

FOUNTAIN HILL CONDOMINIUM ASSOCIATION, INC.

2026 ANNUAL MEETING PACKET



Thursday, September 17, 2026 | 7:00 p.m.

Zoom: <https://yale.zoom.us/my/rohen>

Meeting Priorities

01

Roof & Skylight Project

Closeout and 2026 capital-project debrief

02

Capital Improvement Plan

Approve the updated 2026-2044 plan

03

Treasurer's Report

Approve the FY 2026-27 operating budget

04

Governing Documents

Review modernization draft and schedule owner vote

05

Election of Directors

Unit Owners elect Directors; Board elects officers



Prepared for FHCA Unit Owners

Packet assembled from the 2026 meeting agenda and current supporting materials.

Packet Guide

Materials follow the order of business on the meeting agenda.



1

Official Meeting Notice, Agenda & Maintenance Standards

Meeting notice and the adopted owner safety/maintenance requirements.

2

2026 Roof & Skylight Project Closeout

Final project timeline, punch list and closeout record.

3

Capital Improvement Plan 2026-2044

Updated Schedule E, including future exterior-envelope priorities and funding framework.

4

Treasurer's Report & FY 2026-27 Budget

Needs-based budget plus the later utility-trend update.

5

Governing Document Modernization

Owner-facing summary of the 2026 restatement and policy modernization work.

6

Election of Directors & Board Organization

Election process, chair script and officer role descriptions.

7

Community Calendar

November 2026 through October 2027 calendar.

Budget reading note

For FY 2026-27, common fees remain \$675 per unit per month. The constrained budget is balanced to annual recurring homeowner assessments of \$129,600, with debt service and reserve funding included within the \$675 monthly charge.

Meeting Notice & Agenda

Official notice, order of business, and owner maintenance standards.

MEETING ACTION

Call to order; approve prior minutes; receive the roof project debrief.





OFFICIAL MEETING NOTICE

Annual Unit Owners Meeting

Fountain Hill Condominium Association, Inc.

DATE	Thursday, September 17, 2026
TIME	7:00 p.m.
FORMAT	Zoom: https://yale.zoom.us/my/rohen
ACCESS	https://yale.zoom.us/my/rohen

Notice is hereby given that the Annual Meeting of Unit Owners will be held at the date and time shown above. All unit owners are encouraged to attend and participate.

Meeting materials

Please review the agenda on page 2 and the Maintenance, Repair, and Replacement Standards on pages 3-4 before the meeting.

Questions before the meeting? FHCABoard@gmail.com

ANNUAL MEETING

Agenda

Thursday, September 17, 2026 | 7:00 p.m. | Zoom: <https://yale.zoom.us/my/rohen>

TIME	ITEM
7:00	Welcome and call to order
7:01	Old business and approval of the prior meeting minutes
7:02	Capital Plan debrief: roof project
7:15	Owner participation and comment on old business
7:16	New business • Capital projects – Discussion: Siding Phase 1 or Painting Phases 3 and 4 – Action: Approve the updated Capital Plan – Considerations: timeline, color options, and siding options • Treasurer's report – Action: Approve the 2026–2027 budget • Governing documents – Discussion: Updates for age, current law, and best practices – Action: Schedule a vote within two weeks to approve and file the updated documents with the State • Election of Directors / organization of the Executive Board – Unit Owners elect Directors – Board elects officers at organizational meeting within 10 days
7:46	Owner participation and comment on new business
7:50	Announcements
7:59	Adjournment

ADOPTED SEPTEMBER 5, 2018

Maintenance, Repair, and Replacement Standards

Fountain Hill Condominium Association, Inc.

Pursuant to Connecticut General Statutes Section 47-257 of the Common Interest Ownership Act (CIOA), if a common expense is caused by the actions of a unit owner, tenant, guest, or invitee (collectively referred to here as “Unit Owners”), the Association is authorized, after notice and hearing, to assess the portion of that common expense that exceeds any insurance proceeds received by the Association—including an applicable insurance deductible—exclusively against the owner's unit when caused by:

1. Willful misconduct;
2. Gross negligence; or
3. Failure to comply with a written maintenance standard.

In addition to any written maintenance rules already in effect for the Association, the following standards were adopted effective September 5, 2018.

1. Minimum Temperatures

The heat in each unit must remain on, and the temperature within the unit must be maintained at 60 degrees Fahrenheit.

2. Hot Water Heaters

- a. Hot water heaters must be replaced no later than the earliest of:
 - i. The expiration of the manufacturer's warranty on the water heater; or
 - ii. When the water heater first shows signs of leaks or rust.
- b. When a water heater is replaced, an automatic shutoff valve must be installed.

3. Washing Machine and Dishwasher Hoses

When replaced, washing machines and dishwashers must be equipped with steel-braided, Flood-Check brand, or equivalent hoses.

4. Dryer Vents, Ducts, and Hoses

- a. All clothes dryers must be vented with rigid, all-metal aluminum ducts; semi-rigid aluminum hoses; or plastic and/or accordion-type dryer ducting material of good quality.
- b. Dryer vents serving a unit exclusively must be inspected and cleaned at least once each year.
- c. All clothes dryers must have lint filters that remain installed.

MAINTENANCE STANDARDS

Owner Safety and Maintenance Requirements

Continued from page 3

5. Smoke and Carbon Monoxide Detectors

- a. Each unit must be equipped with a working smoke detector and carbon monoxide detector.
 - i. A smoke detector must be installed according to the manufacturer's instructions and located in the immediate vicinity of each bedroom.
 - ii. A carbon monoxide detector must be installed according to the manufacturer's instructions.
- b. All smoke detectors must have labels showing that they have passed the tests of Underwriters Laboratories (UL) or Factory Mutual (FM). (NFPA Code 74, Standard for Household Fire Warning Equipment; www.nfpa.org)
- c. All carbon monoxide detectors must have labels showing that they have passed the tests of UL or International Accreditation Services (IAS) 6-96 safety standards. (NFPA Code 720, Standard for Installation of Carbon Monoxide Detection and Warning Equipment)
- d. All smoke detectors and carbon monoxide detectors must be tested twice per year, during April and October.
- e. All detector batteries—whether in a battery-operated detector or serving as battery backup—must be replaced at least once every calendar year.
- f. All smoke and carbon monoxide detectors must be replaced at least once every ten years.

6. Electrical Usage

Electrical usage in a unit may not exceed the capacity of the circuits serving the unit.

7. General

Each unit owner must promptly report any water leakage to the Association.

The Association's property and insurance costs are positively affected by diligent maintenance, repair, and replacement of improvements that are the responsibility of unit owners.

8. Fireplaces

All wood-burning fireplaces must be cleaned at least once every two years.

Publication note: This document has been reformatted for readability. The Association's formally adopted standards control if this copy differs from the official record.

Roof & Skylight Project

Final project timeline, punch list, warranties and closeout items.

MEETING ACTION

Accept the project closeout report and identify any unresolved warranty items.

FOUNTAIN HILL CONDOMINIUM ASSOCIATION, INC.

Final Roof & Skylight Project Timeline and ProExteriors Punch List

Updated from homeowner emails reviewed for July 23 - August 13, 2026

Positive project note: ProExteriors is doing a great job. The email review found a small number of normal closeout items that should be handled professionally as part of final project completion.

