

**MINUTES  
BOARD MEETING  
LONG HILL ESTATES, A CONDOMINIUM  
19 DECEMBER 2007  
UNIT #16**

**Present:** Marilyn Britton, President; Greg Lawn and Ann Lammers, Directors.

**Absent:** George Austermann, Treasurer; Julie Clattenburg, Financial Administrator; Diana Griffin, Clerk.

Continuation of the recessed meeting of 20 November. Called to order at 7:15.

**MOTION** by Ann Lammers, second by Greg Lawn: To give \$75 gift certificates to JW and to John Norton. Cards will convey the board's holiday greetings and thanks for their hard work this year. Ann will ask Julie to draw out funds and buy EMS gift certificates.

**PASSED:** All in favor.

**MOTION** by Greg Lawn, second by Ann Lammers: To renew the Association's insurance policy with CAU of America (HUB) before its renewal date, 13 Jan. 2008. Marilyn will sign the policy application and review with George and ask him about payment schedule, asking him to return it with premium.

**PASSED:** All in favor.

**ITEMS UNDER DISCUSSION:**

**1. Storm doors:** We now have a list of owners who wish to install new storm/screen doors. Fewer than fifteen units are interested, but Greg believes we can still get the special price at Belletetes. Greg will transport the doors and deliver them to purchasing owners. Installation: Owners are free to hire installers of their choice. Greg will ask John Norton if he can make time available for installing doors. The board could also recommend a few other workers, if needed. Ned Dahl is unfortunately unavailable.

**2. Christmas tree disposal:** With board agreement, Marilyn has posted a notice to owners, asking everyone to dispose of Christmas trees through the Peterborough Recycling Center. No trees may be left anywhere on our property. In future we hope to be able to dump trees on Association property. But there is no hauling plan in place this year, and no path has yet been plowed to the back hillside.

**3. Roof-raking & repairs:** John Norton promised to rake the roofs on Tuesday or Wednesday this week (the 18<sup>th</sup> - 19<sup>th</sup>), but he has not yet done so. He also promised to make the requested exterior repairs to Unit #10 but has not made them yet. Greg will remind John that it's essential to call when he's delayed. With approval from the board, Greg will give John his work number and offer to be John's regular contact person for Association business.

**3a. Additional maintenance:** Two requested maintenance items for Unit #14 have not yet been addressed. Greg will bring these items to John's attention.

**4. Emergency maintenance:** An owner has requested that phone numbers be posted for residents to call in a maintenance emergency. The board is uncertain how to address this request. An emergency involving the exterior of a building or common property should not be dealt with by an individual owner. Owners are asked to contact a member of the board immediately if such emergencies arise. Ann will call the concerned owner and ask for further clarification about this concern, to help us reach a decision. It was noted that emergencies with interior maintenance are each owner's private responsibility.

**5. Maintenance contracts:**

**John Norton:** Marilyn reports that the board has had a signed contract with John Norton since August 2007. It continues in effect through December 2008. After that it can be renewed for 48 months, with agreement from both parties.

**JW (Dub's Shrubs):** We still have no written contract with JW. He wants to sign a contract with the Association as soon as possible, and the board agrees. Marilyn has a nearly complete contract ready for him. Two blanks need to be filled in, each requiring some research. When the contract is completed, Marilyn will invite JW to sign it.

**6. Upper road plowing:** Our consensus is that the upper road (through the woods) might be plowed if some owners want to walk there in the winter. Marilyn will circulate an email asking for input. If there is no response, we will not do this extra plowing.

**7. Sump pump (unit #18):** Marilyn will remind owners we need a detailed list of costs associated with pump installation. We are still seeking clarification concerning the Association's responsibility and division of costs for sump pumps. Greg (Marilyn?) will consult with Glen Swanson about the legal advice we'd previously received.

**8. Vacant units (#19, #27):** The board needs to confirm that both units are adequately heated and not suffering interior damage. A key for each unit is available. Marilyn will carry out these inspections.

**9. Water run-off (#12):** Changes in the driveway at unit #12 have helped divert run-off, but further work is needed. Marilyn will call Mathewson to get a price for redoing the slant of first 5-6 ft. next to garage, then drain from center of driveway towards the lawn, installing a drainage ditch along the side. Depending on this estimate, the board consensus is that the Association may bear the cost of a further repair.

**10. Irrigation system:** JW has promised to give us three estimates for the improvements needed in this system. When these estimates are given, the board will plan this work.

**11. Garden plans:** Ann reports that the area for the community garden is prepared (mowed, limed, and rototilled). The garden sub-committee will meet again early in the new year to lay out guidelines for distribution of plots, payment of costs, ways to manage irrigation, etc. These proposals will then be offered to the board for consideration. The

garden sub-committee is seeking a third member, to assure that at least one active committee member/gardener is present throughout the garden's first season.

**12. Outdoor fires:** We reviewed the policy regarding keeping gas grills at a 10-foot distance from propane lines, etc. Any fire must be supervised. In addition, based on a recent incident where an unsupervised fire on a patio had open flames and flying sparks, the board is considering creating a new rule, making it a violation to burn outdoors in a "Chimineea" or "fire pit" or similar device, with open flames.

**13. Small claims action:** We reviewed the status of the recent small claims action brought by a former ~~employee~~. Greg reports that judgment should be delivered soon. We will revisit this issue when we know how the case was decided.

*corrected for*

**14. Rules sub-committee:** Greg reports that the rules sub-committee will meet in the new year. Another unit owner has recently volunteered to join the committee.

