

LONG HILL ESTATES at PETERBOROUGH, A CONDOMINUM
ANNUAL MEETING MINUTES
June 7, 2020

IN THE FIELD BEHIND UNIT #12
LONG HILL ESTATES, PETERBOROUGH, NH

The meeting was called to order at 11:00 a.m. by Allen Hollander, President.
A quorum was met with 14 units represented in person and 11 proxies.

The president introduced himself and Directors Diana Griffin and Maura Scanlon, and Treasurer, Marilyn Britton. Secretary Sharon Smith could not attend. Brenda Salmonson was clerk pro tem for this meeting.

Minutes from last year's annual meeting were accepted as submitted.

RESOLUTION FOR DISPOSITION OF EXCESS REVENUE over expenses for fiscal year ending June 30, 2020 (IRS 70-064); Motion was made, seconded and passed unanimously.

RESOLUTION FOR APPROVAL OF ROOF REPLACEMENT EXPENSE to spend up to \$300,000 from Capital Replacement Account on roof replacements between June 2020 and June 2025; Motion was made, seconded and passed unanimously.

PRESIDENT'S REPORT

1. **Thank you** to everyone here for your flexibility in attending this meeting during the Covid-19 situation. And thank you to those who have contributed to making Long Hill Estates a great place to live. In particular,
 - a. Treasurer Marilyn Britton who keeps things running financially, no matter the challenges, losses and distractions in her personal life;
 - b. Sharon Smith, our Secretary, who keeps our records and keeps us informed. This is her last month in the role and she will be missed.
 - c. Directors, Maura Scanlon & Diana Griffin who make the three of us an easy team to be on.
 - i. A call out – to Diana - for the awesome job on managing our landscaping.
 - ii. A call out – to Maura – for her participation on the Board even though she works full time as a teacher, and care giver for her aging mom.
 - d. And while not officers or Directors, others who support the Association:
 - i. Faith Hanson, mail carrier, communicator with the town on road maintenance, and always a pleasure to run into on her daily walk arounds.
 - ii. Sonya LeClair, who has continued to snag another good deal with our propane provider.
 - iii. Charlie Pendleton – who always says yes to a neighbor in need of any home maintenance;
 - iv. And all who are respectful and supportive of our by-laws and rules, and put effort into keeping porches, lawns, and patios neat and tidy.
2. **Regarding residency and ownership:** All units previously under agreement or up for sale this year have been sold.
 - a. All are occupied except for #33, owned by Monadnock Development Services.
 - b. New Developments:

- i. Unit #2: Owned by Laurel Peterson of CA. She expects to reside there during the summer. Additionally, her brother occasionally occupies the unit.
 - ii. Unit #14: Renter Alejandro Andres has moved out; James & Michele Bilodeau rent it now.
 - iii. Unit #19: Renters Todd & Beth Somerset
 - iv. Unit #27: Sold to Mike Merra. Renters are Chris Merra and Autumn Pavlosky
 - c. All the renters mentioned above do not wish their contact info shared at this point.
3. **No insurance claims** this year. Thank you all for maintaining your dryer vents and washer hoses, as well as keeping chimneys clean.
4. **Chimneys:** Maura Scanlon organized a discount for chimney cleaning in October – done by A Sweep Above. They recommend cleaning them once every 2 years. Thank you Maura!
5. **NH Fish & Game states that we are not liable** for any personal injury occurring on our un-posted land.
6. **The refurbishing of our signs** at the base of Long Hill Road, and the 2 entrances to our Association roads remains on the to do list.
7. **Roofs Current Situation:** Under the guidance of our maintenance contractor, Doug Payne, we replaced Building #7's roof (Units #25-28) last October, and this summer we will be replacing roofs on 3 buildings (Late June?)
 - a. Building #6 (Units #21-24)
 - b. Building #8 (Units #29-32)
 - c. Building #9 (Units #33-36)
8. **The remaining 5 Roofs:** Assuming we don't experience a rapid deterioration, Doug says we can plan for replacing 1 roof per year. We should be all re-roofed by 2025.
 - a. The cost of a new roof for a building: Approximately \$37,000
 - b. We should – hopefully - be able to do this without taking out a bank loan.
9. As I've done in the past, **I'd like to remind us all:**
 - a. Keep cats indoors.
 - b. Keep car speed to 10 mph on LHE roads.
 - c. Clean your chimneys once every 2 years, even if you don't burn wood.
 - d. Clean your dryer vent once a year.
 - e. Change your propane burner filter every 6 months.
 - f. Garage doors should be kept shut when not in use. Please let your neighbor know if their door is open for a long time. They may have forgotten to close it.
 - g. Remove weeds from cracks in your driveway and between patio and foundation.
 - h. Also, it would help me a lot if: **When you request a repair, let me know when it's completed** – or after 3-4 weeks if it hasn't been addressed at all.
10. **Budget highlights for 2019 – 2020 (with one month left in FY)**
 - a. Current cash + receivables: \$250,000
 - b. Miscellaneous expense: \$482 vs. \$220 budgeted.
 - i. This included picnic supplies, Christmas 'thank you' bonuses to our contractors + Annual Meeting announcement expenses.
 - c. Office Supplies: \$1,300 spent vs. \$300 budgeted

- i. New laptop, printer, toner, accounting software upgrade, consultation.
- d. Tree/Shrub maintenance: \$3,290 spent vs \$2,000 budgeted.
 - i. This included normal shrub cutting + removal of bittersweet + \$400 apple tree touch-up + wasp nest removal.
- e. Painting: \$0 spent vs. budgeted \$11,000. Contractor Matt said we could get away with that for a year.
- f. Winter snow, plow, sand, & roof clearing expense: \$8,800 spent vs budgeted \$16,700.
- g. Roads & Driveway maintenance: \$0 spent vs \$3,500 budgeted.
- h. New expense line item: Roof replacements: \$70,000 spent.
 - i. Funds for this expense comes out of our Capital Replacement Account. Not out of our operating account (checking account)
 - ii. This \$70k amount reflects the cost of roofs for Building #7 + 1/3 of estimated cost for this summer's replacement of 3 roofs on 3 buildings.

