

TOTAL PROPOSED IMPACT AREA: 1,200 square feet	NEW IMPERVIOUS AREA PROPOSED: 70 square feet
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DESCRIPTION: A complete description of the proposed project must be stated here. It must list all proposed temporary and permanent impacts, new pervious and impervious areas, and structures. Installation of new pump chamber, valve pit and force main. Decommissioning old tanks (empty, perforate bottoms and fill with sand). Existing sewer lines to be flushed.

C. CONDITIONS: Agree to the following Permit by Notification conditions by initialing each one:

Env-Wq 1406.17(a)	Erosion and siltation control measures shall (1) Be installed prior to the start of work; (2) Be maintained throughout the project; and (3) Remain in place until all disturbed surfaces are stabilized.
Env-Wq 1406.17(b)	<i>Erosion and siltation controls shall be appropriate to the size and nature of the project and to the physical characteristics of the site, including slope, soil type, vegetative cover, and proximity to wetlands or surface waters.</i>
Env-Wq 1406.17(c)	No person undertaking any activity in the protected Shoreland shall cause or contribute to, or allow the activity to cause or contribute to, any violations of the surface water quality standards established in Env-Ws 1700 or successor rules in Env-Wq 1700.
Env-Wq 1406.17(d)	Any fill used shall be clean sand, gravel, rock, or other suitable material.
Env-Wq 1406.05	Upon receiving acceptance of this Permit by Notification, a copy of page one of this form shall be posted on site prior to the start of work.

¹ Form is not valid unless a shoreland file number is assigned and the notification is accepted, dated and initialed by DES.

D. PBN CRITERIA: In addition to meeting all requirements of RSA 483-B and Rule Chapter Env-Ws1400 the project must meet one of the following. Please check the appropriate qualifying criteria per RSA 483-B:5-b:

<input checked="" type="checkbox"/>	1. This project will result in less than 1,500 sq ft of total impact area, of which no more than 900 square feet will be added impervious area (<i>excluding public infrastructure projects</i>); or
<input type="checkbox"/>	2. This is a public infrastructure maintenance or repair project (public utilities, public roadways and access facilities); or
<input type="checkbox"/>	3. This project is directly related to stormwater management improvements, erosion control projects or environmental restoration or enhancement; or
<input type="checkbox"/>	4. This project is an activity defined as qualified for a permit by notification under Env-Wq 1406.05. Identify the specific paragraph under Env-Wq 1406.05 qualifying this project: <input type="checkbox"/> Env-Wq 1406.05(a) relative to geotechnical borings <input type="checkbox"/> Env-Wq 1406.05(b) relative to monitoring wells <input type="checkbox"/> Env-Wq 1406.05(c) relative to drinking water wells <input type="checkbox"/> Env-Wq 1406.05(d) relative to remediation activities

E. IMPACT AREA AND APPLICATION FEE: Indicate the project type, impact area and fee by checking the appropriate box below.

<input checked="" type="checkbox"/>	1. The proposed project will impact _____ square feet within 250 feet of the reference line. (All areas of soil disturbance, fill, construction and structure removal shall be considered in the area of impact. Total Impact area 1,200 x \$0.10 per square foot + \$100 = 220.00 This is the project filing fee. If the result is more the \$250 you cannot use this form.	(Max \$250) \$ 220.00
<input type="checkbox"/>	2. The proposed project is a public infrastructure maintenance or repair project.	Fee Exempt
<input type="checkbox"/>	3. The proposed project meets the criteria of Section D.3. above.	\$100.00

F. REQUIRED CERTIFICATIONS: Carefully read each of the statements below. By signing below, you are **certifying** that you understand and agree to comply with each statement.

- I understand that any impacts completed under a Permit by Notification filed and accepted based on false, incomplete, or misleading information on the application, plans or attachments shall be subject to enforcement action.
- I am aware that an accepted Shoreland Permit by Notification will not exempt the work I am proposing from other state, local or federal approvals.
- I am aware of the requirements regarding impervious area thresholds and have provided all necessary materials necessary to clearly demonstrate this project meets at least the minimum standards of RSA 483:B:9, V(g) 1,2 and 3.
- I understand that project proposals that do not meet the minimum standards of RSA 483-B and Administrative Rules Chapter Env-Wq 1400 shall be rejected.
- I understand that failure to conduct the work in accordance with the plans and materials submitted with this Notification shall be considered work without a permit and subject to enforcement action. I agree to conduct all work under this Permit by Notification in accordance with the conditions specified in Section C, above.
- I understand that incomplete notifications will be rejected and the notification fee will be forfeited.