Current status: Five of five buildings have had roof and skylight replacement completed. Building 420 is scheduled to start Monday, August 17, 2026, weather permitting.

Project Status Summary

Area	Status	Notes
Buildings 408, 412, 414, 416	Complete	Roof and skylight work substantially completed; only email-derived finish items remain where noted.
Building 420	Complete	Scheduled to start Monday, August 17, 2026, weather permitting.
Overall contractor performance	Strong	ProExteriors has done a great job. The items below are normal closeout/punch-list items, not broad workmanship concerns.
Final closeout	Closed	punch-list items are corrected, and closeout documents are received.

Final Timeline

Date / Period	Milestone	Action
Completed	Buildings 408, 412, 414, 416, 420	Roof and skylight replacement substantially complete.
Completed	Building 420 starts	Begin final building, weather permitting; confirm staging, resident access, and protections.
Completed	Tear-off / inspection	Inspect exposed decking/sheathing and document any compromised material.
Completed	Roof / skylights / flashing	Install final roof system, skylights, flashing, ventilation components, and complete daily cleanup.
Completed	Final walkthrough	FHCA and ProExteriors walk all buildings and confirm email-derived punch-list items.
Target: Aug. 31 Completed	Closeout	Complete cleanup, nail sweep, warranties, lien waivers, maintenance guidance, spare-material list, and final acceptance.



Punch List Items

The following items were identified from homeowner and contractor-related emails over the past three weeks. They should be added to the final punch list and reviewed with ProExteriors during closeout.

Building / Unit	Source	Issue	Punch-list action
412A	Katherine Sprague, July 23	Prior ceiling leaks during significant rainfall at dining room bump-out roof area.	Inspect 412A dining room bump-out roof area; confirm the new roof addresses the prior leak location; verify no active leak after significant rainfall.
412B / Karin Finberg	Karin Finberg, Aug. 11	Black roofing material/debris lodged inside bump-out window frame, too high for owner to remove.	Remove debris with ladder; confirm no window-frame damage; confirm no remaining roofing debris/lumber around unit.
416A / Larry Heiman	Larry Heiman, Aug. 8-11	One skylight screen bent into room; screws not installed; owner reports it must be corrected from exterior side.	Inspect and correct one skylight screen; install missing screws/secure screen; confirm skylight can be opened without allowing insects in;
414B Rebecca Shah unit	Rebecca Shah, Aug. 10-11	Third-floor closet light/fixture knocked loose during roof work; light still works but is hanging by a wire; photos attached in email.	Inspect and safely re-secure fixture; confirm it is no longer hung by wire; confirm light operates; advise FHCA first if electrical work beyond simple reattachment is needed.
416B Catherine Liu unit	FHCA follow-up and Catherine response, Aug. 12	Skylight broke during installation; contractor cleanup of room was confirmed complete.	interior cleanup complete.
416D		Attic fan not working. Not sure if the new one provided by owner was installed. If so, not working	Connect fan or let owner know if another fan needs to be purchased and if so, what kind.
420	ProExteriors / FHCA update, Aug. 8 and Aug. 13 correction	Final building has not yet started; work scheduled for Monday, Aug. 17, weather permitting.	Complete full post-install inspection after 420 is finished, including skylights, flashing, penetrations, ventilation, cleanup, and any owner- reported items.
408D		Ice Dam Issues	Verify the issues have been resolved

Detailed Open Items

1. Building 412A - Dining Room Bump-Out Leak Area

- ☐ ProExteriors to inspect the roof area over the 412A dining room bump-out.
- ☐ Confirm that the new roof installation addresses the prior leak area.
- ☐ Inspect for any visible roof/decking issue in that location.
- ☐ Confirm no active leak after the next significant rainfall.
- ☐ Likely corrected with new roof..

2. Building 412B - Roofing Material Lodged in Side Bump-Out Window

- ☐ ProExteriors to remove black roofing material/debris lodged in the side bump-out window frame.
- ☐ Location: Building 412, Karin Finberg unit, first of the three bump-out side windows, closest to the front of the building.
- ☐ Confirm no window-frame damage after removal.
- ☐ Confirm no remaining roofing debris or lumber around the unit.

3. Building 416A - Skylight Screen Defect

- ☐ ProExteriors to inspect one skylight screen at 416A.
- ☐ Correct bent screen condition.
- ☐ Install missing screws or properly secure the screen.
- ☐ Confirm the skylight can be opened and used without allowing insects in.
- ☐ Provide owner/FHCA with basic explanation for how leaves or debris between screen and window should be handled in the future.

4. Rebecca Shah Unit - Third-Floor Closet Light / Fixture

- ☐ ProExteriors to inspect third-floor closet light/fixture.
- ☐ Re-secure fixture/light safely.
- ☐ Confirm fixture is no longer hanging by wire.
- ☐ Confirm light still operates after correction.
- ☐ Confirm no ceiling or electrical damage remains visible.
- ☐ If electrical repair is needed beyond simple fixture reattachment, ProExteriors to advise FHCA before proceeding.

5. Catherine Liu Unit - Skylight Breakage / Interior Cleanup Confirmation

- ☒ Interior cleanup completed.
- ☐ Confirm both skylights are installed, operating, and watertight.
- ☐ Confirm no remaining glass/debris or interior damage.
- ☐ Confirm no follow-up interior cleaning or repair remains.

Building 420 - Remaining Work and Future Punch List

Building 420 is scheduled to begin Monday, August 17, 2026, weather permitting. The following items should be reviewed after installation is complete.

- ☐ Inspect roof and skylight installation after completion.
- ☐ Confirm all skylights are properly seated, flashed, sealed, and free of visible damage.
- ☐ Confirm skylight interiors show no active leaks, staining, drafts, or visible gaps.
- ☐ Confirm all roof penetrations are properly flashed, including pipe boots, vents, and exhaust penetrations.
- ☐ Confirm chimney flashing, counterflashing, step flashing, and related sealant work are complete and neat.
- ☐ Confirm valleys are clean, properly shingled/flashed, and free of loose debris.
- ☐ Confirm ridge caps are straight, secure, and properly finished.
- ☐ Confirm drip edge and starter strips are installed at roof edges.
- ☐ Confirm roof-to-wall flashing areas are complete and watertight.

- ☐ Confirm no exposed fasteners, lifted shingles, loose shingles, damaged shingles, or unfinished edges remain.
- ☐ Confirm ventilation components are properly installed and not blocked.
- ☐ Check for debris, loose nails, damaged siding/trim, affected landscaping, or damaged owner property.
- ☐ Confirm any Building 420 owner-reported items have been addressed.

Sitewide Final Cleanup

- ☐ Complete final magnetic nail sweep at all driveways, sidewalks, parking areas, decks, patios, and common walkways after Building 420 is complete.
- ☐ Remove all remaining roofing debris, materials, packaging, fasteners, and flashing scraps.
- ☐ Confirm gutters, downspouts, and roof drainage paths are free of roofing debris.
- ☐ Confirm dumpsters, portable toilet, staging materials, and contractor equipment are removed when work is complete.
- ☐ Confirm no debris remains lodged in window frames, bump-out areas, decks, landscaping, or foundation edges.
- Owner reports outstanding daily cleanup throughout project to date.

