



# Moseley Associates, Ltd

Real Estate Sales & Rentals • Property Management

## Request for Re-Sale Certificate

Association Name: Pinewood Village

<b>Seller:</b>	
Owners Names: <u>Katherine Osborne</u>	Phone: <u>317-506-7200</u>
Property Address: <u>23 Pinewood Village, West Lebanon, NH 03784</u>	
Email Address: <u>KTmosborne@gmail.com</u>	
Realtor, if any: <u>Four Seasons Sotheby's International Realty</u>	Phone: <u>603-643-6400</u>
Attorney, if any: _____	Phone: _____
<b>Buyer:</b>	
Names: _____	Phone: _____
Mailing Address: _____	
Email Address: _____	
Realtor, if any: _____	Phone: _____
Attorney, if any: _____	Phone: _____
<b>Resale Certificate Should Be Sent To:</b>	
Name: <u>Leah McLaughry and/or Evan Pierce</u>	
Agency: <u>Four Seasons Sotheby's International Realty</u>	
Address: <u>17 1/2 Lebanon St; Hanover, NH 03755</u>	
Telephone 1: <u>603-643-6400</u>	Telephone 2: <u>603-359-8622</u> Fax: _____
Special Requests: _____	

Anticipated Closing Date: \_\_\_\_\_

**PLEASE ENCLOSE A COPY OF PURCHASE AND SALES AGREEMENT WITH THIS FORM**

The re-sale certificate and required association documents will be produced within ten (10) days of this request, as required by law.

A charge of \$150.00 is due upon completion of the re-sale certificate and should be payable to: *Moseley Associates*. Please mail the check to the address below or drop off payment at our office. Your signature below indicates your understanding of this charge and your authorization that we produce the documents. Should the documents be required in less than ten (10) days, there may be an additional charge.

[Signature]  
Owner's Signature

4/21/24  
Date

Please fax: (802) 296-3673, Email: [Tobbi@Moseleyassociates.net](mailto:Tobbi@Moseleyassociates.net) or mail it to the address below.

P.O. Box 706, White River Junction, Vt 05001  
Tel: (802)296-2600/(802)295-9300 • Fax: (802)296-3673



**The attached information has been prepared exclusively for**

*Katherine Osborne*

**Unit #23, Pinewood Village Condominium Association on April 22, 2024**

23 Pinewood Village  
West Lebanon, NH 03784

**\* The following information is only deemed to be accurate as of April 22, 2024**

**\* Please confirm with the Property Manager PRIOR to closing. 802-296-2600.**

**PINEWOOD VILLAGE CONDOMINIUM ASSOCIATION  
RE-SALE CERTIFICATE**

This certification is provided as of the 22<sup>nd</sup> day of April, 2024 per the request of the owners of Unit #6 dated April 22, 2024. (Note: The association shall furnish this certificate to the unit owner within ten days after a request from a unit owner).

1. There are no rights of first refusal or other restraints on free alienability on this unit except as follows: N/A.
  
2. The monthly assessment for this unit is currently \$490.00. (\$328.00 for the Common Fees, \$162.00 for Capital Reserve Fee). **Additionally, there is a special assessment for a Siding project, Katherine Osborne has paid this assessment off in full.** The unpaid common expense on this unit is \$ 0.00 as of April 22, 2024 (See Exhibit 2).

The monthly assessment on this unit is due on the 1st day of the month of every month.

3. There are no "other fees" payable by the owner of the unit being sold except as follows: Upon resale of any unit in the condominium, the purchaser of said unit will be assessed an amount equal to 3/4 of 1% of the sales price as a non-refundable contribution to the Reserve Fund of the Association. This assessment is to be collected at the closing by the selling unit owner or his/her agent and delivered to the Association or its agent within five (5) days of the recording of the deed to the condominium unit.
  
4. The association has reserves for capital expenditures as of April 22, 2024 is as follows: (See Exhibit 3).
  
5. Does the association regularly prepare a balance sheet? Yes. (If yes, the most recent regularly prepared balance sheet is attached as Exhibit 3).  
  
Does the association regularly prepare an income and expense sheet? Yes. (If yes, the most recent regularly prepared income and expense statement of the association is attached as Exhibit 3).
  
6. The current operating budget of the association is attached as Exhibit 3.
  
7. The most recent Annual Meeting Minutes are attached as Exhibit 4.
  
8. There are no unsatisfied judgments against the association except as follows: None.  
The association is not a defendant in pending suits except as follows: None.  
If applicable, set forth the status of each matter here: Not Applicable.
  
