

LONG HILL ESTATES
Board of Directors Meeting
Monday, February 18, 2002

I. A. The meeting was called to order at 1:45.

B. Minutes of previous meeting: Re II-B-3.: Bill W. requested that *pro forma* be deleted.
Approved as amended.

II Old Business:

A. President's Report:- Marilyn gave Rob fuller explanation of sale of #2, handled by Peterson Realty for John D. Peterson Trust. Report Also explained notes to Nos. 24, 29 and 8. Report approved.

B. Draft for patio awning installation resolution: Bill suggested that in para 2, "...or that of any future owner." be deleted. Otherwise, effective Jan. 14, that notice will serve as general criteria for any future such requests., and pertinent portions from original letter from #10 giving all specs will be shown to anyone who also requests awning. Will try to sent it out to all ASAP.

C. Unfinished from 1/14 agenda:

1. Addition to 1/14 discussion re handling of insurance - After a lengthy, complex discussion of who is responsible for what damage and how that is to be determined, it was decided that Bill will work on a brief statement to be sent to all owners re insurance claims procedure.

D. Report on MJS: Bill has been trying to call Matt, who has come back with a proposal reducing the contract to \$15,920 (rather than \$15,000 requested), now must work out language covering what exactly is included for how much, after which contract can be signed--some time before April.

E. Status of Hill Becoming Town Road: Selectmen have approved the request and will present an article on the warrant at the Town Meeting on 16 March. If asked for a comment, Rob will supply it, but, he noted, the least discussion is the best. If approved by Town Meeting, next step is to get 100% approval of LHE owners. According to consultant Linda, that is best done at a special meeting, which needs 21-day notice to all owners.

III New Business

A. Treasurer's Report:

1. Total liabilities and equity = \$75,601.93. Rob is pleased with general situation; prepaid expenses went down about \$7,000 and total assets went up about \$5,000, so in a way we're \$10 - 11,000 better off than a year ago.

2. Re #6210 at 1/14 meeting: Figure for "Pest Control" was entered in wrong place--it was really for "Repairs" and Ed has taken care of it.

3. Bill questioned #6030 for "Insurance"--have paid only \$1243 for half-year? Rob will ask Ed about it.

B. Bids for Main Roof Replacements: One received from Tony Nichols, others to come from Bill. First, Tony Nichols will start Bldg. 3 by 1 March, needs \$4,100 as pre-payment, next payment in two installments, total payment \$11,100. Then will defer action on Nos. 4 and 5 until other bids come in from Prime Roofing and Stacey Guyette. Tony's proposal incorporates plan to buy rubber and shingles for two bldgs to save money before prices go up and store them at his

residence, #29 High St., Peterborough, for use on #4 in fall of 2002 and #5 (some of which has already been done) in spring of 2003. Rest of materials (nails, etc.) could be bought at time needed. Proposal only good until March, at which time prices will/might go up. Agreed that unless a bid radically lower comes in by

March 1, the contract for Nos. 4 and 5 will go to Tony.

C. Annual Meeting Date: Sunday, Sept. 8, 02 at 7:30 p.m.

D. Owner Requests for New Construction: 1. #5 (Sandy) would like to finish room over the garage and put in new skylight. MB's reaction was that this matter would have to be brought up at meeting of the Ass'n.

2. An associated issue is that some owners with sky lights in sun rooms might want them taken out and a new, vertical window between sunroom and living room put in for light. Should be on the record that, if approved, both are at owners' expense. All such matters affecting common areas could be brought up at a special meeting.

E. Requests for repairs: Bill questioned status of leaking skylight—can't be done until it's warmer.

F. Maintenance issues at #10: Tony has looked into issue of opening in back wall that would have to be plugged from the outside; has not looked into gutter issue. Board agreed that work on opening should be done., and that Tony should give expert opinion on gutter before Board gives permission. MB will write # 10 advising her of BOD's decision to date.

IV Other Business

A. Contractors Working Agreement: MB looked at certificates of liability on hand, most of which gave \$500,000 for general liability, \$100,000 for accident/bodily injury liability, and some showed nothing on auto liability. BW said we should put \$500,000 for auto liability. Bill dictated slight change in wording: "Contractor hereby agrees to indemnify.....arising from bodily injury, including death, to any person or damage to property arising out of the performance of this Agreement....." Will add place for signature and date.

