

*Am 23 FCG
Minutes*

**LONG HILL ESTATES at PETERBOROUGH, A CONDOMINIUM
ANNUAL MEETING MINUTES**

June 3, 2023

**EBEN JONES CLASSROOM - PETERBOROUGH TOWN LIBRARY
LONG HILL ESTATES, PETERBOROUGH, NH**

The meeting was called to order at 1:05 p.m. by Allen Hollander, President. A quorum was met with 21 units represented in person and 7 proxies.

The president introduced himself and Directors Maura Scanlon and Diana Griffin, Treasurer Barbara Pendleton (absent), Secretary Lee Charlton, and former Secretary Sharon Bailly. He thanked the many volunteers whose efforts increase the well-being of everyone in the community.

The assembly also expressed gratitude to Allen for his time and effort.

Minutes from last year's annual meeting were accepted after several names were unanimously corrected: Lisa Gendron, Michele Bilodeau, and Mike Mera. Acceptance of the report with those corrections was moved by Diana Griffin, seconded by Sharon Smith, and unanimously approved.

RESOLUTION FOR DISPOSITION OF EXCESS REVENUE OVER expenses for fiscal year ending June 30, 2023 (IRS 70-064): Motion was made by Sharon Smith, seconded by Ann Lammers, and passed unanimously. Any excess funds will be carried over into the Association's operating account.

President's Report

1. **Thank you all for attending our annual meeting, and thank you to those who have contributed to the well-being of Long Hill Estates this past year:**
 - Barbara Pendleton who took on the role as our Treasurer and patiently learned the job, then supervised our external bookkeeper's first year serving us.
 - Thank you to Marilyn Britton for helping Barb get up to speed.
 - Sharon Bailly, our secretary, who kept our records, and for the work she put in trying to make a playground a reality here. Sharon recently retired from the Secretary role. Lee Charlton (unit #7) has graciously volunteered to take it on. Thank you, Lee!
 - Charlie Pendleton for his eagerness and initiative in taking on projects whether they be lamp post repairs, or constructing a new, and very sturdy, Association mailbox.
 - Michelle & Jim Bilodeau for assisting Diana in identifying landscaping needs around the property.
 - Lisa & Tuck Crocker. On their to do list was getting the town to fill Long Hill Road's potholes. Last week the holes were filled!
 - Ravi Both, for coordinating the installation of Fiber Optics into LHE.
 - My co-Directors, Maura Scanlon & Diana Griffin whose support, friendship and teamwork continue to hold great value for me.
 - Lastly, thank you to the Association's community. At last year's annual meeting I asked if you could please support the BOD and address concerns & situations with neighbors directly, versus coming to the BOD first to intervene. The number of complaints I received was way down. Also, many thanks to the community for complying with our rules regarding parking on streets and the kiosk lot, as well as not hanging items from our apple trees in front of units.

2. Updates on unit residency and ownership:

- #14: Leased to Monadnock Community Hospital. Sublet to Tom & Julie Quinn. Both employees of the hospital.
- #17: NHBB still owns the unit but has a new crop of employees residing.
- #20: The Petrovics have left. The unit is up for sale.
- #23: Sold to NHBB, and like their unit #17, has a crop of employees residing.
- #31: Sold to Evelyn Bunnell. At sale, the Association was reimbursed for all of the previous owner's arrears in condo fees, fines, liens, and small claims court fees.
- #33: Sold to Karen Langille.

3. Association insurance: No claims this year.

- Thank you everyone for being careful with your chimneys and keeping your pipes from freezing.
- 4. Roofs replacement:** We replaced another building's roof this spring. We have two remaining buildings to be re-roofed:
- Building #1 (Units 1-4)
 - Building #3 (Units 9-12)

Our maintenance contractor, Doug Payne, recommends that we continue with the plan of doing one building per year.

5. Children's Playset:

- While the motion to install a playset was conditionally approved at last year's annual meeting, the project did not go through. This was because, as an HOA a playset on our property would be classified as a public playground, and thus subject to numerous regulations that in order to satisfy, would have been too costly to further the project.

6. Ornamental Apple Trees

- The BOD considered the recommendations brought forth by Ann Lammers, Marilyn Britton, and arborist Sara Cox for changes in how we care for our apple trees.
- The BOD checked with our apple tree pruning contractor as well as with Swift Corwin. Both are certified arborists, and both assured us that our trees are in great condition and that we should continue caring for & maintaining them as we have been.