9. The amount of insurance coverage provided for the benefit of unit owners is as follows: See Attached Exhibit 5.

10. There are no alterations or improvements to the unit, or to the limited common elements assigned to it which violate any provision of the declaration within the knowledge of the executive board of the association except as follows:  
None.
11. There are no violations of the health or building codes with respect to the unit, the limited common elements assigned to it, or to any other portion of the common interest community within the knowledge of the executive board or managing entity except as follows: None.
12. There is no remaining term of any leasehold estate affecting the common interest community and the provisions governing any extension or renewal of it except as follows:  
None.
13. There are no restrictions in the declaration affecting the amount that may be received by a unit owner upon sale, condemnation, casualty loss to the unit or the common interest community, or termination of the common interest community except as follows: None.
14. Moseley Associates is the property management company for Pinewood Village. Upon closing on this unit, please reach out to our office and provide us with your contact information. Please see Exhibit 6 for our contact information

A current copy of the following documents are attached if checked:

Rules and Regulations    By-Laws    Declaration

Certified as of the foregoing date.

Pinewood Village Condominium Association

By:   
Duly Authorized

## EXHIBIT 2

Owner	Purchased/ Lease/ Vacant	Deposit/ SQ Feet/ Market RT	Charge	Prior Balance	Billed	Date	Check	Rcpt	Current Balance
23 7	04/30/2021	\$ .00	MONTHLY COMMON	.00	328.00	04/08	ACH	328.00	.00
KATHERINE OSBORNE	----	0	MONTHLY RESERVE I	.00	162.00	04/08	ACH	162.00	.00
	----	\$310.00	SPECIAL ASSESS - S	.00	468.23	04/08	ACH	468.23	.00
			Tenant Totals	.00	958.23			958.23	.00
			* Property Charges						
			rt MONTHLY COMMO	.00	328.00			328.00	.00
			cr MONTHLY RESERV	.00	162.00			162.00	.00
			sp SPECIAL ASSESS	.00	468.23			468.23	.00
			Property Totals	.00	958.23			958.23	.00

## EXHIBIT 3





**PINEWOOD VILLAGE CONDOMINIUMS  
OPERATING YEAR TO DATE ACTUALS  
NOVEMBER 2023 - MARCH 2024**

	NOV	DEC	JAN	FEB	MAR	TOTAL
<b>OPERATING INCOME</b>						
4010 Operating Fee	10,852.00	13,803.00	10,171.00	9,840.00	10,168.00	54,834.00
<b>TOTAL OPERATING INCOME</b>	10,852.00	13,803.00	10,171.00	9,840.00	10,168.00	54,834.00
<b>OPERATING EXPENSES</b>						
5020 Electricity	19.20	19.20	19.20	19.20	19.20	96.00
5045 Septic System	540.00	0.00	0.00	0.00	0.00	540.00
5120 Trash Removal	429.46	428.59	517.72	485.60	492.06	2,353.43
5125 Extermination	162.50	0.00	210.00	0.00	108.00	480.50
5155 Internet/Website	0.00	0.00	375.00	0.00	33.75	408.75
5210 Office Supplies	174.62	12.80	0.00	25.81	38.65	251.88
5220 Taxes/Fees	23.00	0.00	0.00	0.00	0.00	23.00
5230 Insurance	4,483.68	2,241.84	2,241.84	0.00	0.00	8,967.36
5250 Management Fee	1,710.58	1,669.85	1,669.85	1,669.85	1,669.85	8,389.98
5280 Professional Fees	260.00	0.00	0.00	0.00	0.00	260.00
5310 Repairs & Maintenance	225.34	1,499.88	856.23	95.00	330.00	3,006.45
5510 Annual Grounds Contract	3,362.50	3,362.50	3,362.50	3,362.50	3,362.50	16,812.50
5620 Other Grounds	1,600.00	7,610.00	0.00	0.00	0.00	9,210.00
5720 Other Winter Exp	0.00	875.00	0.00	770.00	250.00	1,895.00
<b>TOTAL OPERATING EXPENSES</b>	12,990.88	17,719.66	9,252.34	6,427.96	6,304.01	52,694.85
<b>OPERATING PROFIT/(LOSS)</b>	(2,138.88)	(3,916.66)	918.66	3,412.04	3,863.99	2,139.15