Documentation and Closeout

- ☒ Provide final workmanship warranty letter, including term and coverage.
- ☒ Provide manufacturer warranty information and registration confirmation, if applicable.
- ☒ Provide skylight warranty information.
- ☒ Provide final lien waiver from ProExteriors.
- ☐ Provide maintenance recommendations for the new roof and skylights.

Final Payment

- ☐ ProExteriors to submit completed I9 required for all LLC entities for accountants
- ☐ FHCA to write letter of commendation/recommendation and complete positive Google Review for ProExteriors.
- ☐ FHCA to cut final check for project

Capital Improvement Plan

Updated 2026-2044 Schedule E following completion of the roof and skylight project.

MEETING ACTION

Approve the updated Capital Improvement Plan.



SCHEDULE E

Capital Improvement Plan and Reserve Study

2026-2044

Updated After Completion of the 2026 Roof and Skylight Project

Schedule E reserve-study update for five buildings and sixteen homes

August 29, 2026



Board Presentation Brief

Presentation objective. Ask the Board to adopt Schedule E as the planning baseline, authorize the 2027 envelope investigation, and keep the exterior wall program on a separate capital-project funding track until scope, bids, and financing are confirmed.

Key Messages for the Board

- The 2026 roof and skylight replacement is complete; the immediate task is closeout, warranty preservation, and final cost reconciliation.
- FHCA's next material exposure is the exterior wall system: siding, WRB, flashing, trim, and related corrective work.
- Ordinary reserve-funded assets remain manageable only if the Board maintains the reserve floor, updates pricing annually, and does not use routine reserves to absorb the wall program.
- The siding sequence should remain Building 416 in 2027, Building 420 in 2028, then Buildings 408, 412, and 414 in 2032 after loan payoff unless formally amended.
- The current \$5,600 annual reserve contribution is not enough to fund the exterior wall program; that program requires a separate capital funding decision. Require HOAs fund reserves at a minimum of 10% of the total operating budget.

Decisions Requested

1. Accept the 2026 roof/skylight project as complete for planning purposes and direct completion of the closeout record.
2. Authorize the 2027 envelope condition survey and retaining-wall engineering.
3. Confirm the siding sequence, owner window-readiness process, and scope assumptions before final bidding.
4. Direct that the expected 2032 debt-service capacity be reserved first for Buildings 408, 412, and 414 siding work.
5. Adopt annual refresh controls so the plan is updated before each budget cycle with current costs and reserve balances.

Funding Takeaway

Funding track	Board point	Current planning figure
Ordinary reserves	Protect the reserve floor and update costs annually.	\$319,070 scheduled uses through 2044.
Exterior wall program	Keep separate until survey, bids, and financing are approved.	\$818,400 early capital program midpoint before financing and contingency.

Suggested Presentation Flow

Open with the completed roof milestone, then shift quickly to the Board decision point: the exterior wall program is the next major exposure and should not be treated as an ordinary reserve item. Walk through the 2027 survey, the adopted siding sequence, and the 2032 debt-service transition. Close by asking the Board to adopt the plan as a planning baseline and authorize only the next investigation and budget-year actions.

1. Reserve Study Summary

EXECUTIVE CONCLUSION. The 2026 roof and skylight replacement is complete. FHCA’s next material reserve exposure is the exterior wall system—siding, WRB, flashing, trim, and related corrective work. Ordinary reserve items remain manageable through annual updates and reserve-floor discipline; the exterior-envelope program requires a separate Board funding decision before work is authorized.

Reserve-Study Purpose and Basis

This Schedule E update is a Board decision record, not a construction authorization. It identifies common-area components, assigns remaining useful life, sequences major work, and distinguishes routine reserve activity from capital projects that require separate approval. Each project still needs current scope, pricing, funding approval, and closeout documentation before execution.

Reserve-study element	How this document addresses it
Component inventory	Lists common-area assets, status, next checkpoint, planning basis, and funding responsibility.
Remaining useful life	Converts condition, age, risk, and inspection timing into replacement or review years.
Funding method	Keeps routine reserve items separate from the exterior wall program, which exceeds the current ordinary reserve contribution.
Annual update	Defines the annual cycle for inspection, re-pricing, reserve-balance reconciliation, and Board adoption.

What Changed from the Prior Plan

- Records roof replacement as complete in 2026 and removes future roof construction spending from this plan horizon.
- Identifies the exterior wall system—siding, WRB, flashing, trim, and related corrective work—as the next major program.
- Separates routine reserve work from projects requiring separate financing, so the reserve outlook remains clear.
- Labels uncertain figures as provisional or TBD rather than final costs.

Board Reserve Decisions Required

Decision	Why it matters	Deadline	Consequence if delayed
Authorize envelope survey	Confirms siding, WRB, flashing, window-readiness, and retaining-wall scope before bids are treated as reliable.	2027	The Board may approve pricing before understanding concealed-condition risk, owner coordination, or scope gaps.
Confirm siding sequence	Keeps bidding, resident notice, window readiness, and financing communication aligned around the adopted order: 416, 420, then 408/412/414.	Before bidding	Bids may reflect inconsistent scopes, and owners may receive conflicting timing expectations.
Direct post-loan capacity	Reserves freed annual debt-service capacity for Buildings 408, 412, and 414 before any longer-range reserve redirection.	Before 2032 budget	The plan may underfund the highest-cost remaining envelope work or overstate future reserve flexibility.

2. Capital Improvement and Reserve Schedule

Schedule Summary

The schedule has three executive phases. First, 2026 is a closeout year: preserve the roof and skylight warranty, permit, lien-waiver, photo, and final-cost record. Second, 2027-2032 is the exterior-envelope program: confirm scope, address retaining-wall and fire-separation items, replace siding on Building 416 in 2027 and Building 420 in 2028, then complete Buildings 408, 412, and 414 in 2032 after the existing loan is paid off. Third, 2033-2044 returns the plan to ordinary reserve-managed work, including pavement seal coats, gutters, lighting, fencing, utilities, drainage, and the next roof-life inspection.

Gantt-Style Project Timeline

Workstream	2026	2027	2028	2032	2034-37	2039-44
Roof/skylight closeout	Complete					
Envelope survey / scope		Survey				
Siding / WRB / flashing		416	420	408/412/414		
Reserve-managed assets				Mailbox	Seal/gutters/lights/fence	Utilities/drainage/roof study

Planning only. Condition findings, approved funding, and Board action control actual authorization.

Use the dates as decision checkpoints. The Board should advance, defer, or re-sequence work only when inspection results, owner readiness, and available funding support the change.

NOW - 2027	2027 - 2032	2033 - 2044
Close and diagnose	Execute the wall program	Protect long-life assets
Finish the roof record; survey the envelope; engineer the remaining wall; define corrective soffit/fire-separation scope.	Replace siding/WRB/flashing/trim on Building 416 in 2027 and Building 420 in 2028. Complete Buildings 408, 412 and 414 in 2032 after the existing loan is paid off.	Fund recurring pavement care, gutters, lighting, fencing, utilities, drainage and the next roof-life study.

