

November 25, 2019

Dear Member of Lincoln Station Homeowners' Association, Inc. (the "Association"):

Re: Vote for Special Assessment at Adjourned Annual Meeting, December 28, 2019

As most of you know:

- A. At the Association's Annual Meeting, commenced on November 9, 2019, all Members present by proxy or in person (representing 60 of 90 Units (i.e., 67%)) voted unanimously to approve the Special Assessment described on Exhibit A attached to this letter (as updated following the November 9th meeting) (the "Special Assessment").
- B. A list of the Units represented and voting at the Annual Meeting is attached as Exhibit B.
- C. In order to approve the Special Assessment, the Association's By-Laws require an affirmative vote on behalf of at least 75% of the Units in the Association (i.e., 68 Units).
- D. Accordingly, the vote on the Special Assessment was suspended and the Annual Meeting was adjourned until Saturday, December 28, 2019, at 4:00 pm EST in order to give additional Members the opportunity to vote in favor of the Special Assessment.

If you would like to vote in favor of the Special Assessment at the Annual Meeting adjourned to December 28, 2019, without attending in person, kindly sign in the space provided below and return your signed copy of this letter to the Association, c/o Moriarty Management Company, Rout 49, Box 780, Campton, NH 03223, or to david@moriartymanagement.com:

I hereby give my proxy to Philip R. Rosenblatt, revoking all prior proxies, to vote in favor of the Special Assessment at the Association's Annual Meeting adjourned to December 28, 2019.

Name:
Representing Lincoln Station Unit: __

If you voted in favor of the Special Assessment at the Annual Meeting on November 9, 2019, and would like to revoke your vote in favor without attending the adjourned meeting on December 28, 2019, you may sign in the space provided below and return your signed copy of this letter to the Association, c/o Moriarty Management Company, Rout 49, Box 780, Campton, NH 03223, or to david@moriartymanagement.com:

I hereby revoke my vote in favor of the Special Assessment.

Name:
Representing Lincoln Station Unit: __

If you voted in favor of the Special Assessment at the Annual Meeting on November 9, 2019 and would like to continue to be recorded as a vote in favor, no further action by you is required at this time.

Please let Dave Moriarty (603-726-4044) or me (617-699-3881) know if you have any questions or concerns.

Thank you, and best regards,

Philip R. Rosenblatt, President of the Association

Exhibit A
Lincoln Station Special Assessment
For
Clubhouse Repairs

At this year's Annual Homeowners Meeting to be held on November 9, 2019, the board will ask for a vote on a special assessment for repairs and improvements for the clubhouse. The information below is provided to provide you with background related to the repairs, estimated costs, and describe the proposed payment schedule.

The repairs and improvements include the following eight areas:

- a. Exterior Siding Repairs
- b. Repair Small Back Deck and Stairs
- c. Replace Siding on Pool Equipment Shed
- d. Installation of New Outdoor Access Door
- e. Installation of New Fence
- f. Tree Removal Around Outdoor Pool Fence
- g. Lawn Area Renewal Around Outdoor Pool
- h. Replace Indoor Pool House Dehumidifier

A detailed description of each of these areas is provided below.

EXTERIOR SIDING REPAIRS

The clubhouse is due to be painted in 2020. As always, prior to painting any of the buildings, we repair rot on damaged siding. The exterior of the pool house building has several areas that are in pretty bad shape. The wear on the pool house walls is compounded by the humidity from inside the building working its way through the inside walls.

The east side (back) of the pool house is in the worst shape. The sun has caused "cupping" of the siding allowing water to get in behind the walls (Figures 1-3.). There are also several windowsills that are rotted and will need to be replaced (Figure 4).



Figure 1. Replace East Wall - Add 1" Insulation.



Figure 2. East Wall - Add Eave.



Figure 3. East Wall - Rain & Humidity Damage.



Figure 4. East Wall - Replace Window Sills.