**PINEWOOD VILLAGE CONDOMINIUMS  
RESERVE YEAR TO DATE ACTUALS  
NOVEMBER 2023 - MARCH 2024**

	NOV	DEC	JAN	FEB	MAR	TOTAL
<b>RESERVE INCOME</b>						
4210 Reserve Fee	5,130.00	6,704.00	5,027.23	4,887.00	5,097.77	26,846.00
4220 Buyer's Fee	0.00	3,735.00	0.00	0.00	0.00	3,735.00
4340 Siding Assessment	3,521.46	4,413.69	3,477.23	3,945.46	4,798.96	20,156.80
4510 Interest Income	5.32	70.95	60.58	50.31	50.63	237.79
4520 CD Interest	25.32	24.51	25.36	24.51	24.54	124.24
4570 Loan Proceeds	321,250.00	0.00	0.00	0.00	0.00	321,250.00
<b>TOTAL RESERVE INCOME</b>	329,932.10	14,948.15	8,590.40	8,907.28	9,971.90	372,349.83
<b>CAPITAL EXPENSES</b>						
6015 Siding/Trim	40,300.00	9,200.00	51,375.00	(975.00)	0.00	99,900.00
6025 Roofing	0.00	0.00	6,323.98	0.00	12,647.93	18,971.91
6030 Chimneys	0.00	0.00	0.00	0.00	687.50	687.50
6080 Gutter Replacement	0.00	0.00	4,707.60	0.00	6,122.60	10,830.20
6085 Foundation/Basements	1,810.00	0.00	0.00	0.00	0.00	1,810.00
6210 Landscaping	22,050.00	0.00	24,675.00	0.00	0.00	46,725.00
6220 Tree Removals	6,250.00	7,490.00	0.00	0.00	0.00	13,740.00
6520 Project Oversight	937.50	937.50	875.00	0.00	0.00	2,750.00
6540 Loan Payment	336.61	1,188.55	7,747.19	7,747.19	7,747.19	24,766.73
<b>TOTAL CAPITAL EXPENSES</b>	71,684.11	18,816.05	95,703.77	6,772.19	27,205.22	220,181.34
<b>NET CAPITAL RESERVES</b>	258,247.99	(3,867.90)	(87,113.37)	2,135.09	(17,233.32)	152,168.49

**PINEWOOD VILLAGE CONDOMINIUMS  
OPERATING INCOME STATEMENT  
FOR THE MONTH OF MARCH 2024**

	<b>ANNUAL BUDGET</b>	<b>MARCH</b>		<b>YEAR TO DATE</b>		<b>BUDGET VARIANCE</b>
		<b>BUDGET</b>	<b>ACTUALS</b>	<b>BUDGET</b>	<b>ACTUALS</b>	
<b>OPERATING INCOME</b>						
4010 Operating Fee	122,016.00	10,168.00	10,168.00	50,840.00	54,834.00	3,994.00
<b>TOTAL OPERATING INCOME</b>	122,016.00	10,168.00	10,168.00	50,840.00	54,834.00	3,994.00
<b>OPERATING EXPENSES</b>						
5020 Electricity	225.00	18.75	19.20	93.75	96.00	2.25
5040 Hydrant Rental	2,160.00	0.00	0.00	1,080.00	0.00	(1,080.00)
5045 Septic System	0.00	0.00	0.00	0.00	540.00	540.00
5120 Trash Removal	5,800.00	483.35	492.06	2,416.75	2,353.43	(63.32)
5125 Extermination	2,000.00	166.75	108.00	832.75	480.50	(352.25)
5145 Fire Systems	2,500.00	0.00	0.00	0.00	0.00	0.00
5155 Internet/Website	0.00	0.00	33.75	0.00	408.75	408.75
5210 Office Supplies	500.00	10.00	38.65	240.00	251.88	11.88
5220 Taxes/Fees	200.00	0.00	0.00	200.00	23.00	(177.00)
5230 Insurance	27,624.00	0.00	0.00	9,207.84	8,967.36	(240.48)
5250 Management Fee	20,038.00	1,669.85	1,669.85	8,349.25	8,389.98	40.73
5280 Professional Fees	750.00	0.00	0.00	260.00	260.00	0.00
5290 Misc & NSF Fees	150.00	0.00	0.00	0.00	0.00	0.00
5310 Repairs & Maintenance	5,500.00	458.35	330.00	2,291.75	3,006.45	714.70
5510 Grounds Contract	41,023.00	3,418.60	3,362.50	17,093.00	16,812.50	(280.50)
5620 Other Grounds	10,000.00	0.00	0.00	10,000.00	9,210.00	(790.00)
5720 Other Winter Exp	3,000.00	300.00	250.00	3,000.00	1,895.00	(1,105.00)
<b>TOTAL OPERATING EXPENSES</b>	121,470.00	6,525.65	6,304.01	55,065.09	52,694.85	(2,370.24)
<b>OPERATING PROFIT/(LOSS)</b>	546.00	3,642.35	3,863.99	(4,225.09)	2,139.15	6,364.24