Near-Term Action Schedule: 2026-2032

Year	Project	Priority	Planning allowance*	Funding / control
2026	Roof/skylight closeout, warranties and final cost reconciliation	High	Closeout	Existing 2026 project
2027	Envelope condition survey and preliminary scope confirmation	Critical	\$15,300	Capital project funding
2027	Upper-right retaining wall - engineering and replacement allowance	High	\$35,700	Capital project funding

Year	Project	Priority	Planning allowance*	Funding / control
2027	Bumpout soffits and garage fire-separation upgrades	High	\$33,150	Capital project funding
2027	Siding/WRB/flashing/trim - Building 416	Critical	\$137,700	Capital project funding
2028	Driveway seal coat and crack repair	Routine	\$8,323	Reserve fund
2028	Siding/WRB/flashing/trim - Building 420	High	\$140,454	Capital project funding
2032	Siding/WRB/flashing/trim - Building 408	High	\$152,032	Capital project funding
2032	Siding/WRB/flashing/trim - Building 412	High	\$152,032	Capital project funding
2032	Siding/WRB/flashing/trim - Building 414	High	\$152,032	Capital project funding
2032	Mailbox and post replacement	Medium	\$4,505	Reserve fund

*Rounded midpoint escalated at 2% annually from 2026 dollars. Add scope-specific contingency after the scope is defined.

SIDING SEQUENCE Building 416 is the first siding phase in 2027, followed by Building 420 in 2028. Buildings 408, 412, and 414 are scheduled together for 2032 after the existing loan is paid off and annual debt-service capacity becomes available for the remaining exterior program. The 2027 condition survey and owner window-readiness review should refine scope and cost allowances. Any change to this sequence requires a formal Capital Plan amendment.

Long-Range Action Schedule: 2033-2044

Year	Project	Priority	Planning allowance*	Funding / control
2034	Driveway seal coat and crack repair	Routine	\$9,373	Reserve fund
2034	Gutter/downspout condition-based replacement allowance	Medium	\$34,564	Reserve fund
2035	Site and parking light heads	Medium	\$18,524	Reserve fund
2037	Perimeter fencing and rail	Medium	\$51,600	Reserve fund
2039	Water and sanitary mains allowance	High	\$155,233	Reserve fund
2040	Driveway seal coat and crack repair	Routine	\$13,195	Reserve fund
2042	Stormwater drains and entry sign allowance	Medium	\$13,041	Reserve fund
2044	Roof remaining-life inspection and next-cycle reserve study	Medium	\$10,712	Reserve fund

The 2045 deck replacement year and later cycles for pavement, retaining walls, lighting poles, and roofs fall outside this document and belong in the next plan extension.

Condition Overrides the Calendar

- Advance work immediately for life-safety, active water intrusion, structural movement, utility failure or code concerns.
- Defer only when a documented inspection supports continued service and the deferral does not increase downstream damage.
- Do not replace solely because a nominal useful-life year has arrived; verify condition, warranty and maintenance history first.

3. Reserve Funding Analysis

The funding issue is straightforward: ordinary reserves can cover the recurring, lower-frequency assets only if the Board maintains a reserve floor and updates costs every year. The exterior wall program is too large for the current reserve contribution. It should stay on a separate capital-project track until the 2027 survey, bid results, financing decision, and 2032 debt-service transition confirm how the work will be paid for.

EXECUTIVE FUNDING CONCLUSION. The current \$5,600 annual reserve contribution is not sufficient to absorb the phased exterior wall program. Treat siding, WRB, flashing, trim, and related corrective work as a separate capital funding decision; do not let it dilute the reserve plan for ordinary assets.

Reserve and Capital Funding Tracks

Funding track	What it covers	Planning implication
Capital project funding	Envelope survey, remaining retaining wall, bumpout/fire-separation work, and phased siding.	Current escalated midpoint: \$818,400, including listed early-scope items before financing, contingency, and final scope adjustments.
Reserve fund	Seal coats, mailbox replacement, gutters, lighting, fencing, utilities, drainage, and roof-life study.	Scheduled escalated uses through 2044: \$319,070, subject to annual re-pricing and reserve-floor protection.
Future cycle reserve	Decks after 2044, pavement and retaining-wall cycles after 2052, site-light poles, and eventual roof replacement.	Extend the funded horizon annually so next-cycle costs are visible before they become urgent.

Reserve Strategy After Loan Payoff

The expected 2032 loan payoff creates the next funding decision point. For planning purposes, the current \$41,541 annual debt-service obligation should be reserved first for the remaining siding phases on Buildings 408, 412, and 414. The Board should not redirect that capacity to long-range reserves until the 2032 siding work is scoped, funded, and completed.

2026	2031	2032	2039	2044
Opening reserve basis	Loan payoff checkpoint	Fund 408 / 412 / 414 siding	Rebuild long-range reserves	Continue reserve study cycle

These dates are checkpoints, not approvals. After 2032, reserve balances must be recalculated using actual siding costs, final loan payoff, approved funding decisions, and the reserve floor in effect at that time.

Funding Rules

- Protect a working reserve floor of at least \$25,000, and raise it when active construction, utility risk, or insurance exposure warrants.
- Use a 10% contingency for defined major projects. Use at least 15% for underground or concealed-condition work until investigation and bids narrow the risk.
- Treat 2% escalation as a planning placeholder only. Replace it each year with current bids or a recognized construction-cost index.
- Do not count unapproved assessments or new loans as cash. Beginning in 2032, apply freed debt-service capacity to the remaining siding phases before any other redirection.
- Keep operating maintenance separate from capital replacement, while using preventive maintenance to extend asset life and reduce future reserve pressure.

Siding Planning Range

Measure	Current midpoint	Interpretation
Five siding phases	\$734,250	Estimated at about \$45,891 per unit before financing, contingency, and final scope adjustments.
Early capital program	\$818,400	Estimated at about \$51,150 per unit if the listed early-scope items are funded together.
Contingency	Add after scope	Add contingency as a visible line item after scope is defined; do not bury it in the base allowance.

4. Reserve Component Inventory

Use this inventory as the Board's control list. It shows which assets are routine reserve items, which require separate capital-project funding, which belong in the next plan cycle, and which responsibilities must be confirmed before money is assigned. Amounts remain planning allowances until supported by current scope, inspection, engineering, or bids.