The repair work here will be to replace the entire east wall siding, replace the existing underlayer insulation with one-inch foam board and add an eave above this wall. Currently there is no eave and rain water is allowed to directly hit the side of the building.

The stairs exiting the building on the East side will also be replaced as well (Figure 1).

The west side of the wall is in better shape, but still needs some work. On this side we plan to replace about 20% of the siding, replace a few rotted window sills, and add the eave. We don't plan to replace the insulation underneath (Figures 5-6).



Figure 5. West Wall - Replace 20% of Siding & Add Eave.



Figure 6. West Wall - Replace Window Sills.

There is an area on the north side of the wall where the exhaust fan is located that will require the siding to be replaced and the eave repaired (Figure 7). As the humidity exiting from the pool house is the reason for the damage, we will also be replacing the fan and rerouting the air flow to keep it away from the building.



Figure 7. North Side - Repair Exhaust Fan Damage.

The siding around the apartments deck on the second level will also be replaced as it is sun damaged and rotted (Figure 8).



Figure 8. Replace Siding on Apartment Deck.

Additional, individual siding boards will be replaced on the other exterior wall faces as needed.

REPLACE SMALL BACK DECK AND STAIRS

On the east side of the building, where the exit door from the indoor pool opens to the outdoor pool area, the small back deck and stairs will be replaced (Figure 9). The wood is quite weathered with signs of rot, and the railings and railing posts are all loose (partly due to rotting wood)



Figure 9. Replace Small Back Deck and Stairs.

REPLACE SIDING ON POOL EQUIPMENT SHED

The Pool Equipment Shed houses the pump, electrical, and water distribution system equipment for the outdoor pool. All walls of the shed are in different levels of disrepair with significant wood rot particularly around the bottom edge (Figure 9 & 10).



Figure 9. Replace Pool Shed Siding (1).



Figure 10. Replace Pool Shed Siding (2).

The shed has no insulation or inside walls so the repair would be to remove the old siding and replace it using the existing shed frame. A shelter will also be built over the pool heater to prevent weather related damage.

INSTALLATION OF NEW OUTDOOR ACCESS DOOR

Currently we have a simple swing gate that provides access to the outdoor pool around the right side of the clubhouse. The gate does not lock and is falling apart.

As we continue to have people from outside Lincoln Station using our pool, we propose to install a new full door along the right side of the building at the far end with a card reader lock on it. The card reader would be the same type as the one used on the main building so that the same card can be used.

Figure 11 shows the location of the new door.



Figure 11. Location of New Outdoor Pool Door.

INSTALLATION OF NEW FENCE

The existing fence has a significant number of areas with extensive rot. Over the past several years we've repaired various sections and loose, or missing, balusters. Some of the posts are also loose. See Figures 12 & 13.

We will remove the existing wooden fence and replace it with a new six foot high, black metal fence as shown in Figures 14.



Figure 12. Replace Outdoor Pool Fence.



Figure 13. Rotted Fence Sections.



Figure 14. Proposed New Fence.

TREE REMOVAL

There are a number of trees along the fence line that lean over or are right next to the fence (Figure 12). The shade from some of these trees is responsible for the fence rotting away. These trees will be removed to prevent potential damage to the new fence in the future, and to facilitate the installation of the fence.

The cypress trees inside the fenced area will also be removed to open up this area and allow in the sunlight for the grass to grow, and to allow the area to be used for other recreational activities (Figure 15).



Figure 15. Tree Removal Inside Pool Area Fence.

LAWN AREA RENEWAL

The grassy area between the pool and the fence has eroded away and is covered mainly with moss. This area would be leveled off and sod installed (Figure 15).

REPLACE DEHUMIDIFIER

The indoor pool dehumidifier unit has failed 6-7 times over the past two years. Four of those failures have occurred this year. In 2018, and 2019, annual repair costs were \$5,043, and \$6,474 respectively. With increasing annual maintenance costs and the damage to the building due to the humidity when the unit is not working, the board believes it is time to replace the unit.