11. Budget highlights for coming year 2020-2021:

- a. Monthly fee stays at \$260.
- b. Line item expense budget will stay the same.
- c. We expect to spend \$74,000 on the 2/3 balance due on 3 roof replacements done this summer.
 - i. This will be taken out of Capital Replacement account.

12. Lien Filed:

- a. On May 6, the BOD filed a lien on a unit that was more than 8 months in arrears. As of this date
 - i. This unit is back on track, paying monthly fees by the 1st of the month (as required of all of us by the by-laws).
 - ii. This unit's balance due has been reduced by 1/3.

13. Late Payment of fees:

- a. **The Situation:**
 - i. Per our By-laws, monthly Association fees are **due on the 1st of the month**.
 - ii. A number of owners are chronically late in their payments. Often by more than 30 days.
- b. **The BOD's decision on late payment**, based on the Association's by-laws:
 - i. Whereas monthly fees are due on the 1st of the month, and
 - ii. In the event of a default by an Owner which continues for a period in excess of thirty days,
 - iii. The Owner will be charged \$20/month for every month in arrears.
- c. **Further Actions:** If the arrears are 90 days late, the BOD will consider taking legal action, to include, but not be limited to:
 - i. Filing a **lien** on the unit.
 - ii. Filing a claim in **small claims court**
 - iii. **Cease services** to the unit (ex: plowing)
 - iv. **Reimbursement of legal fees**.

QUESTIONS/COMMENTS ON FINANCIAL REPORT

1. Charlie Pendleton asked if the condo owner in arrears for condo fees was a result of Covid. Allen stated that this was not the case. Allen explained that if an owner is in bad straits, let the Board

know in advance of being in arrears. Marilyn wanted clarity as to when condo fees are due, and Allen explained that according to the by-laws, they are due by the 1st of the month. If the condo fee is not received by the 1st the following month there will be a \$20 fee charged - and will continue to be charged \$20 for each month it remains overdue.

2. Ann Lammers inquired about the qualifications of the roofers. Allen explained that the job was put out to bid, and also mentioned that Doug is familiar with Guyer & Son Roofing. Marilyn added that the contractor did a great job with the first roof, and also cleaned up the site afterwards. Allen stated that he would let owners know when their roofs were scheduled to be done. Maura added that the contractors will work on Saturdays this time.
3. Glen and Annagreta Swanson inquired (via letter) as to when the Long Hill signs would be refurbished. Maura is working on this, and has bought supplies. She stated that the wood is not in good shape, but that she would wire brush and paint the signs. A relative of Maura's will make the main sign. Maura expects to complete this task either this week, or by next Sunday in regards to the small signs. The large sign will be complete in a month.
4. Glen and Annagreta Swanson inquired (via letter) as to the pruning of apple trees, as the appearance was not as good as previous years. Diana explained that these trees were not pruned this year because you have to give them a year to recover, and further, that any pruning should be done in the winter.
5. Glen Swanson wanted to comment (via letter) that the monthly condo fee that we have at Long Hill compared to other condo fees in the area, is still a good deal.

ABUTMENT COMMITTEE REPORT (from Glen Swanson)

- “Boundary of Conservation Area – Southern corner of Long Hill Estates Association/Town of Peterborough, Conservation Commission Property
 - Driving south on Route 202, after passing several commercial complexes, look to the right. You will see an extensively sandy “ski slope.” The tree line boundary going up the hill on the right is the subject of this report.
 - Questions about this boundary and actions of the adjoining property owner (Han-Sul) have existed for over thirty years. Now, in 2020, from a visual inspection we may be correct in concluding that this issue has been taken care of. A full boundary inspection to confirm this point would incur a cost. I therefore approached Rodney Bartlett, Peterborough Town Administrator, for his views on the matter. I await his reply.
 - As for ownership of the adjoining property, it is still listed under Han-Sul.”

NEW BUSINESS

1. Cars idling. William Lutz pointed out that cars should not be running longer than necessary due to emissions. There is currently no by-law, or rule, regarding the idling of cars. Allen stated that William's concern will be in the minutes, and he will also consult with the Board and if voted on, email owners informing them of the issue. Charlie mentioned that it is a difficult situation for a Board to enforce, and that it would be wise for the person who observes the car idling to ask the offending person to stop.
2. Expression of gratitude. Maura thanked Allen for his time and efforts.

3. Golf balls. Charlie mentioned that he hits golf balls out in the field, but if anyone else comes out to that area, he wraps it up, for safety purposes.
4. New owners Mike and Cathy Merra mentioned that they have written two checks to the association that hadn't been deposited yet. Marilyn will look into this.

ELECTION OF DIRECTORS

Allen Hollander was elected to the three year position. The vote was unanimous.

The meeting adjourned at 11:47 a.m..

Respectfully submitted,

Brenda L. Salmonson, Clerk Pro tem

Bls/Bstuff/LongHill/2020Minutes/V2