Asset	Current status	Next checkpoint	Planning basis	Funding
Asphalt pavement - mill/overlay	Complete (2022) Cycle: 30 years	Seal in 2028; full mill/overlay replacement remains outside this horizon in 2052.	\$95,000 planning value	Reserve fund
Asphalt seal coat	Complete (2022) Cycle: ~6 years	Maintain six-year seal-coat rhythm: 2028, 2034, and 2040.	\$6,000-\$10,000 per cycle	Reserve fund
Stormwater drains	Serviceable; inspect annually Cycle: 20 years	Carry a 2042 allowance; repair earlier if inspections show active failure.	\$4,000-\$8,000	Reserve fund
Front/rear decks	Complete (2015) Cycle: 30 years	Inspect annually for safety; replacement moves into the next plan cycle in 2045.	\$385,000 planning value	Next plan cycle
Entry sign	Complete (2022) Cycle: 20 years	Carry a 2042 allowance; review condition annually and repair earlier if inspection shows active deterioration.	\$2,500-\$4,000	Reserve fund
Perimeter fence/rail	Existing (2012) Cycle: 25 years	Plan for 2037 replacement unless condition requires earlier action.	\$33,000-\$50,000	Reserve fund
Mailbox/post	Existing (2012) Cycle: 20 years	Replace in 2032 as a reserve-funded routine item.	\$3,000-\$5,000	Reserve fund
Site light heads	Existing (2015) Cycle: 20 years	Replace heads in 2035; continue annual	\$11,000-\$20,000	Reserve fund

Asset	Current status	Next checkpoint	Planning basis	Funding
		lighting checks.		
Site light poles	Existing (2015) Cycle: 40 years	Track for the next plan cycle; inspect annually before the 2055 planning year.	\$6,000+ planning value	Next plan cycle

Owner windows remain the owners’ responsibility under the 2015 vote. Before siding bids are finalized, confirm owner window readiness so flashing and WRB continuity are not compromised during envelope work.

Reserve Component Inventory - Continued

Asset	Current status	Next checkpoint	Planning basis	Funding
Lower retaining wall	Complete (2022) Cycle: 30 years	Outside this horizon; carry into the 2052 reserve cycle.	\$51,350 planning value	Next plan cycle
Upper-left retaining wall	Complete (2022) Cycle: 30 years	Outside this horizon; carry into the 2052 reserve cycle.	\$8,000+ planning value	Next plan cycle
Upper-right retaining wall	Original/remaining Cycle: Overdue	Engineer and replace in 2027 before siding work proceeds in that area.	\$25,000-\$45,000 provisional	Capital project funding
Water/sanitary mains	Original; no failure assumed Cycle: 50 years	Investigate by 2037 and carry a 2039 allowance; advance work if condition requires earlier action.	\$90,000-\$150,000	Reserve fund
Roofs and skylights	Complete (2026) Cycle: 25-year planning cycle	Inspect remaining roof life in 2044 and again in 2046 if needed; set the next reserve target for 2051.	\$172,375 contract/assessment basis; actual TBD	Future reserve cycle
Gutters/downspouts	Existing; 2026 scope to verify Cycle: 20-25 years	Use 2034 allowance only after confirming what the 2026 roof work included.	\$24,000-\$35,000	Reserve fund
Exterior siding/WRB/flashing/trim	Major remaining envelope need Cycle: 30-year replacement cycle	Use the adopted sequence: Building 416 in 2027, Building 420 in 2028, then Buildings 408, 412, and 414 in 2032 after loan payoff.	\$135,000 per building in 2026 dollars	Capital project funding
Front/rear unit doors	Responsibility and condition to verify Cycle: 40 years	Confirm responsibility during the 2027 envelope survey before assigning Association funding.	\$28,000-\$40,000 if Association-funded	TBD after responsibility review
Garage doors	Responsibility and condition to verify Cycle: 25 years	Confirm responsibility during the 2027 envelope survey before assigning Association funding.	\$29,000-\$40,000 if Association-funded	TBD after responsibility review
Bumpout soffits / garage fire separation	Recommended, not completed Cycle: Corrective project	Combine with early siding phases so fire-separation and envelope corrections	\$25,000-\$40,000	Capital project funding

Asset	Current status	Next checkpoint	Planning basis	Funding
		are not scoped twice.		

5. Reserve-Study Controls and Annual Update

ANNUAL BOARD CONTROL. Update this plan after the fall site walk and before budget adoption. A short annual refresh keeps reserve decisions current, validates pricing before commitment, and prevents the plan from becoming stale after a major failure.

Annual Cycle

Step	Action	Minimum record
1	Inspect	Complete a documented site and envelope walk; photograph changed conditions, safety concerns, water intrusion, and items entering the next three years.
2	Reconcile	Update reserve balance, completed-project actuals, warranties, insurance proceeds, open commitments, and any Board-approved funding actions.
3	Re-price	Obtain current allowances or bids for every project entering the next three years; replace placeholder inflation with current pricing.
4	Decide	Approve only the next budget year. Keep later years as planning forecasts until condition, pricing, and funding are confirmed.
5	Archive	Archive contracts, permits, warranties, lien waivers, closeout photos, final costs, and Board approvals by asset.

Project Authorization Gate

- Document the condition trigger and confirm whether the Association is responsible before authorizing work.
- Write the scope, alternates, exclusions, unit prices, and hidden-condition assumptions clearly before bids are compared.
- Approve the funding source and confirm the minimum reserve floor remains protected after the commitment.
- Verify competitive bids, insurance, licensing, warranties, resident coordination, and owner dependencies before contract award.
- Include closeout deliverables in the contract before signing so records are not chased after completion.

Records to Complete for the 2026 Roof Project

- Final paid cost, assessment reconciliation, and approved change-order log

- Manufacturer warranty, workmanship warranty, and claim-submission requirements
- Product data, colors, shingle model, skylight model, and installed-system documentation
- Permits, inspection signoffs, and any required municipal closeout documents
- Lien waivers, contractor certificate of completion, and final payment confirmation
- Final punch list, resolution notes, and dated completion photographs by building
- Emergency leak-response contact, warranty-claim procedure, and record location for Board access

6. Assumptions and Source Record

Cost Terminology Used in This Plan

Term	Meaning
Planning allowance	Budget placeholder used for reserve modeling and timing; not a contractor bid, funding approval, or spending authorization.
Midpoint	Central value within a planning range, escalated for schedule comparison where noted.
Provisional	Temporary figure that must be replaced after inspection, engineering, bid review, or responsibility confirmation.
Capital project funding	Work that is tracked separately because it is not funded by the ordinary annual reserve contribution.

Planning Assumptions

- Treat all future costs as planning allowances until current bids, engineering, or other project-specific pricing is obtained.
- Use the 2% annual inflation factor only for schedule comparison; replace it with current pricing at each annual update.
- Use the 2026 roof figure as the contract/assessment planning basis until final paid cost is reconciled and archived.
- Keep the roof cycle at 25 years unless warranty terms, ventilation compliance, or observed performance support a different cycle.
- After the existing loan is paid off in 2032, direct freed annual debt-service capacity to the remaining siding phases before any later reserve redirection.
- Keep the adopted building sequence—416 in 2027, 420 in 2028, and 408/412/414 in 2032—unless the Board formally amends the Capital Plan after reviewing survey and window-readiness findings.
- Confirm door and garage-door responsibility under the governing documents before assigning Association funding.

Source Record

Source	Use in this plan
Schedule E FHCA Capital Improvement Plan 2025-2044: source asset lives, prior replacement values, and assessment history.	Establishes the asset inventory, prior useful lives, replacement values, and assessment history used as the baseline.
Fountain Hill RFP/Bid Package, Summer 2026: roofing, skylight, siding, WRB/flashing, closeout, and warranty scope.	Supports envelope-scope assumptions, warranty expectations, and project-closeout requirements.
FHCA 2026 renovation decision materials: opening reserve, annual reserve contribution, debt service, and siding planning basis.	Provides reserve, debt-service, and siding planning inputs used in the funding analysis.
FHCA project update dated August 29, 2026: roof and skylight replacement complete.	Confirms that roof/skylight work is treated as completed and moved to closeout status.
Control note: all future costs are planning allowances, not bids; re-price annually and before each authorization.	Applies the same cost-control standard throughout the schedule and inventory.