7. Diana Griffin's Report on Landscaping:

Contractors:

JW – Dubs Shrubs: General landscaping and mowing

Nick Gladke – Surf and Turf: Fertilizing and Mulching

Anthony Guadagno - Our Town Landscaping: Crabapple pruning/care

Swifty Corwin – Swift Tree: Large tree care

This is a summary of the landscaping projects for 2023.

The late snowstorm did a tremendous amount of damage to many of our trees so Swift Corwin was hired by the Association to address and repair the damage. He did a marvelous job getting rid of all the dead limbs and saving our lovely white pine on the back slope!

Nick did his first round of applying fertilizer and weed killer just in time for several wet days! Our grass is looking really green and healthy. He will make further applications during the summer. I will notify everyone a day or so before he comes.

Jim and Michele Bilodeau #29 and I did a walk around in April to prioritize landscaping needs.

- Several Arbor Vitae require pruning and cutting back as they have grown too close to the units. This will be taken care of by JW throughout the summer months.
- The dead shrubs at the top of the hill behind units 21-24 will be removed by mid-June.
- The small sand cherries behind units 5-8 may be removed. They are not looking very healthy however, we will wait until after they have bloomed to make that decision.
- The azaleas in front of many units will be pruned down below the kitchen windows after they have bloomed.
- The beds in front of the units will be cleared of any dead shrubs and weeded by mid-June.
- JW will mow once a week depending on the weather, usually on Thursdays.
- JW will clear the back road a number of times during the summer.
- JW will weed and possibly plant some more shrubs on the berms at the entrance to our streets.
- JW will conclude the season with a thorough Fall clean up in late September/October.

8. **Plowing:** We again had issues with the timeliness and some of the quality with a couple of the plows this winter by JW.

- In both cases, JW experienced equipment failures. This resulted in delays in getting dug out in the timely fashion we expect.
- At last year's Annual Meeting I said that I would aim to keep tighter oversight of the plows:
 - i. I shared our expectation with JW that his equipment should be in working order, and
 - ii. That JW would contact me before his arrivals so I could alert the community as to when to expect him. That way vehicles could be moved out of the way where possible.
 - iii. In the first case, regarding JW's equipment:
 1. The transmission broke on his plow truck. He rented a substitute tractor with a front-end loader bucket and dug us out. A much slower & sloppier process, but it was done. He took care of us before his other customers.
 2. The other equipment failure situation happened during the March 13-15 blizzard (24" of snow). He lost a tire on his truck during his first pass down our streets. JW drove to Keene to get it replaced and returned early evening March 15 to clear our streets, driveways, and walkways. This also before his other customers.
 - iv. In the second case, regarding my intention to keep you informed as to when to expect JW's arrival to plow, I apologize for not doing that well enough. It was an unrealistic expectation I set: Most times, I was not home at my computer to send out the emails when JW alerted me.

- The BOD continues to discuss the value vs. cost of keeping JW as a contractor, and so far, we have unanimously agreed that while he's not perfect, maybe a C+ at best, he's worth keeping.
 - i. Others here may have different opinions on the matter. These can be discussed later under new business.

9. Propane:

- No outages this year.
- \$1.85/gallon is the set price May 1, 2023 – April 30, 2024.
 - i. For comparison, \$3.77/gallon is the NH retail price as of May 25, 2023.

10. Fidium Fiber Internet.

- Consolidated Communications Services has connected all 36 units to Fiber internet.
- Owners now have the choice of connecting to the internet via Fidium Fiber or Xfinity Cable.
- Thank you, Ravi, for coordinating this!

