

LONG HILL ESTATES
Board of Directors Meeting
Tuesday, July 17, 2001, 2:00 p.m.

Present: Marilyn Britton, Rob Trowbridge, Bill Waters

Guest: Ann Thayer

Clerk: JoAnn Hall

I. Call to Order

- A. Meeting was called to order at 2:00 p.m.
- B. Review/approval of 5/17 minutes - After minimal discussion, minutes of the previous meeting, May 17, were read and unanimously approved as written.

II. Old Business

A. Review of President's Report

1. President's Report as of July 9:

a. Landscaping

1) Asked and confirmed that there is a fixed contract for landscaping. Bill W. noted that mowing was uneven—short in front, long in between buildings; also long rows of taller grass because the mower was speeding. Should be done more slowly and more evenly. Also noted that big hill was mowed in July rather than as part of Fall clean-up.

2) Bill Waters offered to be responsible for landscaping and painting to take some of the pressure off Marilyn, who is meticulous and is bearing unfair share of the burden. All agreed, and Marilyn will give him copy of contract for landscaping—she said he has copy of painting contract.

3) Jane Morrissey has said she would like to join the Landscaping Committee. Bill suggested getting committee together, telling Jane they look forward to her suggestions, etc. so they can be presented to the Board. Fran Huntley will remain as chairman, other members are George Austermann (ask if he wants to continue), Monica Forman and Bill Waters as *ex officio* member.

b. Legal Consultant

In response to the bad news in the Pres.' report that Tim Arel is leaving his law practice, Marilyn said she has contacted Linda, who will talk with someone who might be interested. Also with Chet Soule, Pres. of Colonial Square condo association. No direct contact with any lawyer yet, but Marilyn noted that it essential we have someone who knows condo law and can deal with gray areas.

c. Risk Management Report

Bill W. asked if Chris Snow and risk management report had any recommendations. Marilyn said no—just questions on how LHE was handling roofing, insurance, etc.

d. Additions

1) Anrik

Marilyn asked them to set properly some sprinklers; let LHE know if worker can't come on schedule and re-set them properly to turn on every third day for 20 minutes (water now being wasted when we have rain.)

2) Dumpsters

Marilyn contacted dumpster people: They will either replace concave tops with flat ones or replace the dumpsters themselves. Marilyn told them that we don't have new agreement. Was told that price going up, but to keep LHE business, will charge us only \$310 rather than new \$325 or \$330. Can plan on about 10% increase yearly since their costs going up.

3) Front Step Clean-Up

Must clean up some front steps on upper level where recent painting spatters weren't cleaned up before the clear sealer put on—clean up and re-seal. This led to discussion of how to establish and enforce criteria for painting over rotten wood spots. All agreed that rotten wood must be replaced, possibly by some hi tech substance that will not deteriorate and that will take paint easily. First need a comprehensive list of trouble spots and then check them off as they're done. Bill W. will see to it.

e. President's Report unanimously accepted with additions as above.

B. Review

1. Propane Gas Bids

Four requests sent out, two answers received—Keene Gas and Rymes. Extended discussion about the meaning of the prices and terms in each bid. General reaction was that Rymes seems to be less expensive and that LHE will probably go with Rymes if they have satisfactory answers to some outstanding questions—Fixed price for scheduled inspecting and cleaning? Budget billing possible? When does it start? Can new person start in middle of year? Discount shown on bill? Etc. Probably want fluctuating rate for consumption since prices are going down. Rob will talk with them and ask questions.

2. Winter Contract Proposal

Haven't talked to anyone yet. Lengthy discussion followed as to requirements, comparative prices and equipment available to Tony and Tom Keenan. Rob suggested that we put out about five bid requests to contractor—we can't really decide anything until we have some hard info. Must do it soon. Bill will do it. Bill added that unit owners must be willing to accept some reasonable responsibility for helping themselves to get out in a snow storm if they absolutely must get out before driveway is cleared. A notice will be posted at mail boxes.

3. State Light at Foot of Hill

Rob has followed up with contact in Bureau of Highways in Concord—it's on the list, as is a sign showing road coming in from the left, but the mills of the bureaucrats grind slowly. Nevertheless, it is down the road, so to speak.

C. Outstanding Issues

Bill will contact Baird re filling cracks in asphalt.

III. New Business

A. Treasurer's Report from 5/17 to 6/30

Henceforth the report will be as of the end of the month preceding the BOD meeting. As of June 30, 2001, total liabilities were \$ 71,223.81. Have sent out the new budget. Next year will be able to compare new apples with old apples. We don't have to worry this year about how we carry over any leftover money into next year—we lost money, so not a problem.