Recommended Next Actions

1. Close the 2026 roof project record, including final paid cost, assessment reconciliation, warranties, permits, lien waivers, punch-list resolution, and completion photographs.
2. Authorize the 2027 envelope survey and retaining wall engineering so siding pricing is based on observed conditions rather than planning placeholders.
3. Confirm the siding sequence, material standard, concealed-condition allowance, and owner window-readiness process before final bids are requested.
4. Approve a funding approach for the separate capital-project track, including the use of 2032 debt-service capacity after loan payoff.
5. Refresh the plan before each budget adoption by replacing placeholder allowances with current bids, updated reserve balances, and documented condition findings.

Conclusion

The Board can treat this Schedule E update as an executable planning record for the next reserve cycle. The 2026 roof and skylight project has moved from construction to closeout, and the exterior wall program is now the principal capital exposure. The near-term priority is to confirm envelope conditions, finalize the siding sequence and scope, decide how the separate capital-project track will be funded, and preserve ordinary reserve capacity for recurring assets.

BOARD TAKEAWAY. Adopt the plan as a planning baseline, not a construction authorization. Authorize only the next required investigation and budget-year actions, then update the plan annually with actual costs, reserve balances, inspection findings, and Board-approved funding decisions.

Appendix: Board Adoption Record

Use this record to document Board adoption, later revisions, and the next annual review. The blanks should be completed when the plan is adopted or revised.

Plan adoption / revision	To be completed upon Board action
Board approval date	To be completed upon Board action
Next annual review	October 2027, or earlier if the capital funding plan changes
Related working file	FHCA Capital Plan Workbook 2026-2044

Treasurer's Report

FY 2026-27 budget recommendation and utility-trend update.

MEETING ACTION

Approve the FY 2026-27 budget and common fee.

Budget Decision Summary

FY 2026-27 | November 1, 2026 - October 31, 2027

BASE NEEDS-BASED FEE \$725.17 per unit / month	LATER UTILITY UPDATE \$728.93 per unit / month	RESERVE FUNDING 10% of operating component
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How the two recommendations relate

The needs-based budget model funds normalized operating expenses, scheduled debt service and reserves at 10% of the operating component, producing a base required fee of **\$725.17** per unit per month. The later utility review recommends increasing the utilities allowance from \$11,650 to \$12,300. With no other budget assumptions changed, that adjustment raises the required fee to approximately **\$728.93** per unit per month.

Recommended meeting treatment

Use the later \$728.93 figure as the current planning recommendation only if the Board accepts the updated \$12,300 utility allowance and leaves the remaining needs-based budget assumptions unchanged. The source documents immediately following this page preserve the full calculations and revision history.

FHCA Recommended FY 2026–27 Budget (11/1/26–10/31/27)

Balanced to two hard restrictions: common monthly fee remains \$675/unit and reserve funding equals 10% of the operating component.

Revenue & Allocations

Line Item	Annual Budget	Per Unit / Year	Per Unit / Month	% of Total Revenue	Notes
Recurring homeowner assessments	\$129,600.00	\$8,100.00	\$675.00	100.0%	Total \$675 charge
Debt-service component	\$41,541.36	\$2,596.34	\$216.36	32.1%	Embedded in \$675; not additional
Operating component	\$88,058.64	\$5,503.67	\$458.64	67.9%	Available for operations + reserves
Required reserve funding	\$8,805.86	\$550.37	\$45.86	6.8%	10% of operating component
Operating expense capacity	\$79,252.78	\$4,953.30	\$412.77	61.2%	Cap for all other operating costs

Recommended Constrained Operating Budget

Expense Category	Annual Budget	Per Unit / Year	Per Unit / Month	% of Total Revenue	Planning Basis
Admin	\$850.00	\$53.13	\$4.43	0.7%	FY26 actual \$808.73 through Aug; 5% trend
Legal/Accounting	\$1,100.00	\$68.75	\$5.73	0.8%	FY26 actual \$1,003.24; 10% cushion
Insurance	\$27,750.00	\$1,734.38	\$144.53	21.4%	FY26 forecast adds Sep/Oct \$1,955 monthly; 3% needs trend
Utilities	\$11,650.00	\$728.13	\$60.68	9.0%	Water/sewer annualized plus electricity; 5% needs trend
Pest Control	\$500.00	\$31.25	\$2.60	0.4%	FY26 postings incomplete; constrained cap below prior budget
Trash Removal	\$7,100.00	\$443.75	\$36.98	5.5%	FY26 \$575.40/month; 12.75% historical CAGR in Contract Escalation
Snow Removal	\$12,500.00	\$781.25	\$65.10	9.6%	FY26 actual exceeds budget; constrained target requires vendor/weather control
Gutter Cleaning	\$800.00	\$50.00	\$4.17	0.6%	Annual service; no FY26 posting yet
Landscaping	\$12,500.00	\$781.25	\$65.10	9.6%	FY26 current-rate full season estimate; 3% needs trend
Routine Maintenance	\$3,000.00	\$187.50	\$15.63	2.3%	Normalized excludes exterior project; constrained cap
Operating Contingency	\$1,502.78	\$93.92	\$7.83	1.2%	Residual cushion needed to balance hard constraints
Total Operating Expenses	\$79,252.78	\$4,953.30	\$412.77	61.2%	Must equal operating expense capacity
Required Reserve Funding	\$8,805.86	\$550.37	\$45.86	6.8%	10% of operating component
Debt Service	\$41,541.36	\$2,596.34	\$216.36	32.1%	12 × \$3,461.78 scheduled payment
TOTAL OUTFLOW	\$129,600.00	\$8,100.00	\$675.00	100.0%	Balanced to recurring assessments
NET SURPLUS / (DEFICIT)	-				Target = \$0 under hard constraints

Needs-Based Stress Test

Metric	Amount	Per Unit / Year	Per Unit / Month	Status	Interpretation
Needs-based operating expenses	\$87,922.32	\$5,495.15	\$457.93	Needs	Trend-based operating cost if no cost-control actions are taken.
Required reserve funding	\$8,805.86	\$550.37	\$45.86	Required	Locked at 10% of operating component.
Debt service	\$41,541.36	\$2,596.34	\$216.36	Fixed	Fixed scheduled annual loan payments.
Total needs-based outflow	\$138,269.55	\$8,641.85	\$720.15	Unconstrained	What FY27 would cost before respecting the \$675 cap.
Funding gap at \$675 fee	\$8,669.55	\$541.85	\$45.15	Action Required	Amount that must be removed through negotiated savings, tighter caps, or non-dues funding.



FHCA Utility Trend Analysis & FY 2026-27 Budget Recommendation

Prepared by the FHCA Board of Directors | August 30, 2026

RECOMMENDED FY27 UTILITY BUDGET

\$12,300 Utilities + \$7,761 Trash

If all other no-cap budget assumptions remain unchanged, the common fee is approximately \$728.93 per unit/month.

