

LONG HILL ESTATES OWNERS ASSOCIATION  
ANNUAL MEETING MARCH 12, 1995

PRESENT: Lee Bruder, President, Monica and Tom Forman, Richard Davenport, Richard White, Don Lagerquist, Eleanor Webber, Julia and Peter Medico, Phyllis Sauvola, Hazel Hafeli.

The meeting was called to order at 3:00. It was the sixth Annual Meeting. We waived the reading of the President's and Secretary's reports.

Phyllis Sauvola submitted the Bookkeepers Report and the Activity Report. The balance in the latter being high enough that \$8000.00 was placed in a six month CD (in Feb.) earning 5.5% and the interest is deposited to the Capital Reserve account. Phyllis reviewed the Bookkeepers Annual Report. Copies of both reports are attached. Cash on hand \$18,554.27.

OLD BUSINESS: Lee will contact Mr. Stahl to find out if the painting of building #5 is yet to be completed. Also will inquire about painting the mail house.

Tom Forman has been checking waste removal possibilities. At some point recycling may be considered. Use of the dumpster is the least expensive presently and if used intelligently is adequate.

LANDSCAPING: A motion was made and seconded to have TJ Jarest complete the landscaping that was started last year. At a cost of approximately \$3650.00 for edging, weeding, bark mulch and replanting the berm at the rear of bldg. #1. An additional expense of \$85.00 to mow the field per time or \$20.00 per hour. Woodmaster will have the stones cleared out of the field before it can be mowed. It will cost \$1600.00 to repair the irrigation system. Under landscaping we discussed having crushed rock put in at the rear of the patios. The Board of Directors will discuss this and notify owners. Owners may plant flowers around their units.

PAVING: Richard Davenport will investigate repairing the road-way. The paving done last year is less than satisfactory. Don Lagerquist will talk to Mathewson who did the paving.

NEW BUSINESS: Tom Forman presented "Rules to Live By" and owners to read and comment for the Board of Directors meeting on March 16.

Richard White was elected by unanimous vote to the Board of Directors to replace Bob MacNevin. Term ending in 1998. We also welcomed Tom Forman to the Board of Directors. *Jan 1st*

We all express our sincere thanks to Bob MacNevin for the work he has done for the Association.

This meeting was adjourned at 5:15.

*Respectively submitted -  
Hazel Hafeli*

Long Hill Estates Unit Owners Association  
Board Of Directors  
36 Long Hill Estates  
Peterborough, NH 03458



February 10, 1995

Dear Unit Owner:

This letter is to serve as notification of the Long Hill Estates Unit Owners Association's Annual Meeting. It will be held on Sunday, March 12, 1995 at Monadnock Community Hospital in conference room #1. The conference room is located past the main reception desk to the right.

Enclosed please find information for you review prior to the meeting, including:

- >> Annual Meeting agenda
- >> Minutes from last year's meeting on April 20, 1994
- >> President's Report
- >> Projected 1995 Budget
- >> Absentee ballot

The Board wants you to understand that important questions may arise at the annual meeting and decisions will be made that affect your investment here at Long Hill. We encourage and urge your attendance. While you may bring a guest, they are not permitted to address the meeting at large. You may, however, consult with your guest and then, as an owner, ask for the floor to express your own opinions.

We look forward to seeing you there.

Lee Bruder, Unit#2  
Bob MacNevin, Unit #16  
Tom Forman, Unit #21  
Hazel Hafeli, Unit #8  
Phyllis Sauvola

President (term ending 1997)  
Director (Term ending 1995)  
Director (Term ending 1996)  
Secretary  
Bookkeeper



## Long Hill Estates Unit Owners Association Annual Meeting

March 12, 1995  
Monadnock Community Hospital  
Conference Room 1&2  
3:00 - 5:00 PM

### Agenda

- 1.) Convene
- 2.) Introductions (Roll Call)
- 3.) Review of the minutes of last year's meeting (4\20\94)
- 4.) President's Report
- 5.) Bookkeeper's Report
- 6.) Secretary's Report
- 7.) Old Business
  - a.) Waste Removal
  - b.) Plans for landscaping improvement
  - c.) Building maintenance
- 8.) New Business
  - a.) Recruitment and Orientation of new owners
  - b.) Election of one (1) unit owner to the Board of Directors for a term of three (3) years. Richard White, Unit #23, has stated his interest in becoming a member of the Board. The Board appreciates his interest and supports his candidacy.
- 9.) Adjourn

**Long Hill Estates Unit Owners Association  
President's Report for 1994  
March 12, 1995**

**Buildings and Grounds**

1994 has been an active year for us. Building #6 (Units #21 - #24) was added to the Association and two of those units were sold. Since Summer, all units have been occupied, except for the model and unit #22. Units #24 - #28 in the last building, building 7, are being completed and we anticipate they will become part of the Association's responsibility this summer. The Lisle Fezzette Revocable Trust and Woodmaster are noncommittal as to their plans for constructing additional units. They continue to rent seven units and own an additional two that are part of the Association at this time.

Last winter we received rather sudden notice that On The Mark, our landscaper, was closing its doors. We found a solid company to take over our landscaping work, called Terry "T J" Yard Services. Terry has been generous in donating his time to meeting with me and developing plans and priorities for our needs. We spent much time and money to renovate the landscaping of the beds to the front of the units and the remainder of the landscaping will be attended to this Spring. The cost was approximately three fifths of the estimate I obtained from On The Mark and we have received many compliments on the job. Units #1 through #20 have a double coat of fresh paint, the road and all driveways have a finish coat of blacktop, our tennis court is installed, and the field area around the court is seeded. In short, we are looking good.