B. Plantings

Bill raised question of plantings by unit owners. Marilyn said that if they encroach on

common property, they become responsibility of the Association when the owner leaves, so owners should be told to return area to original condition before they leave. Some landscaping still needs to be done—old pine tree needs taking down, Bill has taken down three trees in back, lawn patching has been re-done where necessary. Noted that many acres belonging to LHE are devoted to conservation.

C. Audit Plan.

Treasurer recommends that we not have formal audit. Cost depends on the definition or level of the check. \$2500 would cover more than a review but less than a full audit. To save unit owners further expense, in the pipeline is amendment to by-laws that we do not need a periodic/annual (?) audit. Should pass. Records are clear and in apple-pie order.

D. Approval of By-law Amendment to Transfer Patio Ownership to Unit Owner.

Marilyn noted that point of the amendment is to give plain patio owners the same footprint as sunroom owners so they would be on equal footing re size of property owned. Marilyn said that HB 219 (?) coming up says that the association can make changes in limited common ground with 2/3rds approval rather than 100%, since that never possible, but that HB does not apply to unit boundaries. Is waiting for word from Linda whether this would be a legal, one-time change for the sake of equality. Agreed that it should probably be put on the Annual Meeting agenda anyway to get approval in case it is legal.

E. Annual Meeting plans

1. Discussion of how proxy votes for the Annual Meeting are to be handled—i.e., should proxy paper give only Board members names as proxies or should it give Board names and place for a person of their own choosing? No final decision reached, will discuss it on 3 August meeting, if there is one.

2. Mortgagee letters/voting pages will go out August 1, (and must be back by Sept. 1) and unit owners' meeting materials will go out Aug 15 (must be at least 21 days before Annual Meeting.) Will include form for people who want to be considered for the Board. Bill will get one because now he is just filling in and needs to be elected.

F. Plans for Replacing Rotten Wood.

[See II-A-d-3] above. Also, some trim boards are also rotting. Painter must be told to inform Board of any bad spots and then it's up to the Board to take care of it. Also discussed staggering the painting in future years—East sides one year, West sides the next. Bill suggested that new painting contract have a warranty provision in it so LHE is covered even if that painter is not hired again.

G. Policy on Fines

Have discussed this at previous meetings—suggested holding back services (with 30 days notice), levying fines but need a formal policy. Much discussion of how to phrase and phase-in a policy, relative seriousness of offenses, and how/whether that affects fines, etc. Finally agreed that a notice should be issued stating that offenses will be brought to the attention of the Board, which will judge the seriousness of the offense and will send written notice to the offender. If the offense is not corrected within X period of time, a second notice with appropriate fines and/or penalties will be issued.

H. August 3 Meeting

Marilyn will put up notice asking who will be coming—will cancel if there are only a few (now only three have committed to it).

IV. Other Business:

A. Legal Counsel - (See II-A-1-b above.)

B. Repair of sun roofs

1. Long discussion about repairing and financing leaks. Assn. is responsible for roofs.

For that reason, there is proposed new by-law providing for an additional one-time per-year assessment (of perhaps \$130.00) to cover maintenance and eventual repairs to skylights Rob suggested that anyone who wants to pay \$600 - \$800 (contractor's estimate) now and get it done now could do it. Agreed to do the three that need it now, plus anyone who wants to pay to have it done now.

2. Also discussed having sun roofs cleared of snow above X number of inches, perhaps 8". If someone pays up front for replacement now, probably should be assessed only about \$5.00 for winter maintenance.

C. Possible Dog Damage

Still waiting for report from Tru-Green on whether lawn damage was due to dog.

D. Legal fees

Lawyers' fees for a court case can be recovered from the defendant, but not for opinions; those fees can be taken out of legal budget.

E. Amendment for telephonic Meetings

All agreed that an amendment authorizing BOD telephonic meetings is unnecessary. Just be sure to make a record of what was said/decided.

V. Meeting adjourned at 4:58 p.m.

Respectfully submitted,

JoAnn Hall, Clerk

**NEXT MEETING: Sunday, Sept. 16, 3:00 p.m. to prepare for Annual Meeting, Wednesday,
Sept. 19.**

President's Report for 7/17/01 Board of Directors Meeting

5/17-31:

Spoke with Chris Snow re: a Risk Mngt. Recommendation form rec'd from CAU as a result of a 2/23/01 loss control survey done on our property. It dealt with improving Insurance Certificates and Roofs. Answer due as to our plans by 6/19. Called all contractors to update or correct our certificates. Drafted a statement of our long and short range plans for repairing/replacing roofs after conferring with Tony.