**PINEWOOD VILLAGE CONDOMINIUMS  
RESERVE INCOME STATEMENT  
FOR THE MONTH OF MARCH 2024**

	<b>ANNUAL BUDGET</b>	<b>MARCH</b>		<b>YEAR TO DATE</b>		<b>BUDGET VARIANCE</b>
		<b>BUDGET</b>	<b>ACTUALS</b>	<b>BUDGET</b>	<b>ACTUALS</b>	
<b>RESERVE INCOME</b>						
4210 Reserve Fee	60,264.00	5,022.00	5,097.77	25,110.00	26,846.00	1,736.00
4220 Buyer's Fee	0.00	0.00	0.00	0.00	3,735.00	3,735.00
4340 Siding Assessment	47,346.00	3,945.50	4,798.96	19,727.50	20,156.80	429.30
4510 Interest Income	0.00	0.00	50.63	0.00	237.79	237.79
4520 CD Interest	0.00	0.00	24.54	0.00	124.24	124.24
4570 Loan Proceeds	280,000.00	0.00	0.00	280,000.00	321,250.00	41,250.00
<b>TOTAL OPERATING INCOME</b>	<b>387,610.00</b>	<b>8,967.50</b>	<b>9,971.90</b>	<b>324,837.50</b>	<b>372,349.83</b>	<b>47,512.33</b>
<b>CAPITAL EXPENSES</b>						
6015 Siding/Trim	60,000.00	0.00	0.00	60,000.00	99,900.00	39,900.00
6025 Roofing	0.00	0.00	12,647.93	0.00	18,971.91	18,971.91
6040 Steps/Stairs/Rails	5,000.00	0.00	0.00	0.00	0.00	0.00
6030 Chimneys	0.00	0.00	687.50	0.00	687.50	687.50
6080 Gutter Replacement	30,000.00	50,000.00	6,122.60	10,000.00	10,830.20	830.20
6085 Foundation/Basements	50,000.00	0.00	0.00	2,000.00	1,810.00	(190.00)
6210 Landscaping	20,000.00	0.00	0.00	20,000.00	46,725.00	26,725.00
6220 Tree Removals	10,000.00	0.00	0.00	10,000.00	13,740.00	3,740.00
6330 Patch/Crack Sealing	30,000.00	0.00	0.00	0.00	0.00	0.00
6355 Drainage/Catch Basin	6,500.00	0.00	0.00	0.00	0.00	0.00
6520 Project Oversight	2,500.00	0.00	0.00	2,500.00	2,750.00	250.00
6530 Contingency	25,000.00	0.00	0.00	0.00	0.00	0.00
6540 Loan Payment	74,949.00	7,000.00	7,747.19	25,949.00	24,766.73	(1,182.27)
<b>TOTAL CAPITAL EXPENSES</b>	<b>313,949.00</b>	<b>57,000.00</b>	<b>27,205.22</b>	<b>130,449.00</b>	<b>220,181.34</b>	<b>89,732.34</b>
<b>NET CAPITAL RESERVES</b>	<b>73,661.00</b>	<b>(48,032.50)</b>	<b>(17,233.32)</b>	<b>194,388.50</b>	<b>152,168.49</b>	<b>(42,220.01)</b>