B. Also, at the request of several residents, called the NHBB contact in #17 and asked her please to post a warning for those who walk up here daily that they should be very careful when the road is slippery because cars might be out of control on the ice and place them in some danger.

V. Adjournment: Adjourned at 4:20 p.m.

Respectfully submitted (with thanks to Sandy for her notes),

JoAnn Hall, Clerk

EXECUTIVE SESSION

A letter will be written to owners of Unit #14 reminding them that any future violation of the dog walking rule will subject them to a penalty.

President's Report for 2-18-02 Board of Directors Meeting

- 1-15: Drafted ltr. to J.Morrissey re: our affirmative decision to her patio awning installation request. Bill added his points and I retyped and sent.
- JoAnn Hall and I met to draft basis for minutes of 1-14 BOD meeting from my notes. She had been absent from BOD meeting on 1-14.
- 1-16: Call from C.LaBossiere re: fallen tree behind bldg. 9. I investigated, called Bill and he was going to call Jeff after he saw it.
- Observed dog feces behind unit #14. Sent another note to owners to always walk dog as far from buildings as possible and advised the issue would be on next board agenda. Cc to Rob/Bill.
- Drafted the resolution re: patio awning installations from letter written in response to owner request for same. The board had decided to use the letter for our criteria.
- 1-22: Rec'd copy of our initial CAU application from C.Snow. Bill and I made revisions and after copying it, I will return it to him. We also asked for a corrected binder. Rec'd invoice for \$7200 (extra \$40 for payment on installment plan).
- 1-26: Copied CAU invoice and P'bro Landscape corrected invoice (\$1900 for 1st half of Jan) and gave them to Ed for payment.
- 1-27: Using Bill's draft, I worked up a sample contractor's work agreement for us to look at on 2/18.
- Pam Brenner reported to me that Selectmen would recommend passage of our article for deeding over Long Hill Rd. to the town BUT only to just above upper road. She will send us a copy of article as soon as it is written and approved by Selectmen... by 2/13.
- 1-28/9: Attended a mtg called by J.Morrissey with about 10-12 owners over concerns on snow removal. After two minor back to back storms there had been no snow removal. They also voiced another concern in that they didn't know when to expect plowing. So I called Bill Tues morning and we decided not to intervene in Jeff's plowing plans... unless it gets out of hand. Also posted highlights of plowing contract on bulletin board so owners will know parameters of snow removal plans. Also had a follow-up talk with Jane Tues morning.
- 1-31: Gave to #2 owners their key and a new By-law book. They will pass these on to new owner at Feb 1 closing.
- 2-4: Called Peterson Rlty. to check on #2 closing and new owner: The John D. Peterson Trust of 1994, dated 4/14/94, Virginia G. Peterson, trustee, PO Box 775, Peterborough, 924-3574. Owner returning Apr. first. Delivered a mortgage form to Heather Peterson for her mother.
- 2-4: Rec'd the following from Ed Juengst's office: Notes from #24 and #29 re: furnace inspection reports, note from #8 note re: deducting amount from condo fee, and ltr from Granite Bank re: CD maturity date of 2/10. I wrote notes of clarification to #24 and #29 and a note to #8 (cc to Rob and Bill) referring owner to by-laws to explain that you cannot deduct from condo fee for any reason, and called bank about CD. On 2/7 will check on interest options.

2-8: Tony Nichols brought an updated roof replacement proposal for bid process. He also handed in the cost and payment schedule for the bldg.#3 replacement planned for late March.

We also discussed again his moving our shingles and all other roofing materials from his present storage place on Tom Keenan's property to his own barn at 29 High St. This was done at Bill's request for insurance purposes so we could report an address for our property.

2-11: Called Granite Bank – asked for our CD to be renewed for 12 months, with the understanding that Rob could change it during the 7 day grace following 8/10 maturity date.

At Bill's request left question for Tony. What is the style name and color for our Bird shingles?

Any other items this week will be added to the 2/18 BOD minutes.