With the recent repairs, our contractor believes we may get 12-18 months more out of the unit. As we will collect the assessment in increments, we would plan on doing this work towards the end of 2020.

COST ESTIMATE

The total cost of the special assessment is estimated at \$135,000. This includes a reserve of approximately 10% for the project as we don't have firm estimates at this time, and there may be unforeseen structural damage in the clubhouse exterior that may have to be addressed.

TASK	ESTIMATE
Exterior Siding Repairs	\$ 30,000
Replace Small Back Deck and Stairs	\$ 6,000
Replace Siding on Pool Equipment Shed	\$ 3,000
Installation of New Outdoor Access Door	\$ 3,000
Installation of New Fence (incls removal of original fence)	\$ 13,000
Tree Removal	\$ 10,000
Lawn Area Renewal (sod)	\$ 12,000
Replace Dehumidifier	\$ 45,000
Project Reserve (10%)	\$ 13,000
TOTAL	\$ 135,000

PAYMENT SCHEDULE

The total amount of the special assessment is \$135,000 or \$1,500 per unit. The payment schedule will be \$250.00 per unit for 6 quarters with the first installment due by January 2020.

SUMMARY

The age of the property has been slowly exacting its toll on the appearance and condition of the structure. The items discussed above do not resolve all of the issues related to the clubhouse, but they do address a number of the more significant ones.

If we don't deal with these issues now, these items will all continue to degrade further with time and in some cases cause even more extensive damage that will require a higher cost to repair.

Any unused funds will be placed in Management Reserve in accordance with the Association's By-Laws.

Exhibit B

Lincoln Station Units present at the Annual Meeting on November 9, 2019, in person and by proxy:

By Person	Unit #
Lisa & Patrick Muse	8-3
Laura & Arthur Hilliard	8-2
David & Glynis Olson	8-8
Sabine Mahling	11-3
Janet & Bob Furey	27-4
Mike & Leslie Knapp	53-3
Ron & Leslie Pollara	36-4
Richard & Karen Lepore	32-4
Richard & Sherrill Lentini	32-1
Win Burke	32-3
Mark Harris	15-4
Elizabeth Agnes	7-4
David & Deb Brennan	7-5
Danny Perkins	16-4
Phil Freehan	14-2
James & Carolyn Burkinshaw	14-4
Lisa & Kenny Zais	59-1
Phil Rosenblatt	14-7
Mike & Pat Beeler	5-5
Linda & John Freeman	11-2
Ed & Kyle Lubitz	53-2
Larry & Ruth Poppe	35-2
Chris & Deanna Williamson	7-2
Warren Shaw	14-6
Steve Lord	36-2
Al & Rita Dilibero	7-1
Gerald Dilillo	5-4
Ron & Iris Deflora	31-1
Ed Naldony	59-5
Lisa Rice	8-7

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By Proxy	Unit
Marc & Susan Berube	67-3
Marc & Susan Berube	67-4
Jan & Monty Combs	31-4
Larry & Eileen Samberg	31-7
Jennifer Donovan & Greg Fox	67-1
Kristen Lovett	53-1
Eugene & Margaret Hendricks	22-1
Sue Kafka	31-3
Ken Stumpf	22-3
Robert Johnson	67-2
Michael & Yem Reitsma	5-2
Kate & Rob Parsons	15-5
Robert & Joanne Fortunato	14-3
Cynthia Karalius	11-4
Erica Catoggio	27-3
Fran & Joanne Shannis	36-3
Dan & Susan Marshall	11-7
Amy & Charles Crocetti	22-2
Kevin & Laurie Lemack	15-8
Tracey McDonald	59-6
Stanley & Betty Leeson	15-3
Yogi & Frank Trainor	5-6
William & Dianne Delaney	22-4
Robert Levine & Rebecca Kadish	8-5
Kenneth Scarry	14-1
Jeff Leonard	14-5
Bill & Patricia Dooley	31-2
Robert & Kimberly Chebator	7-3
Jonathan Crowell	16-3
Michele & Paul Moschella	31-6