

# LONG HILL ESTATES CONDOMINIUM ASSOCIATION

## **Board of Directors Meeting**

January 11, 1999

## **MINUTES**

Walt Disney  
water colour

A Meeting of the Board of Directors of the Long Hill Estates Condominium Association was held on Monday, January 11, 1999 at the SDE Building, Route 202, Peterborough, NH.

**Present:** Jonathan Hampson, Amy Myhaver, George Austermann and Cal and Ted Davison of Cardiff Management, Inc.

Absent: None.

### **Call to Order**

The Meeting was called to order at 5:05 p.m. by Jonathan Hampson.

### **Review/Approval of Minutes**

## **December 14, 1998 BOD Meeting**

**A Motion** was made and seconded to approve the Minutes, as drafted. All in favor: 2: opposed: 0. Abstained: 1 (George Austerman as he had not been present). Motion passed.

## **Old Business**

**Signs/Name of Street**

Ted reviewed his communications with A Sign of Things to Come, the sign vendor for the directory signs. They have started the work, but were just waiting for final color approval.

Cal reviewed discussions with the Public Works Department and the Code Enforcement Department of the Town. Each acknowledged the Town would order the signs once the Fire Department approved the name of the street. However, they differed regarding whether the Town or Long Hill would be responsible for the cost. There was concern raised by Jonathan that the Fire Department would be concerned if the name selected was too close to Long View Road, another roadway in Peterborough. After discussion, it was determined that if *Long Hill Road* was not available, that we would try *Long Hill Estates Road*.

### Basement Water Issue, #35 and #36

Cal advised that she had spoken with Code Enforcement and was advised as follows:

- a) At Long Hill they do not term it a basement, but rather 'crawl space' due to there being only dirt floors at this level.
- b) There is no code requiring the crawl space to be water free.
- c) There was no need for the builder to put in sump pumps; this was, rather, voluntary by the builder/Declarant.
- d) The Town would have preferred that the builder put in drains along the inside perimeter of the units, but there was no requirement or such request made.

George was concerned that the furnaces were in this crawl space. Ted advised of a case in Massachusetts where a higher court ruled that even basements were not required to be water proof as they were intended to elevate and support the living space.

After all discussion, a Motion was made and seconded to advise #35 that she must address any issues with the builder as there was no code requirement for waterproofing this area and the Declaration only defines the lower most cement floor as being the unit boundaries. Cal will draft a letter but send to Amy for further review before mailing.

### Tax Year Change/Budget Change

Cal advised that she had met with the IRS regarding what needed to be done to change the Association fiscal year back to the calendar year in order to be compliant with the Bylaws of the Association. The 1999 Budget will also have to be amended.

## **Other Business**

### Plowing of Route 202 On/Off Lanes to Long Hill Estates

The state is not plowing the on and off lanes into and from Long Hill Estates making access difficult during snow conditions. Cardiff to make the appropriate contact to insure they understand the necessity of plowing for safety reasons.

### "Drive Slowly" Signs

By April 15, 1999 signs stating "Drive Slowly" should be installed at appropriate locations on the property.

### Pooling of Water at Bottom of Hill

Cardiff advised that no one had contacted them regarding recurring pooling of water at the bottom of the hill and that when they were on site, there was not an exceptional amount of water pooling at this specific location. Members of the Board agreed that while it did pool at times, other locations did as well during the recent weather conditions. In the Spring, this area will be monitored closely when there is no melting that would contribute to the run off.

### AG Issues

Cardiff to insure scheduling at AG's office to review documents and gain firm agreement on sun room addition issue by March.

### Satellite Dishes

Cal reviewed the FCC rule that is expected to become effective some time in 1999 that would disallow some restrictions by Associations regarding installation of satellite dishes on Common Area. After discussion, it was agreed that language should be developed for a proposed amendment to allow alternative locations (beyond the criteria of the FCC rule). This would not be proposed, however, until an effective date is published in the Federal Register to insure there would be no conflicts.

### Unit Owner Listing

BOD would like a listing of all unit owners with available phone numbers.