Because of the increased number of residents, we had to increase the size of our dumpster which increased our costs significantly, but the winter has been good to our budget and we are in good financial shape. We continue to struggle with people who refuse to fill the rear of the dumpster first or break down cardboard boxes. This results in garbage being piled up outside the dumpster. This situation leaves us vulnerable to attracting animals. If you have been reading the papers, you know that there is a dramatic increase in rabies which is cause for serious concern. I have been doing what I can to compact the garbage on weekends, but it is a very unpleasant task. **PLEASE MAKE SURE THAT ALL RESIDENTS WHO USE THE DUMPSTER FLATTEN ALL BOXES AND USE THE REAR OF THE CONTAINER FIRST.** If you are renting your unit it is your responsibility to communicate this to your tenants.

**Board of Directors**

This Spring, Katy Forry sold her unit (#3) and resigned her position on the Board. Tom Forman was appointed to complete her term (1996). We welcome Tom and very much appreciate the good ideas and hard work he has contributed already. It is clear he will be a significant asset to the Association.

Bob and Barbara MacNevin are selling their unit. Bob's term ends at this year's annual meeting and he will not be running for re-election to the Board. On behalf of the Association, the Board would like to thank Bob for his concern and hard work as a Director and as community member. His contributions are many.

The Board has been discussing ways in which we can help to welcome new owners and is in the process of developing a packet of information that might be helpful to new owners. If you have any ideas about what we should include, please contact us.

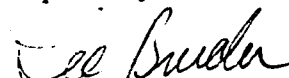
As you know we have hired Phyllis Sauvola as our bookkeeper. She has been a big help in paying our bills and working with our accountant for year end audits. Her cost is reasonable and her work is professional. This change will allow for a consistent professional response to our creditors despite possible turnover in Board members and/or volunteer owners. We want to extend our sincere appreciation to Eleanor Webber, Unit #7, for all her hard work over the past few years as Treasurer and Assistant Treasurer. Her work allowed us to gauge the size of the job and just what the Association's needs are.

This year the activities of the President consumed approximately 300 hours on the following activities:

- >> Contract negotiation with "T.J." Yard Services for warm and cold weather services.
- >> Obtaining sweeping services for the roads and driveways in the Spring.
- >> Working with Waste Management to increase our dumpster size.
- >> Responding to bank requests for forms and letters to assist in the sale of units to second owners.
- >> Compacting and rearranging waste in the dumpster to make room for overflow.
- >> Removal and disposal of Christmas trees.
- >> Typing, copying and delivery of letters and Annual Meeting documents.
- >> Interviewing, hiring and orienting a bookkeeper.
- >> Gathering and organizing information from owners regarding furnace cleaning.
- >> Purchase and replacement of approximately 50 light bulbs in common area.
- >> Repair of spotlight on sign at foot of the hill.
- >> Scheduling, preparation, and presiding over several meetings of the Board and the Annual Meeting.
- >> Meetings with Woodmaster and paving and tennis court subcontractors.

This has been a productive year for the Board. We have become clearer about our tasks and duties and how those can best be carried out. I would like to thank Bob MacNevin, Katy Forry, Hazel Hafeli, Eleanor Webber and Tom Forman for their assistance in this years success. With this kind of effort, I look forward to a successful 1995.

Respectfully submitted,

  
Lee Bruder, President

LONG HILL ESTATES UNIT OWNERS ASSOCIATION  
36 Long Hill Estates  
Peterborough, NH 03458

Maintenance Features:

The monthly maintenance fee gives you year round maintenance free living at Long Hill Estates. Services include fire and liability insurance, snow plowing and shoveling, grounds keeping, mowing, landscaping, clean up, garbage disposal, reserves for roads, buildings and roofs and common lighting.

Budget projections for Fiscal Year 1995  
01-01-95 through 12-31-95

INCOME:

Dues and Reserve (24 units x \$100. x 12 months)	28,800.00
Less Reserve allowance (24 units x \$15 x 12 mo)	(4,320.00)
Net Dues:	<u>24,480.00</u>
Surplus from 1994 Budget at January 1, 1995 (Working Reserve balance and Check book balance)	7,985.00
Total Available:	<u><u>32,465.00</u></u>

EXPENSES:

Insurance	4,549.00
Road Maintenance (Plowing, sweeping)	7,000.00
Lawns	3,000.00
Landscaping	5,265.00
Electricity	950.00
Trash	950.00
Miscellaneous	2,000.00

Total Expenses: 23,714.00

Projected Surplus: 8,751.00

We expect the current monthly assessment of \$100.00 per unit per month to remain stable throughout the year with no special assessments, barring any major unforeseen expenses.

**Long Hill Estates Unit Owner's Association  
Peterborough, New Hampshire**

**Absentee Ballot**

**I / We \_\_\_\_\_ do hereby  
attest that I / we am/are the legal owner(s) of Unit # \_\_\_\_\_  
at Long Hill Estates in Peterborough, New Hampshire. Regrettably,  
I/we will not be able to attend the Association's Annual Meeting, and  
hereby exercise my/our right to vote for the election of one new  
Director to the Board.**

**I swear that this is the only vote that will be cast for the unit of  
which I/we am/are an owner(s) and that I/we have discussed this  
vote with any co-owners I/we may have and that the following vote  
is representative of the majority of the owners wishes.**

**I/WE cast one vote for \_\_\_\_\_  
Write in  
to fill the position of Director of the Long Hill Estates Unit Owner's  
Association to serve a three year term.**

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**If you own more than one unit, You must use one copy of this ballot for each unit.**