Executive Summary

- Water/sewer/fire is FHCA's principal utility risk. Through August, expenditures total \$9,429.52, already 26.1% above the \$7,478.32 working budget used on the REVEXP schedule.
- Electricity remains comparatively stable at \$267.37 recorded January-August, averaging approximately \$33.42 per month.
- Total utilities through August are \$9,696.89. Current spending supports an estimated FY26 finish of approximately \$11,500-\$11,800.
- For FY27, a \$12,300 utility budget is recommended: approximately \$11,850 for water/sewer/fire and \$450 for electricity.
- Trash should remain a separate contract line at \$7,761. The current annual run-rate is \$6,904.80; the latest increase is approximately 6.2%, while the longer-term history shows materially faster growth.
- The 10% reserve funding requirement remains unchanged. With 16 units and no other budget changes, the revised utility recommendation raises the no-cap common fee from approximately \$725.17 to \$728.93 per unit/month.

1. Budget Context and Data Reconciliation

This analysis uses FHCA's utility history workbook and the November 2025-October 2026 monthly expense workbook. FY26 figures are through August where noted. One reporting issue should be resolved before the final budget package is adopted: **the approved 25-26 BUDGET sheet shows \$13,076 for utilities, while the 26 REVEXP schedule shows \$7,954.21.** Because these appear to represent different working/budget references, the FY27 recommendation is based on actual run-rate and trend behavior rather than mechanically carrying forward either amount.

2. Utility Trend Findings

Category	FY26 Observation	Trend / Risk	FY27 Planning View	Recommended
Water / Sewer / Fire	\$9,429.52 through Aug	High variance; multiple billing spikes; main utility risk	Annualized run-rate about \$11.3K plus prudent cushion	\$11,850
Electricity	\$267.37 Jan-Aug	Low and relatively stable; avg. about \$33/month	Allow modest margin over observed run-rate	\$450
Total Utilities	\$9,696.89 through Aug	Likely FY26 finish about \$11.5K-\$11.8K	Trend-based provision with spike protection	\$12,300
Trash (separate)	\$575.40/month; \$6,904.80 run-rate	Latest increase ~6.2%; long-run growth materially higher	Maintain separate contract line and inflation cushion	\$7,761

Water/sewer/fire billing is not smooth month to month: the 10-month average is approximately \$942.95, the median month is about \$612, several months exceed \$1,000, and the highest observed billing period is approximately \$2,064. This supports budgeting to the annual run-rate rather than the median month.

3. Interpretation of the Water/Sewer Pattern

The water/sewer/fire line does not appear to be experiencing simple, uniform monthly inflation. Instead, FHCA is seeing a combination of normal recurring charges and periodic higher billings. That pattern creates budget risk because a low median month can understate the annual requirement. For FY27, the recommended \$11,850 provision represents the current annualized run-rate with a modest allowance for rate changes and another high-billing cycle.

Management follow-up: Review the underlying water/sewer/fire invoices to separate usage-based charges from fixed sewer/fire assessments and identify whether unusually high months reflect timing, estimated meter reads, leaks, or nonrecurring adjustments.

4. Trash Cost Trend

Trash costs have risen structurally over the longer term. The historical workbook indicates an increase from approximately \$2,080 in FY15-16 to a current annual run-rate of \$6,904.80, equivalent to roughly 12.7% annualized growth over ten years. The most recent increase is more moderate at approximately 6.2%. Given this history, retaining the proposed \$7,761 FY27 trash budget is reasonable and provides protection against another contract increase during the fiscal year.

5. FY27 Budget and Common-Fee Impact

Budget Item	Amount	Impact
Prior no-cap FY27 utility allowance	\$11,650	Baseline
Recommended FY27 utility allowance	\$12,300	+\$650
Reserve requirement	10%	Unchanged
Prior no-cap common fee	\$725.17/unit/mo	Baseline

Budget Item	Amount	Impact
Revised common fee, all else unchanged	\$728.93/unit/mo	+\$3.76/mo

Fee impact assumes 16 units, no other changes to the previously prepared no-cap FY27 budget, and reserve funding equal to 10% of the operating component. The \$650 utility increase requires approximately \$722.22 of additional annual homeowner revenue after recognizing the 10% reserve relationship, or about \$3.76 per unit/month.

6. Recommended Board Action

- Adopt \$12,300 as the FY27 Utilities budget: approximately \$11,850 water/sewer/fire and \$450 electricity.
- Keep Trash as a separate line item and retain the proposed \$7,761 FY27 budget.
- Use approximately \$728.93 per unit/month as the revised no-cap common fee if all other FY27 budget assumptions remain unchanged.
- Direct management to reconcile the \$13,076 approved utility budget and \$7,954.21 REVEXP working-budget figure before issuing the final budget package.
- Review water/sewer/fire invoices for the causes of high-billing months and report any leak, meter, timing, or billing anomalies to the Board.
- Monitor utilities quarterly and bring material unfavorable variances to the Board before year-end rather than relying on reserve funds to absorb recurring operating overruns.

Planning conclusion. FHCA's FY27 utility budget should be based on the higher water/sewer run-rate and the long-term trash escalation pattern, not the lower working-budget reference. The recommended amounts provide a more realistic operating plan while preserving the Board's 10% reserve funding requirement.

Governing Documents

2026 modernization and restatement work for the Declaration, Bylaws, Rules and Board policies.

MEETING ACTION

Discuss the update and schedule the owner vote after counsel review and finalization.

Owner Review Summary

Working draft - not a recordable instrument

Why the documents are being modernized

- FHCA's governing documents originate primarily from the late 1980s and have been supplemented by later rules and amendments.
- The 2026 project consolidates the Declaration, Bylaws and Rules into one coherent package while preserving Fountain Hill's sixteen-unit structure, property-specific boundaries and core maintenance framework unless an express change is adopted.
- Operational policies are being separated from provisions that belong in recorded governing documents, making future administration clearer and easier to update.

Major modernization areas

- Board and Unit Owner meetings; electronic participation
- Voting, ballots, proxies and director-removal procedures
- Budgets, special assessments, borrowing and collections
- Insurance coordination and owner maintenance standards
- Records access, privacy and official electronic notice
- Architectural review, EV charging and fair-housing accommodations
- Leasing administration, enforcement due process and resale certificates

Important legal status

The restatement is explicitly labeled a working draft for Association counsel review and not for recording. Before owner circulation, approval, execution or recording, counsel should verify the legal corporate name, land-record references, amendments, voting thresholds, mortgagee rights and other identified items.

Proposed Path to Adoption

A controlled process keeps policy changes and recorded amendments legally distinct.

1

Counsel Review

Resolve the draft checklist: legal name, land records, voting thresholds, leasing provisions, insurance allocations and other flagged items.

2

Board Finalization

Approve the final form for owner circulation and identify which items are Board policies versus Declaration/Bylaw amendments.

3

Owner Notice & Vote

Provide the final text, voting instructions and required statutory/recorded notice. The agenda calls for scheduling a vote within two weeks.

4

Execution / Recording

After the required approval is obtained, execute and record only the instruments that are legally recordable and required to be recorded.