### Cardiff Management Issues

While Jonathan acknowledged that Cardiff Management had performed well beyond the expectations and requirements of their contract in many areas over the past months at no charge to the Association, he was disappointed that a newsletter had not been forwarded prior to Christmas to advise residents of the process for tree removal, that an updated unit owner listing had not been forwarded to the Board and George Austermann had not been reminded of the last Board meeting. Cardiff reminded the Board that there had never been a request for an up dated unit owner list according to our notes and any minutes, and that in regards to the Board meetings, there had been agreement that the meetings would always be the second Monday at 5:00 p.m. at the SDE building; notices, therefore, would only be to advise of any changes.

### ***Management Report***

The Management Report was reviewed without further commentary.

### ***Next Meeting***

Note: as the doors of the SDE building are locked at 5:00 p.m., people need to arrive prior to that time.

Monday, February 8, 1999 at 4:55 p.m.

***Adjournment***

There being no further business before the Board, the Meeting was adjourned at 6:07 p.m.

**Respectfully submitted,**

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Date: January 11, 1999

To: Board of Directors  
Long Hill Estates Condominium Association

Fm: Cardiff Management, Inc.

Ref: **Monthly Management Report**  
**Financial: EOM 12/98**  
**Property/Admin: 12/15/98-01/10/99**

### ***Financial***

#### Revenues

##### Association fees:

YTD Budget	27,000	
YTD Actual	<u>27,931</u>	
YTD Variance	931	3.45% over budget

Primarily due to collection in this year from past year's revenues due.

##### Total revenues:

YTD Budget	27,000	
YTD Actual	<u>28,126</u>	
YTD Variance	1,126	4.2% over budget

Primarily due to above and unbudgeted late fees collected.

#### Expenses

YTD Budget	24,900	
YTD Actual	<u>31,632</u>	
YTD Variance	6,732	27% over budget

Primarily due to transfer into capital reserve \$7500 in July as an End of Year transfer.

#### Delinquency

Spooner, #27, \$155. The unit owners had indicated they had paid a check that had not been referenced. However, the check he indicated WAS posted to his account. Therefore, it appears they think they are paid a month ahead but are not. We will write to them in this regard.

## **Property**

### Street Sign at Route 202

Have contacted the Town. All we need is to tell them what name we want and get it approved by the Peterborough Fire Department. As for who would do it and pay for it, Public Works told me they would pay and install it; Code Enforcement says they are not sure.

### Building Directory Signs

Have contacted the sign company. Just need last minute information from Board meeting to finalize.

### Pooling at End of Hill/Rte 202

Have not heard of any pooling since the last meeting. We have checked it after recent storms, but thus far what is noted appears to be normal melting and freezing where street drains and where people stop (melting) waiting for Rte 202 traffic, and then freezes. It appears, however, that TJ Jarest is sanding the area well.

### Basement Water

Since the report by #36 of water in basement, we have also had a complaint by unit #35 in the same regard. #35 wrote saying that the 'foundations' were Common Area and so it was a responsibility of the Association to address the water she was experiencing. I checked with the Town, Code Enforcement. They advise that the area is not considered a 'basement' but rather 'crawl space' due to the dirt flooring. They also advise that while they would have liked to have had the builder/Declarant put a perimeter drain around each of the units, it was not a code requirement and, in fact, even the sump pump given by the builder/Declarant was not a requirement.

## **Admin**

### Declarant Issues

Have not been able to get to the AG's office as yet. Anticipate getting there in mid-February when they will have been able to pull the Declaration file for Long Hill.

### Fiscal Year

Visited the IRS to determine what has to happen to change the fiscal year back to January to December (to be in compliance with the Bylaws of the Association). Have the forms to fill out.

## **Letters to, Letters from...**

To Trowbridge, #15, 12/21/98 re BOD decision re mailbox.

To Morrissey, #10, 12/21/98 re BOD decisions re NSF fees, etc.

To Huot, 12/21/98 reminding her that she was going to get us site plans. From her, 1/4/99 advising she will give us the final 'as builts' in June, 1999!

Fm LaBossiere, #35 asking that the Association assume responsibility for water in her 'basement'.