

## Long Hill Estates Board of Directors Meeting

### Minutes

August 15, 2024

The 15 minutes prior to the meeting were open to community comments. No minutes were taken. No Board decisions were made. The Community Comments section of the meeting is closed when there are no further comments or at the 15-minute mark.

Ray called the meeting to order at 5:13p.

The minutes from the July Board meeting were reviewed and a motion was made to accept as written by Beth and Maura seconded the motion. The BOD unanimously voted in favor of accepting the minutes as written.

#### Old Business Completed

1. The Treasurer Role and Responsibility document has been updated.
2. The BOD Operating Rhythm and Responsibilities Document is still a work in progress
3. It was determined that the last catch basin cleaning was done in April 2021 and that spring 2025 is a reasonable time to have it done again. A walk-around will be done in spring 2025. This was added to the Director's Responsibilities document.
4. Save the Date – Fall Block Party is scheduled for September 28 from 1-3p with a rain date of September 29.
5. M&T Bank signatories has been updated for three accounts and the Safe Deposit box. LHE has only one of the two standard keys for the Safe Deposit Box. Ray found a document from 2011 that stated there was only one key to the box at that time.
6. M&T online banking access has been updated. There is only one user ID with access to the accounts online. Ray now has that access.
7. Secretary of State registration information has been updated.
8. Tax information reviewed and sent to tax preparer.
9. Maintenance and painting task list has been updated and discussed with the following contractors: J.W., Doug Payne and Matt.

#### Old Business in Progress

1. Crack Sealing Quotes – Maura has been in contact with JBK which did the sealing the last time. Despite promises to get quotes to her she does not have all of them yet. She will call them tomorrow and push for timely response from them.
2. Non-Profit Report for State of NH 2025 form requires names and addresses of officers.
3. The per unit propane usage spreadsheet has been updated and sent to Superior.
4. Board and Treasurer fidelity bonding is still pending discussion with counsel.
5. Door Replacement Committee. Maura will invite residents to be on the Committee to replace the doors. Replacing the doors does not appear to require a by-law change but changing the color of the doors might require a by-law change. Maura had previously volunteered to have her door changed so residents could view. However, she has put that

on hold as she does not want to have the wrong door/color installed on her unit and then have to buy a new one!

6. Maura has been in touch with the chimney cleaning concern, and they have quoted \$70 per unit. The company will offer two/three cleaning dates and residents will sign up for a time slot. She will make sure access is available if unit owner can't be home when cleaning is done. We will need a current Cert of Insurance from the business that does the chimney cleaning.
7. Maura has not heard back from Neatly Done regarding request for quote for dryer vent cleaning. We will need a current Cert of Insurance from Neatly Done if they do the cleaning.
8. Lee had been asked to see if Performance Gym is mowing around our sign. Yes, Lee spoke with Brian Wall who she believes is one of the owners along with his son, Eric Wall. Lee to email Ray with names so he can send a thank you note. Brian mentioned their mowing person has not kept up as well with the mowing this summer but whenever he does mow he includes our sign area.

#### New Business

1. There has been a request from Unit #19 to improve the tennis court so that it could be used as a pickleball court. Unit #14 is also interested. Weeding would need to be done. Unit #19 volunteered to tape out the lines initially and then paint with yellow paint. Maura moved, Beth seconded, and board voted to unanimously approve.
2. Review and update of Capitol improvement documentation in M&T Safe Deposit box. This is a work in progress.
3. Planned August Tasks – We need current contracts for grounds keeper, maintenance contractor, roofer, lawn care. We have a current contract with JW in force until 2026. We need one for Doug and Matt. Maura will handle the one for Matt. Ray and Doug will talk about Doug's contract. Need to make certain all Certs of Ins are up to date.
4. Planned September Tasks – Assess any pre-winter maintenance with Doug. E-mail and post Fall Newsletter.

#### Queued Business

1. Patio settling and flooding. Tabled until Spring 2025. Maura will get three quotes in the meantime.
2. Improvement to entrance at bottom of hill. Tabled.
3. By-law change: non-owner occupied restrictions tabled until a fall 2024 meeting
4. By-law change: Fiscal year tabled pending other by-law changes
5. Review of Capital Reserve accounts. There are two accounts – one is for the receipts of the one-month fee up front when purchasing a unit. The other is a General Operations account. Ray would like our accounts to be interest bearing and will talk with our bank concerning options we have.
6. There will be a visit in the near future to unit #35 to see the new generator.

Our next meeting of the BOD will be September 19 at 5:00 PM.

Ray closed the meeting at 6:03 PM and moved that the BOD go into Executive Session. Beth seconded the motion. The BOD was unanimously in favor.