**15. Violation policy:** Marilyn urges, with board consensus, that we need to establish a "violation policy" to address serious and repeated infractions of Association regulations. Ann urges, with board consensus, that rules must apply to the whole Association and be publicly announced before they can be enforced. We also need clarification regarding the enforceability of Association rules (as distinct from By-Laws). Greg reports that earlier efforts to answer this question were inconclusive, but the rules sub-committee will continue working on it.

**16. Bank signature cards:** A fresh set of bank signature cards was requested by bank. An earlier set was filled out and returned, but it may have been lost. Marilyn and Ann have signed the new forms, and Ann will give them to George in case he needs to resend.

**17. Agenda items for future attention:**

- Central storage location for board paperwork & archives
- Gas lines location
- Data sheets from owners
- Hillside trim – south side only?
- Traffic speed signs
- No-solicitation sign at entrance
- Open fire policy
- Violation policy
- Sump pump responsibility
- Small claims outcome

The meeting adjourned at 9:40 pm.

Respectfully submitted,  
Ann Lammers (for Diana Griffin, Clerk)

bulletin board posting  
unofficial

**Continuation of 11-20-07 Board Meeting  
Held 12-19-07**

Present: Marilyn Britton, President; Greg Lawn and Ann Lammers, Directors.  
Called to order at 7:15.

**MOTION PASSED** to present gift certificates to JW and to John Norton.

**MOTION PASSED** to renew the Association's insurance policy with CAU of America (HUB).

**ITEMS UNDER DISCUSSION:**

1. **Storm doors:** List of owners wishing to install new storm/screen doors may not be complete. Marilyn to check with an e-mail. Greg volunteered to deliver the doors to purchasing owners. Owners are free to hire installers of their choice but Greg will ask John Norton if he is still available for this job.
2. **Christmas tree disposal:** With board agreement, Marilyn has posted a notice to owners, asking everyone to dispose of Christmas trees through the Peterborough Recycling Center. No trees may be left in dumpster or anywhere on our property. We will revisit this issue and try to find a way for disposal at Long Hill.
3. **Roof-raking & repairs:** John Norton promised to rake our roofs and shovel the sun porch roofs the week of the 18<sup>th</sup>. As he hasn't yet, Greg will check with John and remind him it's essential to call when he's delayed. With approval from the board, Greg will give John his work number and offer to be John's regular contact person for Association business.
4. **Added items to John's maintenance list:** Several units have unaddressed items. Greg will bring these items to John's attention.
5. **Emergency maintenance:** Owner requested phone numbers be posted for residents use for emergency maintenance. As an emergency involving the exterior of a building or common property should not be dealt with by an individual owner, owners will be asked to contact a board member immediately if such emergencies arise. Meanwhile, it was noted that emergencies with interior maintenance -- plumbing problems, broken appliances -- are each owner's private responsibility. Emergency Notice will be posted with instructions.
6. **Maintenance contracts:**
  - John Norton:** John's signed contract in effect from 8/07 to 12/08. It can be renewed for 48 months, with agreement from both parties.
  - JW (Dub's Shrubs):** Need signed contract with JW. He and Board agree as soon as a couple of questions on existing paperwork are answered, that we will meet and sign.
7. **Upper (forest) road plowing:** Our consensus is that this road might be plowed if some owners want to walk there in the winter. Marilyn will circulate an email asking for input. If there is no response, we will not do this extra plowing.
8. **Sump pump:** Owners are being asked for more info, so Board will be able to make a decision.
9. **Vacant units :** The board will confirm that both units are OK.
10. **Driveway water run-off:** It appears evident that additional changes are needed. We will again contact Mathewson to get a price and then make a decision.
11. **Irrigation system:** JW has promised to give us three estimates for the improvements needed in this system. When we receive these estimates, we will make decisions as to what we'll do.
12. **Garden plans:** Ann reports that the area for the community garden is prepared (mowed, limed, and rototilled). The garden sub-committee, which needs a third member, will meet again in early 08. to lay out guidelines for distribution of plots, payment of costs, ways to manage irrigation, etc. These proposals will then be offered to the board for consideration. Another sub-committee member would assure that at least one active committee member/gardener is present throughout the garden's first season.
13. **Outdoor fires:** We reviewed the policy regarding gas grills at a 10-foot distance from propane lines, etc. Any fire must be supervised. In addition, based on a recent incident, the board is considering creating a new rule making it a violation to burn outdoors in a "Chimineia" or "fire pit" or similar device, with open flames.

14. **Small claims action:** We reviewed the status of the recent small claims action and will revisit this issue when we know the court's decision.

15. **Rules sub-committee:** Greg reports that the rules sub-committee will meet in the New Year. Another unit owner has recently volunteered to join the committee.

16. **Violation policy:** Although we agree on the need for a new policy, we also agree that it must apply to the whole Association and only be used for any rule that has been publicly announced. We also need clarification regarding the enforceability of Association rules (as distinct from By-Laws). Greg reports that earlier efforts to answer this question were inconclusive, but the rules sub-committee will continue working on it.

17. **Bank signature cards:** Bank requested a new set as first set may be lost. Our treasurer will take care of this.

18. **Agenda items for future attention:**

- Central storage location for board paperwork & archives

- Gas lines location

- Data sheets from owners updated

- Hillside trim

- Traffic speed signs

- No-solicitation sign

- Open fire policy

- Violation policy

- Sump pump responsibility

- Small claims outcome

The meeting adjourned at 9:40 pm.

Respectfully submitted,

Ann Lammers (for Diana Griffin, Clerk)