11. Expense highlights (where we've spent significantly more or less on a budget line item) .

- Please hold questions of clarification on any expense item till after this report:
- I apologize for the insertion of our April General Ledger report into the Annual Meeting Packet. It lists the checks we wrote in April. It was an oversight on my part. This report is never included in the meeting packet.
 - 5/29/23 Assets (total = \$146,797)
 - i. \$73,067 Checking
 - ii. \$46,710 Capital Replacement Savings
 - iii. \$27,020 Working Capital Savings
 - Bookkeeper: Budgeted at \$1,800. By June 30, we will likely spend \$2,900.
 - i. A 'normal' month of bookkeeping was expected to cost around \$125.
 - ii. The unexpected increase in expense came from months that were not normal. These kinds of months included prepping for taxes, 1099's to contractors, W-9 requests, time spent on preparing docs for liens and court claims, QuickBooks software upgrade, backing up our files to a new external disk, switching the Gmail account for bookkeeping from Marilyn (who previously did our bookkeeping) to Sterling Business (our current bookkeeper), and fixing/reconciling mistakes that we made on our end that affected our bookkeeping records.
 - 1. We pay \$35/hr. for bookkeeping services. \$45/hr. when more expert help is needed from the owner.
 - 2. We are charged by the 100th of an hour.
 - Insurance premium: increased to \$21,000 (from \$19,600). 7% increase.
 - Office Supplies:
 - i. We expected to spend \$250, but spent \$918.
 - 1. Major reasons for the extra expense: Replacing our laptop's hard drive with a solid state HD, and the charge for a required QuickBooks upgrade.
 - Painting: Budgeted at \$6,500, but spent \$4,000. Our painter, Matt Harwood, agreed we could get by with touch ups all around.
 - Tree & Shrub Maintenance: While budgeted at \$3,000, we are expecting to post this year's cost to at least \$13,500. This includes:
 - i. Removal of dead hemlocks on upper dirt road (Risk of falling on building), and the pruning of the River Birch in front of #14. Done by Swift Tree Service. \$2,600
 - ii. Pruning apple trees by Our Town Landscaping (cost of this has increased from \$1,800 to \$2,300. A 32% increase)
 - iii. Pruning's of shrubs and some leaning trees by JW. \$3,806.

- iv. Post-storm clean-up by Swift Tree Service. \$4,700, and
- v. Whatever additional pruning work will be done by JW in June.
- Roads and Winter Maintenance: Budgeted at \$15,000. Spent \$10,548. This included catch basin cleaning and filling a pothole on the lower street. Less than expected was spent on sunroom roof raking. No raking of the main building roofs was performed or needed.
- Trash Removal (our dumpster) increased from \$315/month to \$395/month. A 25% increase

OPERATING EXPENSE TOTAL

- By end of June, I expect we will post a 2022-2023 total operating expense of close to \$126,000.
 - This includes the \$29,640 we deposited as savings into our Capital Replacement account.
 - Our budget predicted \$120,000.
 - As an FYI: For budgeting purposes, the \$43,000 we spent on roof replacement is considered a capital expense, not an operating expense.

12. Expense highlights for coming year 2023-2024:

- Monthly fee increased by \$15 to \$295. (5.4% increase). A total of \$127,000 in operating income.
 - i. Increases for this year's budget as compared to last year's budget:
 1. Bookkeeper: From \$1,800 to \$2,100
 2. Insurance: From \$19,600 to \$21,000
 3. Miscellaneous: From \$295 to \$400
 4. Painting: From \$6,500 to \$8,500 (we need to keep up)
 5. Maintenance (repairs) Labor & Materials: From \$10,000 to \$11,500. Doug's rate will increase.
 6. Roof Replacement: From \$44,000 to \$45,000
 7. Fertilization and general lawn health: \$8,700 to \$9,800
 8. Tree & Shrub Maintenance: \$3,000 to \$4,300
 9. Trash Removal: From \$3,800 to \$4,800.
 - ii. Decreases in this year's budget as compared to last year's budget:
 1. Other Winter Maintenance (sunroom roof shoveling): from \$2,500 to \$1,500
 2. Roads & Driveway Maintenance: From \$2,000 to \$1,000

13. About Income – and TIMELY Payment of Monthly Condo Fees.

- Barb Pendleton, our treasurer, tries hard to keep the bookkeeping cost as low as possible.
- It's also important to Barb that her job be as simple, neat, timely, and as easy as possible. She is also concerned that our cash flow go the way it should.
- To do the above Barb aims to visit our bookkeeper just twice a month. Once, right after the 1st of the month, then again mid-way through the month.
- WE NEED TO HELP HER:
 - i. Too many of us are routinely paying our monthly fee sometime after the 1st of the month. If you are doing this, you are considered a late payer, and you are causing a problem.
 - ii. Please make sure your monthly condo fee is received by Barb BEFORE the 1st of the month that it is due.
 - iii. While we are allowed a 30-day grace period before a late fee is applied, it's not how our cash flow system should operate.