**PINEWOOD VILLAGE  
2023-2024 OPERATING BUDGET**

	FISCAL YEAR 2022-2023			2023-24
	BUDGET	10 MOS	PROJECTED	FINAL
Operating Fee	\$355	\$355	\$355	\$328
<b>INCOME</b>				
4010-OPERATING FEES	132,060	112,148	132,060	122,016
<b>TOTAL INCOME</b>	132,060	112,148	132,060	122,016
<b>BUSINESS EXP</b>				
5015-OFFICE SUPPLIES	500	285	342	500
5055-MANAGEMENT FEE	19,549	16,291	19,550	20,038
5077-INCOME TAXES	200	2	2	200
5185-INSURANCE	25,000	21,813	26,297	27,624
5190-MISC EXPENSE	150	167	167	150
5195-PROFESSIONAL	750	225	225	750
<b>TOTAL BUSINESS EXP</b>	46,149	38,783	46,583	49,262
<b>UTILITIES</b>				
5020-ELECTRICITY	450	185	222	225
5030-HYDRANT	1,450	1,620	1,620	2,160
5120-TRASH REMOVAL	5,600	4,683	5,620	5,800
<b>TOTAL UTILITIES</b>	7,500	6,488	7,462	8,185
<b>BUILDING MAINTENANCE</b>				
5090-REPAIRS/MAINT	3,000	4,557	5,468	5,500
5125-EXTERMINATION	2,000	1,551	2,000	2,000
5133-FIRE INSPECTIONS	2,500	0	2,500	2,500
<b>TOTAL REPAIRS/MAINT</b>	7,500	6,108	9,968	10,000
<b>GROUNDS MAINT</b>				
5510-ANNUAL CONTRACT	0	20,700	27,425	41,023
5065-MOW/TRIM	17,750	0	0	0
5069-OAK RIDGE EXP	0	0	0	0
5070-OTHER GROUNDS	20,000	3,698	5,000	10,000
5115-PLOWING	17,750	13,450	13,450	0
5116-OTHER SNOW EXP	5,000	5,456	5,456	3,000
<b>TOTAL GROUNDS</b>	60,500	43,304	51,331	54,023
<b>TOTAL EXPENSES</b>	121,649	94,683	115,343	121,470
<b>SURPLUS TO RESERVES</b>	10,411	17,465	16,717	546

## EXHIBIT 4

## Pinewood Village Home Owners Association Annual Meeting Minutes

October 25, 2023, 5pm ET

### Zoom Recording:

[https://us02web.zoom.us/rec/share/UBOJZNGcr92mMSJIM8Um1FgN8id2ikHtrOb8kn3mxbJYWbb2qv6osgv\\_quxOkbNw.8l5J\\_rsQolKEYE32](https://us02web.zoom.us/rec/share/UBOJZNGcr92mMSJIM8Um1FgN8id2ikHtrOb8kn3mxbJYWbb2qv6osgv_quxOkbNw.8l5J_rsQolKEYE32)

### Board Members Present:

George Blike (#9), Ellen Raber (#10), Chipper Ashley (#11), Kate Osborne (#23), and Julie Hubble (#27)

**Moseley Associates:** Christina Teffner

**Owners Present:** Jill Schiffman (#1), Ridie Ghezzi (#2), Jan Bent (#3), Don Pasini (#4), Barb Pringle (#6), George Hilton (#7), Linda Barton (#8), Mary LaMarca (#14), Don Kantor (#16), Ed Heald (#17), John Baron (#13), Soni Lacefield (#19), Inger McEwen (#21), Esther Walker (#22), Temis de la Pena (#29), and Levi Gibbs (#32).

**By Proxy:** Roger Clarkson (#5), Ilana Grallert (#12), and Tom Martz (#20), have given their proxy to George Blike.

**Not Present:** Tim Baldwin (#15), Julie Johnson (#24), Geneva Miller (#25), Rebecca Poulos (#26) Nasim Toor (#28), Mort Wise (#30), and Paul Robustelli (#31).

### 1. Call to Order and Housekeeping

- a. Roberts Rules of Order will be followed.
- b. Voting: Due to Zoom, George will call for those opposed or abstaining first, and assume the rest approve.
- c. Please mute yourself if not speaking, and raise your hand if you'd like to speak.
- d. Establishment of the Quorum: 33% of owners is required to establish a quorum, which is 11 owners. We have a quorum.

### 2. Approval of October 2022 Annual Meeting Minutes

- a. Two minor corrections made (spelling of a name, and misidentified unit #)
- b. **Motion:** *Approve October 2022 Annual Meeting minutes as corrected*, by Ed Heald, Linda Barton seconds. **Unanimous.**

### 3. Nomination of Board Members for 2-year Terms:

- a. Nominated as Board Members for a 2-year term are Chipper Ashley and Ellen Raber.
- b. **Motion:** *Approve the slate of directors brought forth to serve on the board of Pinewood Village for 2-year terms*, by Ed Heald, Esther Walker seconds. **Unanimous.**

### 4. President's Report by George Blike

- a. \$15,000 in reserve will roll over to 2023/2024.
- b. The Siding Project is nearly finished.
  - i. Pre-buying the siding was an excellent decision, saving 85% or \$178,000, which is \$5,700 per owner.
  - ii. Rot Repairs were less than expected.