G. REQUIRED SIGNATURE

Signature of Owner:

Date:

(agent may not sign on owner's behalf)

H. AGENT INFORMATION: If this form has been completed by an agent or any person acting on behalf of the owner, said person shall provide the following information:

1.	Agent Name (last, first, MI)	Phone No.	Fax No.	An email address authorizes electronic communication
	CAQ Engineering Associates, In	978-689-7272	978-689-8181	caqea@aol.com
	Mailing address	Town/City	State	Zip code
	773 Turnpike St#261	N. Andover	MA	01845

SHORELAND PERMIT BY NOTIFICATION (PBN)

Shoreland File Number 2015 - _____ Reviewed Date: _____ Initials: ____

Office use only: Accepted Rejected Date notified: _____
 If rejected, reason: _____

Please Note: If the notification is rejected, a complete new notification, including the fee, will be required.

Property Owner Name	Project Address	Town/City	State	Zip code
Shaker Landing Condo. Assoc.	Landing Way	ENfield	NH	

I. INFORMATION REQUIRED FOR NOTIFICATION ACCEPTANCE:

Your notification package will be rejected and the filing fee forfeited if:		DES USE ONLY
a) It does not include the following required information. (Initial in the left column if item is included or initial and check N/A if item is not applicable. Do not leave items blank.); b) It does not qualify for a Shoreland PBN under Section "D" of this Notification; or c) It fails to meet the requirements of RSA 483-B or Administrative Rules Chapter Env-Wq 1400.		↓
_____ RSA 483-B:5-b, I(a)	A fully completed Notification Form signed by the owner of the property	Y N
_____ RSA 483-B:5-b, I (a), 483-B:9, Env-Wq 1406.09 and Wq 1406.10	Plans showing the subject property line that clearly and accurately depict the work to be completed relative to the reference line of the jurisdictional waterbody, including the following: <ul style="list-style-type: none"> ▪ Either all dimensions or the scale used on the plan; ▪ A legend that clearly indicates all symbols, line types and shadings; ▪ The property lines, reference line, the primary structure setback line, the natural woodland buffer and the protected shoreland zone; ▪ The dimensions, and locations, and area of all existing and proposed impervious areas. If there are no additional impervious areas, do not show existing impervious areas; ▪ The dimensions, locations, and descriptions of all proposed temporary impacts associated with completion of the project. 	Y N
_____ Env-Wq 1406.10(e)	Plans depicting a cross-section of any pervious surface technologies. Check N/A if no pervious surface technologies are associated with this project <input checked="" type="checkbox"/> N/A	Y N
_____ RSA 483-B:9, V(g)(2) and Env-Wq 1500	If post-construction impervious area will be greater than 20%, plans for a stormwater management system that will infiltrate increased stormwater from development. Check N/A if proposed project has a post-construction impervious area of 20 % or less <input checked="" type="checkbox"/> N/A	Y N
_____ RSA 483-B:9, V(g)(1) &(3) and Env-Wq 1500	If post-construction impervious area is greater than 30%, plans which demonstrate that: <ul style="list-style-type: none"> ▪ Each grid segment of the waterfront buffer meets the minimum required tree, sapling, shrub and ground cover score; and ▪ A stormwater management system that will not concentrate stormwater runoff or contribute to erosion has been designed and certified by a professional engineer. Check N/A if proposed project has a post-construction impervious area of 30 % or less <input checked="" type="checkbox"/> N/A	Y N
_____ Env-Wq 1406.10(f)	If proposed project includes work within the waterfront buffer, plans which delineate: <ul style="list-style-type: none"> ▪ Each grid segment of the waterfront buffer that will be impacted by the project; and ▪ The location and diameter of all trees and saplings and the location of all shrubs and groundcover within each segment to be impacted; and ▪ A designation of the trees, saplings and shrubs, over 3 feet in height and groundcover to be cut during the project. Check N/A if proposed project has no work planned within the waterfront buffer. <input checked="" type="checkbox"/> N/A	Y N
_____ RSA 483-B:5-b, I(a)	<u>DATED</u> photographs, clearly showing the area(s) to be impacted.	Y N
_____ RSA 483-B:5-b, I(b)(1)	Fee, as indicated in Section E. Check or Money Order made out to "Treasurer-State of NH" Check N/A if this is a public infrastructure maintenance or repair project. <input type="checkbox"/> N/A	Y N