Anrik could not set up our irrigation system as planned... meters were not in and two controllers were not working. I called town for meters... Anrik to see about controllers. The 2" ball valve with back flow test port at the lower level was split... Also at least three sprinkler heads needed attention from plow damage. Asked Anrik to set sprinkler heads for every third day and set rain meters at 1/8th inch/lowest setting. Town installed upper level meter by 5/25. (Also found out Anrik called town to take out meters last fall as there was water in them.)

Called Wilder's for another ball valve (\$200+).

TruGreen did first application of fertilization and weed control on Monday, 5/21. The fertilization will benefit from rain putting it into soil... the weed control should not get wet for many hours. Saw #8 (Morrison) sprinkler on that afternoon. Was unsuccessful in trying to speak to her about turning it off... she hung up on me and wouldn't answer door. I turned it off. Later she turned it back on. I asked Bill W. to speak to her. She was negating effect of the weed control we'd just applied to common area. Finally wrote her a note and put it in her door as to what her water was doing.

E-mailed landscaper... remind crew to sweep mail kiosk and dumpster area each week when they mow. Also asked caution in not covering mulched areas with grass when trimming.

Gave Ed the 3-page owner notices on amendments to go out with this weeks invoice mailing. Also asked him to add message to invoices that had any special assessment balance (\$333.33 must be received in total on or before 7/1/01 or a \$15 late fee would be added to their account). Also asked for a special note for #4 (Mr Lee)... (all condo fees must be paid in full before June 30 end of fiscal year).

Sent letter to #10 (Morrissey) giving notice of no more mowing and moving plants that will interfere with mowing or there will be fines imposed. She complied.

Rec'd letter from Greene (#9&12) through her attorney questioning fines (and possible lack of services) for no mortgage and fireplace inspection forms. Called Tim Arel: 5/24 sent him all information and asked him how to respond.

Rec'd two ltrs (5/24, 28) from #10 (Morrissey) Filled with MANY questions, etc. Wrote to Tim Arel for his advice on fine questions. Asked both Rob and Bill for their suggestions on ltrs. Heard nothing from Rob. Bill suggested we say we will take these other matters under advisement as we have time. I suggested we not discuss issues about other condo's with her. Sent ltr with those comments.

6/1-15:

Sent Ed a note and asked next invoices to go out EARLY with corrected note. Condo fee invoice did not have correct special assessment message about must be RECEIVED on or before July 1 or have \$15 late fee.

Gave Ed landscaper's bill for last month's mowing (\$650).

Deposited with Ed ins. check (968.08). \$30 is for Long Hill for first snow removal labor.

Tony said he would do #18 garage ceiling repair for what ins. paid (not included was moving materials in garage and any insulation damage). Chris, CAU agent, said if insulation damaged, we'd just get supplemental coverage.

Walked around with Jeff of Landscaping discussing several trees, shrubs etc. that I had marked for trimming... (dead, broken, too low for mowing, or in way of air conditioners)

Spent an inordinate amount of time talking with irrigation, town and plumber on irrigation system. Anrik's Fri, June 8 @ 4:00 visit was postponed due to equipment failure to Friday, June 15. Landscaper feels we waste our seeding money by doing this before we get our irrigation system up and running.

Our town water notice for old irrigation water was brought up by three town personnel. I said Rob had answered our notice with a visit... we now needed to hear from them.

Request from Bill/Rob re: Jane on landscape committee... come up with rules for planting, enforce same, all with board approval. Will ask Fran when she comes back from ME.

Anrik finally came 6/15... needed two new controllers (\$200+- each)... also needed to repair/replace several sprinkler heads... system up and running... returning to complete repair of remaining sprinkler heads. One zone (end of bldg 7 (unit 28) has broken wire(s)... gave Anrik ok to find/repair.

(They also suggested refining our system in the future to several less sprinklers... less cost for repair and water.)

Rec'd two landscaper invoices... 1) Unit #14 dog damage, 2) pruning. Work not complete on either. Called Jeff... will complete 18th.

Board working budget meeting... condo fee \$190... (actual is 192... extra \$864 out of contingency) Gave budget to Ed to put in his system. Rob to send out three bids for propane service. Bill to call Beard to fill road cracks... (\$800). Refined plow contract... giving it to Tony/Tom. Bill finding other plow contractors for bids. Set Fri Aug 3rd @ 6:00 for informal open house on amendment questions... put notice on bulletin board asking for a volunteer to house it or we'd rent a space.

Roof on Bldg #1 started... according to contract, gave Tony first payment of \$4585 & \$1965 at 1/2 done. 6550 to be paid at full completion including meter roofs on both Bldg 1&2 and minor fixes on bldg 2.

6/18-23:

Discovered large error in budget preparation... did not take capital reserve payment into consideration. Bill suggested we come up with a board recommendation... Big questions 1) Do we substantially raise fee to keep services as is and have no special assessments for painting, etc. 2) Do we severally cut some services, plan on painting special assessments, and keep fee raise to a minimum? At least while we do the roof replacements. Need another mtg after Bill returns on 26th.