- iii. There is still a significant punch list to address for the siding. (Windows, damage from storms and mowing.)
- iv. There is additional damage to shrubbery from the siding project, and additional storm damage which will be addressed.
- v. Foundation issues are not system-wide, or consistent, and have been addressed individually.
- vi. The financial income stream for this project will remain for a year, with nine owners still making payments.
- c. Landscaping Project, reported by Ellen Raber
  - i. Last year's storm damage was significant.
  - ii. Maintenance: TSS will continue to do the mowing and blowing, and snow removal. Please maintain the beds on your property. If weeding doesn't improve by TSS, we will look for a new contractor.
  - iii. Tree Care: Gabe from Chippers Landscaping is our contact. He took care of trees damaged by the storm, and removed diseased trees. He will do tree maintenance in December and January.
  - iv. Landscaping: Bill Peti has put in trees and bushes.
  - v. Phases of work:
    1. Phase I: All damaged trees have been replaced.
    2. Phase II. Center areas and areas between the buildings have been cleaned up.
    3. Phase III. We are getting bids for the front of each unit.
  - vi. Any item of concern by owners should be sent to Christina or any Board Member.

#### 5. Treasurer's Report by Chipper Ashley

- a. Background: There were two strategies for developing our annual budget for next year:
  - i. Borrow the money and fix everything right away, or
  - ii. Hold down borrowing so we don't have a debt load.
  - iii. We chose the 2<sup>nd</sup> option. We will allocate some borrowing for maintenance and will increase the Homeowner's fee by 6% to build up the reserves for future larger projects.
- b. George Blike mentioned the two remaining capital improvement projects:
  - i. Gutter Replacement and Water Management, and
  - ii. Street paving. We will do minor sealing of the driveways, and start saving for a full paving project in the future.
  - iii. If we did both of these projects in 2024, it would add another \$70/month for each unit owner. The Board felt this was too steep an increase.
  - iv. The reserve money will be used to finish the siding, and save for future projects.
- c. Discussion:
  - i. Esther Walker asked how we budget for new items that appear, in particular, water management behind her unit. Chipper Ashley responded that we have lines in the budget for contingency issues. There is \$10,000 in the Operating Budget under "Other Grounds". And we will have \$70,000 at the end of the year to keep towards Reserves.



- ii. The Gutter project was clarified. There is \$30,000 in the budget for gutters, which is the cheapest way to keep water out of the 6-7 units with leaking basements. The Gutter project will also address a safety issue for water icing on front walkways.
- iii. Linda Barton noticed that the saving for this year seems to be coming from grounds and maintenance. How did that happen? Chipper Ashley responded that we had money in reserve which was put into the new budget. We also have leftover money from the Siding Estimate. Also, our Landscape contractor was changed, and cost us half the amount from the previous contractor.
- d. **Motion:** *Approve as presented the Treasurer's Report and financial statement* by Ed Heald, seconded by Linda Barton. **Unanimous.**

**6. New Business / Other Announcements:**

- a. George Blike opened discussion by asking if there were other items that will require the Board's attention in the coming year. He gave an example of the request to consider further restrictions of rental activity, like caps. Unit owners should feel comfortable bringing items like this forward for discussion. The board is looking for equity and participation for the entire community. The following future projects were offered by attendees:
  - i. Lampposts: It would be nice to have straight lampposts.
  - ii. Parking: How to make more spots available on the lower end.
  - iii. Third Car Parking Fee: What to do for owners with more than two cars.
  - iv. Ed Heald asked a question regarding amending by-laws for short-term rentals. That change is now operational, and registered in Grafton County. You cannot rent until you have owned the unit for two years. And there is a minimum 3-month rental.
  - v. Regarding owner-rentals, Linda Barton requested that the board plan to discuss the issue, knowing that there are many different opinions. Could a document of pros and cons be shared? George responded that we will take this up as a board, and will involve the entire community, focusing on equity and transparency and a fair process so everyone has a voice and agency.
  - vi. Jan Bent requested having our annual meeting in person next year. The by-laws require electronic participation, too.
  - vii. Lastly, Olivia Hope Osborne was born seven weeks ago. Welcome to our newest Pinewood Village neighbor!
  - viii. Don Kantor mentioned that monthly HOA payment slips have not yet been sent out. Christina Teffner will address this.

**7. Adjourn:** The meeting was adjourned at 5:51pm

## EXHIBIT 5



EXHIBIT 6

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