

# **LONG HILL ESTATES at PETERBOROUGH, A CONDOMINIUM ASSOCIATION**

## **BOARD MEETING MINUTES for December 18, 2025 at 3:00 PM ET**

### **Community Comments**

Opened for Community Comments at 3:00 p.m. Closed Community Comments time at 3:05.  
No minutes were taken. No board decisions were made.

### **Open Board Meeting**

Board members present: Raymond GA Côté, Samantha Lewis, Maura Scanlon

- 1) Open Meeting at 3:05 p.m.
- 2) Welcome.
- 3) Minutes of the 2025-06-19 meeting. Ray moved to accept. Maura seconded. Minutes were approved unanimously.

### **New Business**

- 1) Move to accept Ray's stepping down as Board President as of 31 December 2025. Motion made by Ray, seconded by Maura. Passed unanimously. Ray noted that there's a folder in the archives of emails received by the Board, grouped by year. Maura agreed to take responsibility for exporting emails to the archive once/year.
- 2) Move to appoint Samantha and Maura as Board co-Presidents. Motion made by Ray, seconded by Maura. Passed unanimously. Ray will be cleaning up initial documentation.

### **Completed Since Last Regular Board Meeting (April)**

- 1) Roadways and driveways crack sealing.
- 2) A number of units have installed their new front doors. Storm doors are still slowly arriving.
- 3) First summer season with Griffin Property Management. First snow plowing as well.
- 4) Final roof replacement completed.
- 5) Catch basins cleaned.
- 6) New Handbook delivered.
- 7) All accounts now list "100 Long Hill Road" as official address of the Association. Removes the need to change the address every time there is a new Board.
- 8) Most invoices now arrive electronically.
- 9) The Board now uses electronic signatures to authorize invoices.
- 10) Workers' comp. insurance renewed.

### **In Progress**

- 1) HUD General Insurance renewal application. Note the average unit sale price was increased from \$225,000 to \$390,000 and that the replacement cost per building was increased from \$943,000 to \$1,500,000. Building replacement cost was based on the official Peterborough property tickets available online.
- 2) Handbook additions (codify some "general understandings").
- 3) Document Board Operating Procedures.
- 4) Standardizing electronic contractor invoices to use: [longhillboard@gmail.com](mailto:longhillboard@gmail.com). This email will forward to all Board members. Ray will set up a group so gmail will forward to all BOD. Maura and Samantha will communicate via text to determine who's responding to specific emails that require followup.

### **Planned January Tasks**

- 1) Finalize HUD insurance before renewal on 13 January. Ray to follow through.

## **LONG HILL ESTATES at PETERBOROUGH, A CONDOMINIUM ASSOCIATION**

- 2) Collect contractor financials from Ethan (accountant) so 1099s can be prepared. Maura to handle.
- 3) Request Capital Improvement (>\$1,000) updates from all unit owners for insurance purposes.  
There's a lock box that contains all reports of previous improvements to units. Need to check with insurance company and forward all new capital improvements to them as well as the earlier ones from the lock box.
- 4) Get complete new-owner information from Maureen Cohen in #36. Ray to follow up.

### **Planned February Tasks**

- 1) Confirm any needs for crab apple tree pruning. (*Diana Griffin*)
- 2) Collect Certificates of Insurance from all contractors.
- 3) Review contractor contracts.

The meeting adjourned at 3:26 p.m.

Respectfully submitted,  
Sharon Smith  
Secretary