

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

**OCTOBER 11, 2007 6:30 PM**

**MONADNOCK CONGREGATIONAL CHURCH  
WILTON ROAD  
PETERBOROUGH, NH**

The meeting was **called to order** at 6:35 pm by Glen Swanson, President

A **quorum** was established with 18 unit owners: 2 by proxy and 16 in person.

Introduction of officers by Glen Swanson:

Greg Lawn, Board Member; George Austermann, Treasurer; Diana Griffin, Clerk; Julie Clattenburg, Financial Administrator; One Board Member, Jane Morrissey, was absent.

Glen thanked Julie for her outstanding work during the year.

**MOTION** by Bob Price; second by Nancy Clarke to accept the Minutes of the Annual Meeting of September 20, 2006 as written.

**PASSED: Unanimous**

The **President's Report** was presented by Glen Swanson.

**MOTION** BY Ann Lammers; second by Greg Lawn to accept the President's Report as presented

**PASSED: Unanimous.**

The **Treasurer's Report** was presented by George Austermann.

**MOTION** by Bob Price; second by Diana Griffin to accept the Treasurer's Report as presented.

**PASSED: Unanimous.**

**COMMITTEE REPORTS:**

Party Committee was thanked by Glen for all the work organizing the successful Yard Sale in the spring and the 2<sup>nd</sup> Annual Picnic in the fall.

**MOTION** by Marilyn Britton, second by Jonathan Hampson that any excess of membership income over membership expenses for the fiscal year ended June 30, 2007 shall be applied against subsequent tax year membership assessments as provided by IRS Ruling 70-064.

**PASSED: Unanimous.**

**ELECTION OF BOARD MEMBERS**

2 year slot and 3 year slot are open.

**Nominations:**

- Allen Hollander was nominated by Virginia Peterson, however, as neither Unit owner was present at the meeting the nomination was null and void.
- Ann Lammers, nominated by Diana Griffin agreed to run for the 2 year slot.
- Marilyn Britton, nominated by Ann Lammers agreed to run for the 3 year slot.

Nancy Clarke questioned the duties of the Board of Directors. Greg briefly outlined the duties as written in the Condo Documents, with added details based on the board's previous year.

Bob Price proposed that we need more volunteers to assist the Board in carrying out their numerous duties. Everyone agreed that the Board needs support from all Unit Owners.

Maintenance issues presented a challenge this year. Glen devoted an enormous amount of time to Association business especially with regard to maintenance issues and was duly recognized for such dedicated service. Greg acknowledged Glen's tremendous service and thanked him on behalf of the Unit Owners.

Regarding the issue of maintenance, the question of hiring an independent management company was raised. Marilyn noted that Colonial Square have a Board similar to ours with a volunteer person who takes care of maintenance. Unit owners volunteer for various jobs in addition to those on the Board. Marilyn further suggested that the condo associations in Peterborough might consider uniting to hire a management company to run all the developments.

The new Board will discuss the management company topic.

Greg commented that if a management company was to be hired, a special association meeting would be called for all unit owners to discuss the matter.

On the issue of maintenance, Glen noted that John Norton has been professional, reliable and very good. He responds to calls and his work is excellent. Ann Lammers remarked that John's team is well organized and respectful. Faith Hanson commented that she had a quality experience with John and his team also.

A review of Association responsibilities indicated that all interior maintenance is the responsibility of the Unit Owner, while exterior maintenance is the responsibility of the Association.

Any exterior work which needs to be done must first go through the Board. In an emergency situation, call the Board. In non-emergency situations fill out the paperwork. Diana will put maintenance request forms in the small box beneath the maintenance box. The white copy goes in the maintenance box; the yellow copy goes in the Association mailbox and the unit owner keeps the pink copy. It is important for the Board to have a record of maintenance requests.

Having discussed the maintenance subject at length, the meeting returned to the nominations. Ann Lammers nominated Marilyn Britton.

There being no further nominations for the open positions on the Board, the nominations closed.

Greg instructed the clerk cast the ballots for the members.

**MOTION** by George Austermann to accept the nominees. Ann for the 2 year term and Marilyn for the 3 year term. Second by Jonathan Hampson and Nancy Clarke.

## **NEW BUSINESS**

- Jonathan Hampson recognized the Board for the work it has done. He reported a problem at his condo regarding water in the basement and his concern for the safety of his parents. Greg assured him that the matter would be taken care of within the month.
- Nancy Clarke remarked that there was no need to use a postage stamp for the condo fee payments. The checks may be put in the Association mail slot directly.

- Bob Price commented on the cracks in the road. Greg said that big maintenance jobs must be prioritized. He noted that there will be a large bill from John Norton for repairs to the trim on all units. The road situation has not been forgotten, merely put off for a year or so.
- Marilyn questioned the flyers left in many doors regarding "Patriot Painting". Technically it is illegal to solicit for business. The Board will review the need for a small sign stating such. Midge Gibbons agreed that solicitation should not be permitted, however she used and highly recommended Patriot Painting! The painter was clean, reliable and reasonable.
- Ann Thayer asked about contacting the Highway Dept. about the removal of rocks on the public roads. Greg said that if there is a problem to call the Board who will contact the town.
- Ann Lammers asked if the cost of managing water in the ground beneath a condo unit should be borne by the owner or by the association. Glen said the association's lawyer had studied the question and had determined that it is generally the owner's responsibility to manage water problems beneath the unit.
- Marilyn suggested that we contact a consultant (ombudsman) to handle grey area problems rather than paying high attorney fees.
- Joan Butler brought up the issue of difficulty for new unit owners to become acquainted with the workings of the Association. Greg suggested that we form a committee to develop a "Welcome Packet" for all new Unit Owners. Nancy Clarke volunteered to assist the Board with this task. Diana Griffin offered to help Nancy.
- Evelyn Morrison said there were no weeds or mold on the sign at the end of the hill. She was thanked for all the work she has done to "beautify" the flowerbed areas near the entrance sign. Greg agreed to check out the tops of the posts which are beginning to show some rot.
- Nancy Clarke requested an address list from Marilyn. She agreed to provide Nancy with a list, at the same time noting that only those unit owners who wanted their names on the list - had their names listed.
- Marilyn asked about the key to the tennis court – it seems to have disappeared.
- Ann Thayer enquired about painting the condos. A discussion of paint vs. siding was brought up by the meeting. This issue needs to be discussed with John Norton. A special association meeting would be called if siding was to replace painting so all Unit owners could have input to such a costly venture.
- Annagreta Swanson brought up the topic of new storm doors. David Clarke will look into the storm doors on sale presently at Belletetes. Anderson Storm Door MCO on sale for \$159.00. 15 or more doors would cost \$149.00. Installation would be \$80.00.
- Marilyn commented that her newly stained front steps are slippery and cautioned the meeting.
- Glen brought up the proposed Victory Garden for the spring. This project will be a welcome addition on our common land.
- Evelyn takes care of us with her traffic cones which point out potholes on the street and her fluorescent triangles marking the entrance to our development. Thank you Evelyn!

**MOTION** to adjourn by Nancy Clarke; second by Ann Lammers. **PASSED: Unanimous.**

The meeting **adjourned** at 8:35 pm.

Respectfully submitted,  
Diana Griffin, Clerk of the Association.