

**Longhill Estates Condominium Association  
Board of Directors Meeting  
MON, Dec 18th, 2000**

**Call to Order:** The meeting was called to order by MB at 2:00pm.  
**Present:** Rob Trowbridge, Marilyn Britton, Tom Forman.  
**Guest:** Anne Thayer, unit #28  
**Minutes:** Sandhy Kale, clerk

**Review of previous minutes:**

- 11/20/2000: Reviewed & Approved as written .

**Old Business:-**

- Review of President's report-Approved and accepted, with [Attachment #1, 1a, 1b, 1c, 1d]
- Issues discussed -
  - i] Tom Forman's comments re: furnace inspections, BOD does not have to make the appointments for unit owners. We should inform unit owners that if their unit furnace blows up, they are responsible for the damage expenses. (Attachment #1, 1a)
    - Le us encourage unit owners to get the furnace inspection done and info BOD accordingly.
  - ii] contract for Landscaping- If Jeff Balcom wants to bid for the Job, He will have to realise that he has to be on site Invoice for Dec. (Attachment #1c)
  - iii] Chemlawn contract: conditions and terms reviewed. Contract was formally rectified<sup>at</sup> for yr 2001. We probably will save about \$ 200. (Attachment #1b)
    - Approved by BOD.
  - iv] Final Decision on Sewer project: Conversation between Mr. Tim Arial and president. At present time vote was 2:1. Tom and Rob voted for not persuing for reimbersement for sewer project. Tho Rob had second thoughts about the situation We will put this matter aside for the time being and review at future meeting Rob will discuss it with Tim Arial and Bill Waters.
  - v] Landscaping contract: President has offered J. Balcom a set of spec.s. He will get us the proposal draft and will attend the BOD meeting on Jan 15 at 2:00pm.
  - vi] Keenan equip. co.: Snow removal:- Proposal accepted by BOD (Attachment #1d)

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- - vii]Enlarging the Board membership: BOD suggests the idea of increasing the number of members to five--3-Directors and 2-officers. We will encourage unit owners with special expertise to participate so as to share the work responsibilities.  
Whether accountant may sign the checks, whether treasurer may be a unit owner or not.--A need to consult Linda Fisher re .Bylaws' interpretation.  
this item will be voted upon during Jan 2001,meeting.

### New Business

- Treasurer's Report-Reviewed and Accepted as of Dec 15th,2000.[Attachment#2]
- Budget for next year- In general Big Picture looks good.  
Plan to do one roof per year. Working capital is in good shape. We can do three roofs now if need arises.
- Unit #33 Sump pump-LHE Association-BOD will provide the sump pump amount(\$300.00), when we receive the statement by unit owner 'TILL' that they accept the. rest of the expences in future are unit owner's liability.(Attachment#4)
- Bids for Insurance coverage:. A bid from Mr.Chris Snow (Attachment#3). .We have received a proposal from Hanover insu co.BOD will request Mr. Waters to review both the Bids and give the recommendations. If need arises we will check into Binder for 'Bridge period'?
- Open meeting 2001 as Unit owners' Special meeting on Jan 15th,2001 at 7:00 pm at MCH conference Room #3.
- Annual General meeting will be some time in Summer2001, when most of the unit owners will be around to attend.
- Corrospondance from unit owners.a)A letter unit owners re Budgets and financial status of LHE. Response letter by president.(Attachment#5)

### Other Business:-

Fiscal year for LHE. Condo Association:--  
Calender year-Jan to Dec.[Reprts of Budgets]  
Fiscal year July 1st to Jun 30 th.[for IRS purposes]

Meeting adjourned at 4:00pm  
and Jan. meeting on Mon. the 15th,2001 at 2:00pm

President's Report for 12-18-00 BOD Meeting

1

Sent to accountant – contractor's 11/24 invoice of \$1320 for fall work on: (see maintenance file)  
Gutter cleaning and repairs, concrete splash boards, front step repairs, roof work (esp. #24)

Returned \$28.91 to accountant: difference between original check of \$104 for splashboards and what Tony and I actually finally purchased. (see contractor file)

Sent out rules with condo invoice re: (furnace etc. inspections and unoccupied unit care).  
Accompanied by letter (see attachment)✓...with notes to those who still need to get these done.✓

Spoke with Tim Arel re sewer case:  
75% sure we could win as civil case – cost us about \$1500-2500 with lawyer  
Decision at Dec board meeting.

Spoke to Mark Valincourt of TrueGreen re: work quality concerns  
He had reliable answers for our concerns  
Fast pace...so as not to spread chemical too thick  
Not spreading in small areas beside patios...flies 6 feet from machine  
Greener at bottom of a slope...more water at bottom for growth  
Spoke to him about contract figures...  
Decreased 1<sup>st</sup> treatment by approx. \$300 by not doing field  
Increased 2<sup>nd</sup> treatment by \$100 by including grub control  
✓ Signed contract for \$2652...saving of \$185.

Jeff Balcom of P'bro Landscaping did Fall clean-up work 11/28, 11/29, 12/1  
✓ Included a full mow and trim...Cost – \$1100 ... (see attached)  
Asked him if he was interested in talking with us about a 2001 contract.

Received painting contract from Tim Goodridge:  
Includes Bldgs 8&9 for \$12000  
Special Assessment is \$333.33 per unit = \$55.60/5 mo's, \$55.33/1 mo. Begin 2/1.  
Front steps for spring – 36 @ \$30/ea = \$1080  
Will paint red doors on Bldgs 1, 3, 5, & 7.

Received 2<sup>nd</sup> invoice from Anrik for winter shut down of irrigation system for \$425...gave to accountant.

Received TILL request (#33) for \$300 toward their sump pump...part of a larger project.

Made out Hanover Insurance questionnaire form as part of bid process...New contract price is \$7671.

Called Chris Snow, Trussell Ins. Group, Greenland on 12/8 for insurance proposal promised for beginning of Dec...received 12/11...price \$7882.

On 12/8, answered 12/1 lengthy request re finances from Evelyn Morrisson(etc) given to accountant.  
Sent with signatures of treasurer and president...(copy attached and in #8 file)

#32 owner called re: missing shingle... called Tony,  
12/13