Tony called with new roof materials figure... \$14,200. Only \$400 over first batch, but will be \$1000 over by 27th with next increase. He could keep his new roof labor costs down more for the 4th & 5th bldgs. by using our dumpsters on Fri to cut down on his disposal costs. Rob concerned that Waste Mngt wouldn't like that. All three sunroom roofs that we do this summer are each \$800.

Tony is also discussing winter contract with Tom Keenan... if Tom won't do it, Tony will consider it.

Rec'd answer from Tim Arel on Greene fine questions... he said we were well within our rights and responsibilities to do this as she was not complying with by-laws and board rules. Drafted an answer to Greene with cc to her attorney quoting from Tim's response... copy in file.

Sent Tim Arel's bill for \$210.90 to Ed for payment. Included some answers on our need to develop a board policy on fines and to present an amendment to by-laws to allow us to recover legal expenses in the pursuit of these fines, if necessary.

Much work with Anrik getting sprinklers working at correct time... I had to shut system down for a time to stop some sprinklers from working overtime... marked others for repair or turn. Also asked what we had built up so far financially... (\$1606.75 parts and 17+ hours labor)

Sent Jeff's pruning bill for \$450 to Ed for payment... dog damage still needs some work.

Rec'd from Linda notice on HB 129 that would lower vote needed from 100% to 2/3 in order to reassign limited common property (patios). Senate has passed and Governor to sign. HB 117 passed House and good chance in Senate for committee to study adoption of Uniform Common Interest Ownership Act.

Rec'd contractor estimate for \$2800+ on cathedral ceiling damage from winter snow damage in Unit #2 – (Hoover). Called Chris Snow to ask for adjuster to view.... after two calls, set for 7/2.

Rec'd invoice per contract for rip-rap weed treatment (\$135).

6/25-30:

Tony needed to know if we wanted next batch of shingles. In case, I asked for a check for \$14,200 from Ed who asked me to transfer \$30,280 to checking: \$14,200/shingles, \$2980 for #18/19 roof, and \$13,100/bldg. #1 labor. Left only \$8,000+ in current capital reserves. Rob & I had to decide before Bill got back on 6/28 – voted to wait until later in year. Will return \$14,200 to capital reserves.

TruGreen next application is Thurs. 7/28 that includes grub control... Asking them to cut out next two fertilizer applications in contract (\$473 each = \$946) and instead do a lime treatment (about \$600) in late summer/early fall. BOD ok on 7/2.

Rec'd our legal files from Tim Arel. He is leaving his law practice. Called and asked him to recommend someone... If he doesn't answer, I'll ask Linda. Also checking with Chet Soule of Colonial Squares.

Calling board budget meeting for 7/2 @ 3:00... Budget finalization... Winter contract decision... (Tom will not do it for our price... Tony cannot because Tom will not rent out his loader.)

P'bro. Landscaping put in new trees in front of #9/10 and #25/26 on 6/26... bill \$295.
Mowing bill for June \$1300.

Rec'd bill from Anrik for \$1,656.75... to Ed along with earlier one for \$150.

Rec'd call from painter Tim Goodridge: pressure washing 7/2 and painting/staining begun on 7/9. Put up notice for all owners. Board walk-around on 7/2.

7/2: BOD budget finalized... \$200/month condo fee. I will send out copy with explanatory note in separate mailing. Asked Rob for specific end-of-year reports for Finance Book and for 7/17 BOD meeting. Condo fee increase effective on August 1.

Discussed painting issues... some owners dissatisfied, some not paying special assessment due July 1 until August 1. Asked Tim Goodrich to set a time to see these people and answer their concerns. (Wed, 11th) Board decided that all bills rec'd will be given to Rob and he will get them to Ed.

Change in policy: I will ok no more expenditures before board review... without exception.

7/3-6: Asked Fran about having Jane on landscape committee. She said fine. Will have Rob and Bill tell Jane to be in touch with Fran if she would like to join committee.

Pg 4 of 7/17/01 President's report.

Called Tim Goodridge...several places on front porches missed during pressure washing...He will redo on Fri the 6th.

Called Anrik about finishing last zone and checking rain sensors...system has come on even after heavy rains...had to leave message.

Asked Jeff Balcom to lower height of front and back lawns and bag the long line of grass clumps. They did this during 7/6 mowing.

Mailed out budget with letter and comparative report of June 30, 00 to June 30 01.
Prepared Finance Book for owners to preview. Will post notice on bulletin board.

7-9-01:

Anything between this date and BOD meeting of 7-17 will be added at meeting.

Marilyn