

Long Hill Estates  
Board of Directors Meeting  
March 18, 2002, 3:00 p.m.

Present: Marilyn B., Rob T., Bill W. and JoAnn H., Clerk  
Guests: Ann Thayer, Monica Freeman, Jane Morrissey

I. The meeting was called to order at 3:05.

A. Review of the last meeting's minutes: No questions. Approved.

II. Old Business

A. President's Report. No questions but Marilyn noted that the Pres. Report included minutes of the brief meeting on March 9. Pres. Report approved.

B. Re draft from Bill W. for insurance claims policy. Agreed to postpone it until May meeting.

III. New Business

A. Treasurer's Report: Rob confirmed with the others that will be going on accrual basis as of July. All is fine on the financial side. Total Liabilities and Equity = \$ 69,796.37.

1. Re Bill's question at last meeting about line 6030 (insurance payments) and why was figure so low? Rob said the payments are in order and on schedule according to the budget. Agreed that Rob will ask Ed to print out column showing payments against the annual budget for each item, but he noted that once we are on an accrual basis, that will be an automatic part of the report. No other comments.

B. MJS Contract for Grounds Work: (MJS is Matt J. Sannis?) Bill has received one other bid—from Saunders, New Ipswich, but we have pretty well settled on MJS. Marilyn noted that it is helpful in preparing budget to have separate line items for Spring and Fall clean-ups. It was agreed that, rather than paying MJS in fixed payments from March through September, it is better approach for planning next year's budget to pay according to work done, as it is done, after a Comm. member (to be decided by the Landscaping Committee), has inspected and approved the work done, followed by a bill. ~~There will be a flat rate for mulching and edging (especially necessary behind Bldg. #9 well as clean up of needles).~~ Will try to get contract with Matt ASAP. Marilyn asked about the consultant. Monica explained that she (the consultant) will suggest steps to taken, where and when, but Matt will do the work.

1. Bill had received bid from Jeff. Will tell him ASAP (after Letter of Intent or something similar with Matt) that broad capabilities of MJS have led us to go with him this year.

2. Given probable sorry water situation this summer, Bill asked if we had asked McKenna about drilling a well. Rob said he already has indicated our interest, but this is worst possible time to consider it—they're much more expensive because of high demand, the water table is unusually low, and, anyway, they're all booked for months ahead. Nothing to do about it now—maybe next year. Marilyn noted that we have necessary info from Anrik re amount and rate of water needed.

C. Town Ownership of Road After Town Meeting: After checking with consultant, Marilyn talked with attorney about next steps. He suggested a deed (\$90-\$150); town does not require it, but he thinks it—or something similar-- a good idea for insurance purposes to be able to prove we

don't own the road any more. Both he and consultant said that first, though, we need 100% approval of residents, possibly just stating that, for simplicity's sake, they have given the BOD authority to sign the deed (or whatever). Because each owner owns a certain percentage of common property (i.e., the road), this approval is necessary. The vote would be by a Special Meeting called for that purpose and owners could vote in person or by proxy. No word from anyone would be interpreted as an affirmative. There followed a long and lively discussion on the next steps to be or not to be taken. The ultimate result was 2 to 1 (Bill and Marilyn Yea, Rob Nay) in favor of following the above scenario.

#### IV. Other Business

A. Bill W's Work *on insurance claim policy draft* ~~for Precision Temp Control Furnace Inspections~~. Postponed..

B. Request to advertise a "community" garage sale for late Spring. Jane Morrissey made the request after seeing last year's sale at Governor Square--easy, no work, if you're interested, leave your garage doors open; if not interested, don't. Marilyn asked Jane to write notice for the bulletin board to get an idea of the number who might be interested. Possible date: maybe 11 May before black flies start biting.

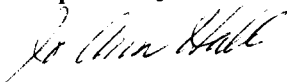
C. In response to query from Bill W., Jane said grandson Ben had taken no action on the suggested backboard because he may be changing schools.

D. In response to a query from Jane re the furnace inspection reports and the fine imposed if not turned in, she was assured that 1- a) for the safety of all units, the BOD does have the authority to require each owner to file a second furnace report from Rymes if it contradicts an earlier report from Keene Gas. It also has the authority to impose fines if reports are not turned in since, according to consultant Linda, the by-laws and Condo Act say it does, and b) the fines are not a threat-- imposing them is merely BOD policy ~~(also authorized) to ensure that it has proof for the insurance company, which is becoming evermore detailed and strict, that each unit has had an annual inspection;~~ 2) the fact that all the furnaces with a crack reported by the Rymes inspection were identified at a special condo meeting was not really a privacy issue-- the BOD was only trying to get to the bottom of the problem at the meeting--there was nothing written or published; 3) the BOD follows the same appeals process as does the State--i.e., the plaintiff must take only new evidence back to the original body to reconsider. Note: All the above answers were provided by the consultant; a copy of them has been given to Jane.

E. Next meeting: Monday, 15 April, 1:45 p.m.

V. Adjournment: Meeting adjourned at 4:43.

Respectfully submitted,



JoAnn Hall, Clerk

President's report for March 18, 2002 Board of Directors Meeting  
Includes 3/9 brief BOD meeting minutes.

2-18: Called Jeff Balcom and left message: If he needs to plow, then he needs to shovel mail kiosk area. Asked him to do it today.

Following the board meeting:

Amended and printed 36 copies of the resolution for awning installation over a patio.

Punched them for green resident's handbook for this next condo fee invoice mailing.

Drafted a ltr to Myhavers putting them on notice for fines if any more dog problems.