5

Implementation

Distribute the final governing package, update forms and procedures, and maintain a clean current version for owners and resale packages.

Meeting objective

The September 17 meeting is a discussion and scheduling step - not the final recording event. Owners should receive the counsel-reviewed final language and voting materials before any binding owner vote is taken.

Election of Directors

Unit Owners elect Directors; the Executive Board elects the officers.

HOW FHCA ELECTIONS WORK

FHCA has a three-member Executive Board. Unit Owners elect the Directors. After the Annual Meeting, the newly constituted Executive Board elects the President, Vice President, Secretary and Treasurer at its organizational meeting.

Annual Meeting Process & Chair Script

1 Introduce the election

"The next item of business is the election of Directors to the Fountain Hill Executive Board. Under the Bylaws, Unit Owners elect the Directors. The Executive Board then elects the Association officers."

2 Open nominations

"I will now open nominations for the Director position or positions to be filled." Confirm that each nominee is willing to serve. Self-nominations are permitted.

3 Close nominations

"Are there any additional nominations?" After a reasonable opportunity: "Hearing no further nominations, nominations are closed."

4 Conduct the vote

Each Unit has one vote. Use the meeting's approved voting procedure. If more than one candidate is running, record and count the votes; the candidate receiving the highest number of votes for the open seat is elected.

5 Announce and record

"The votes have been counted. [NAME] has been elected to the Executive Board. Thank you to everyone who was willing to serve." Record the result in the official minutes.

EXECUTIVE BOARD ORGANIZATIONAL MEETING

The current Bylaws call for the first regular Executive Board meeting after the Annual Meeting to be held within ten (10) days. At that meeting, the Board elects the Association officers. Suggested opening: "I call the organizational meeting of the Fountain Hill Executive Board to order. The purpose of this meeting is to elect the officers for the coming year."

Officer Roles & Responsibilities

Plain-language summaries for Board service at Fountain Hill.

President

Chief executive officer; presides at Unit Owner and Executive Board meetings; helps organize Board priorities; carries out and signs actions authorized by the Board; may appoint committees; may perform Treasurer duties temporarily when the Treasurer is absent. The President does not have unilateral authority to make decisions that require Board approval.

Vice President

Performs the President's duties when the President is absent or unable to act; assists with Board projects and administration; performs other duties assigned by the Board or President. The Vice President office may be vacant under the current Bylaws.

Secretary

Keeps minutes of Unit Owner and Executive Board meetings; maintains the Association's official books, papers, notices, election records and corporate records; records motions and votes; and may prepare or attest authorized amendments and other official records.

Treasurer

Oversees Association funds and financial records; monitors receipts, expenditures, bank accounts, reserves, common-fee collections and capital spending; helps prepare budgets and financial reports; coordinates with the accountant; and reports the Association's financial position to the Board and Unit Owners. Bookkeeping may be delegated, but Board oversight remains.

BOARD SERVICE AT FOUNTAIN HILL

Fountain Hill is a small, self-managed community. Officers are not expected to do every task personally. Contractors, accountants, attorneys, committees and volunteers may assist, but the Executive Board remains responsible for Association decisions and oversight.

2026-27 Community Calendar

Trash days, federal and Connecticut holidays, November 2026 through October 2027.

MEETING ACTION

Distribute for homeowner reference and post the final calendar on fhcaboard.com.



COMMUNITY CALENDAR

NOVEMBER 2026 - OCTOBER 2027

Fountain Hill Condominium Association, Inc. | Westville, Connecticut

☐ TUESDAY TRASH ☐ DELAYED TRASH
☐ FEDERAL / CT HOLIDAY

November 2026						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3 TRASH	4	5	6	7
8	9	10 TRASH	11 HOL	12	13	14
15	16	17 TRASH	18	19	20	21
22	23	24 TRASH	25	26 HOL	27	28
29	30					
11 Veterans Day 26 Thanksgiving Day						

December 2026						
SUN	MON	TUE	WED	THU	FRI	SAT
		1 TRASH	2	3	4	5
6	7	8 TRASH	9	10	11	12
13	14	15 TRASH	16	17	18	19
20	21	22 TRASH	23	24	25 HOL	26
27	28	29 TRASH	30	31		
25 Christmas Day						

January 2027						
SUN	MON	TUE	WED	THU	FRI	SAT
					1 HOL	2
3	4	5 TRASH	6	7	8	9
10	11	12 TRASH	13	14	15	16
17	18 HOL	19	20 TRASH	21	22	23
24	25	26 TRASH	27	28	29	30
31						
1 New Year's Day 18 Martin Luther King Jr. Day						

February 2027						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2 TRASH	3	4	5	6
7	8	9 TRASH	10	11	12 HOL	13
14	15 HOL	16	17 TRASH	18	19	20
21	22	23 TRASH	24	25	26	27
28						
12 Lincoln's Birthday (CT) 15 Washington's Birthday						

March 2027						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2 TRASH	3	4	5	6
7	8	9 TRASH	10	11	12	13
14	15	16 TRASH	17	18	19	20
21	22	23 TRASH	24	25	26 HOL	27
28	29	30 TRASH	31			
26 Good Friday (CT)						

April 2027						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6 TRASH	7	8	9	10
11	12	13 TRASH	14	15	16	17
18	19	20 TRASH	21	22	23	24
25	26	27 TRASH	28	29	30	
No Federal Or Connecticut Holidays						

May 2027						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4 TRASH	5	6	7	8
9	10	11 TRASH	12	13	14	15
16	17	18 TRASH	19	20	21	22
23	24	25 TRASH	26	27	28	29
30	31 HOL					
31 Memorial Day						

June 2027						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2 TRASH	3	4	5
6	7	8 TRASH	9	10	11	12
13	14	15 TRASH	16	17	18 OBS	19 HOL
20	21	22 TRASH	23	24	25	26
27	28	29 TRASH	30			
18 Juneteenth Observed 19 Juneteenth Day						

July 2027						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4 HOL	5 OBS	6	7 TRASH	8	9	10
11	12	13 TRASH	14	15	16	17
18	19	20 TRASH	21	22	23	24
25	26	27 TRASH	28	29	30	31
4 Independence Day 5 Observed						

August 2027						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3 TRASH	4	5	6	7
8	9	10 TRASH	11	12	13	14
15	16	17 TRASH	18	19	20	21
22	23	24 TRASH	25	26	27	28
29	30	31 TRASH				
No Federal Or Connecticut Holidays						

September 2027						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6 HOL	7	8 TRASH	9	10	11
12	13	14 TRASH	15	16	17	18
19	20	21 TRASH	22	23	24	25
26	27	28 TRASH	29	30		
6 Labor Day						

October 2027						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5 TRASH	6	7	8	9
10	11 HOL	12	13 TRASH	14	15	16
17	18	19 TRASH	20	21	22	23
24	25	26 TRASH	27	28	29	30
31						
11 Columbus Day						

TRASH: Tuesday collection; Wednesday holiday delays are shown. Confirm service changes with the FHCA Board.

SOURCES: U.S. Office of Personnel Management 2026-2027 federal schedules; State of Connecticut 2026 State Holidays and Legal State Holidays.