Cc: to Bill and Rob

Drafted a ltr to J. Morrissey re: her two maintenance requests... copy for #10 file.

OK'd plugging hole in rear wall... Need to have Tony check gutter issue for need.

2-19: Amended Work Order/Contract Agreement to be used with all our contractors per board agreement to include contractor guarantee for workmanship and materials for a certain period of time.

Rewrote awning resolution per Bill's request. Added need for insurance and made it less "chatty".

OK'd by both Bill and Rob. Gave 36 punched copies to Ed for entry into this month's condo fee invoice mailing for all owner's resident's handbooks.

Had concerns about two statements on Work Order/Contract Agreement before and after speaking to our contractor:

- 1) Contractors asked to guarantee materials over and above manufacturer's guarantee,
- 2) Worker's Comp. statement about subcontractors being "employed" by contractor,
- 3) Needing this form signed by present contractor for a contract in progress - i.e. bldg #3 roof.

After talking to Rob, asked advice of Jeff Crocker, our attorney.

- 1) Contractor should not have to guarantee materials.
- 2) Worker's Comp statement quite usual but could be changed to make it clearer to contractors.
- 3) You never insist on anything new being inserted into a contract already under agreement.  
The present contractor "could" sign, but doesn't have to and shouldn't be penalized if he doesn't sign.

I amended agreement deleting 1) "contractor having to guarantee materials" and 2) deleting subcontractors "employed by contractor" just using "subcontractors employed for this Agreement."  
Will have other board members look at it before using it.

2/21: Rec'd call from Anrik re: irrigation water use. Per zone we use about 12-14 gallons for 20 minutes, and have roughly 30 zones. Head pressure at well should be 70-75 psi. We could introduce time in between each zone going off so as not to call for too much water - one zone right after another the way they go off now.

I carried 36 copies of a questionnaire from Bill to Ed to also be inserted into condo fee mailing. Bill was asking if anyone would be interested in using Precision Temp. Control for their furnace/air-conditioning maintenance/inspections. They would charge \$84 per unit for two yearly checks per unit if 25 units signed on.

Drafted a ltr to Sandy Kale, unit #5, with formal written board answer to her construction request of 2/5, and a thank you for filling in as clerk in JoAnn's absence Monday 2/18.

Put up a notice on town mtg vote re: Hill ownership and also sent it to all owners off "campus".  
Explained warrant article, timing of events and plan IF town accepts article.

2/25: Rec'd form from Liberty Mutual re: our workman's comp contract renewal asking for premium.

Drafted a memo to all owners re: overdue furnace inspection reports for board approval.

Sent memo to Rob and Bill asking for a brief mtg on several items first wk in March.

Rec'd a call from J. Morrissey re: misstatement on #4 of awning resolution...

3/1: Rec'd bill from Jeff Crocker for \$45 for our telephone conversation.

3/7: Called Jeff Crocker re: conveying hill to town... in NH Condo Act 356-B:42 II it talks about easements for common land but not about giving up ownership. According to Linda, our consultant, that was given verbally by Attorney General. My question: Do we need to get verbal OK from Attny. General's office? Jeff's opinion, which he will document in a memo to us, is: "As long as the documents do not say we cannot deed over common property, and as long as we all own an equal part of it, then with 100% vote, we can. Our town does not require a registered deed, but for insurance purposes, we may want to have that vote state: It gives the board or president the authority to deed over that specific piece of property to the town.

3/9: BOD mtg called by president... all present.

- 1) All favored changes to "Work Order/Contract Agreement"  
Contractor only responsible for workmanship and getting us mfg warranty on major materials,  
Contractor will furnish us evidence of worker's comp ins. (if applicable) from any other  
contractor or subcontractor asked to work on agreement.
- 2) Time for Mar. monthly mtg changed to 3:00. OK'd later with clerk, also.
- 3) All favored renewing workman's comp ins. with Liberty Mutual...  
MB will mail in check for \$750 that Rob asks Ed to draft.
- 4) Gave Rob Jeff Crocker's \$45 bill for payment.
- 5) All favored memo to owners who have not turned in their furnace/fireplace inspection reports –  
2<sup>nd</sup> notice, mention could effect ass'n. insurance coverage, \$25/day fine if later than 4/6/02.
- 4) MB to send out a corrected awning resolution in next condo fee mailing.
- 5) Rob had released first payment of \$4100 to Tony Nichols for Bldg 3 for Mar. roof replacement.
- 6) Agreed not to notify True/Green, Anrik, or P'bro Landscaping of MJS contract until/if it is final.  
P'bro Landscaping and Saunders of New Ipswich are also submitting a bid.
- 7) Discussed Town Vote on Hill ownership.  
President had informed Selectmen's BD chair of our needed condo vote if town votes yes.  
Will need duly called meeting for 100% vote of owners.

311-13: Tony signed contractor's work agreement for bldg 4 & 5 and turned in auto insurance coverage.  
Released \$11,000 for shingles and rubber for same. He will turn in invoice for these.  
I have also instructed him to replace any rotten trim & paint it when he does roof 3 for roofs 1-3.  
(cheaper to do this when he has ladders here... this was not included in 10/01 \$750 +/- Estimate.

Sent \$750 premium to Liberty Mutual for workman's comp ins. Expect audit for \$500 compensation  
from last year's policy.

Rec'd policy changes for our association's insurance policy... asked Bill to look it over for errors.

Bill and I discussed Jeff Balcom taking up all his divots from winter plowing and two fallen trees.

Asked Tony to replace #7 street light bulb and repair it. And to paint/repair 2 street signs as agreed  
after last winter's plowing accident.

Any further notes will be included in board meeting notes of 3/18.