

**LONG HILL ESTATES CONDOMINIUM ASSOCIATION**

**Board of Directors Meeting**

**December 14, 1998**

**MINUTES**

A Meeting of the Board of Directors of the Long Hill Estates Condominium Association was held on Monday, December 14, 1998 at the SDE Building, Route 202, Peterborough, NH.

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

**Absent:** George Austermann

***Call to Order***

The Meeting was called to order at 5:09 p.m. by Jonathan Hampson.

***Review/Approval of Minutes***

November 9, 1998 BOD Meeting

A **Motion** was made and seconded to approve the Minutes, as drafted. All in favor: 2; opposed: 0. Motion passed.

***Old Business***

Pending Resignation - Jonathan Hampson

Jonathan advised that he will not, after all, be resigning from the Board as anticipated.

Declarant Issues

There was a review of the status of the commitments made by the Declarant, as well as a letter from Bert George of #36 to the Declarant concerning leakage into his basement. It was agreed we would write to Mr. George encouraging him to continue to seek resolution from the Declarant and keep us and the Town of Peterborough informed.

There was also a review of the claim by the Declarant that they found no area of concern associated with how the water pools at the bottom of the hill as you exit the property onto Route 202. Jonathan and Amy will check this area whenever it rains again and advise Cardiff for appropriate action including notification to the Town of associated safety concerns.

As the promised property maps have not been received from the Declarant, Cardiff to write to her with a reminder. This will be needed for a range of reasons, including providing a copy to Tom Forman for planning a trail for walking or hiking through appropriate parts of the property.

## ***New Business***

### **Trowbridge - Request for Larger Mailbox**

After review, a **Motion** was made and seconded to deny the Unit Owner's request for a larger mailbox. All in favor: 2; opposed: 0. Motion passed. Therefore, Cardiff to convey the Board's suggestion that he might want to investigate renting a box at an offsite location to accommodate the excess volume of mail he anticipates.

### **Morrissey - Checks Mailed/Letters**

The latest letters from the unit owner were reviewed, including her statement that she would not pay any NSF charges associated with processing of checks when she had stopped payment on them. This was primarily due to her history of mailing checks dated somewhat earlier than the date of mailing, and her letter of November 1 in which she clearly advised that the referenced checks should be deposited. Therefore, a **Motion** was made and seconded to not waive any NSF charges. All in favor: 2; opposed: 0. Motion passed.

## ***Other Business***

### **Unit Numbers on Buildings/Unit Number Directory**

It was agreed that there would be a directory sign placed at the entrance of each of the two side streets indicating which unit numbers were located at these turns, that each building would have the numbers of all units in the building referenced on the side at an appropriate location so as to be visible from a vehicle, and the numbers on each of the unit would be changed to a color appropriate to see easily at night. Ted will check with a vendor who can do the sand blasting type of sign.

There was also concern that there is no street sign visible from Route 202 for a Long Hill street address. Cardiff will check with the Town to determine if there is an actual street name and, if so, what requirements would be for installation of an appropriate street sign.

### **Mailbox Hut - Lighting Issue**

Cardiff to check with a contractor to see if a small bubble type (or other small size) skylight can be installed on the roof of the mailbox hut.

#### Greene Leases

There is continuing concern that the units owned by the Green's are not being leased for the required 12 month minimum period. Further, there is no evidence that she has responded to requests made previously for copies of existing leases when executed. Therefore, Cardiff to ask for such copies from Mrs. Green.

#### Next Budget Year

There is consideration for offering a discount of some sort for anyone who wants to pay a full year of fees in advance. This will be further reviewed at the appropriate time.

#### Sunroom Additions

Cal to ask the AG's office for further guidance regarding sunroom additions including that by the builder and those wishing for them subsequent to initial title transfer. The goal for finalization on this issue to be April 1999.

#### Newsletter

For inclusion in the next newsletter, remind residents that appliances cannot be brought to or placed in the dumpster. Also, in newsletter or posted at mail box, advise people they can leave their Christmas trees to the left of the dumpster for disposal by an Association paid contractor such as Jarest or Sunbow.

### ***Management Report***

The Management Report was reviewed without further review.

### ***Next Meeting***

Monday, January 11, 1999, 5:00 p.m. SDE Building.

### ***Adjournment***

There being no further business before the Board, the Meeting was adjourned at 6:04 p.m.

**Respectfully submitted,**

---

Cal Davison, Scribe

---

Date

Date: December 14, 1998

To: Board of Directors  
Long Hill Estates Condominium Association

Fm: Cardiff Management, Inc.

Ref: **Monthly Management Report**  
**Financial: EOM 11/98**  
**Property/Admin: 11/09-12/14/98**

### ***Financial***

#### Revenues

##### Association fees:

YTD Budget	22,500	
YTD Actual	<u>23,681</u>	
YTD Variance	1,181	5.25% over budget

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

##### Total revenues:

YTD Budget	22,500	
YTD Actual	<u>23,861</u>	
YTD Variance	1,361	6.1% over budget

Primarily due to above as well as collection of unbudgeted late charges.

#### Expenses

YTD Budget	22,883	
YTD Actual	<u>20,817</u>	
YTD Variance	2,066	9.26% over budget

Primarily due to payment of the expenses agreed to in the Agreement with the Declarant, as well as with irrigation expenses.

#### Delinquency

None.

## **Property**

### **Declarant Property Issues**

#### **a) Paving - Bottom of Hill**

Having had complaints that with the new paving of the hill there was often standing water at the bottom subject to freezing and dangerous access to Route 202, we contacted Mary Huot. She later wrote stating that she had checked with her paving company who found no standing water (not sure when he checked), and that the grading was appropriate. We will go to the site when we have had substantial rain to check it out ourselves.

#### **b) #36 Water in Basement**

The Unit Owner wrote to Mrs. Huot regarding continuing water leakage into his basement. Her reply was to review what she had done (apparently in attempts of correcting the problem), and that it had met code. It appears that regardless of any continuing problem that she feels no further responsibility.

We are concerned that Mrs. Huot feels that with the \$5000 available to the Association that she is relieved of all corrective responsibility.

### **Signage on Chains Across Dirt Roads**

Have installed signs on the chains across the dirt roadways advising of emergency access only.

### **Repair to Water Pit Bulkhead**

It was raised and a rain diverter was installed to prevent water from dripping into the pit.

### **Mail Box Hut**

Have put battery operated lights inside for use by the Postal carrier.

### **Dumpster Fencing**

Declarant replaced the stockade fence around the dumpster, as required.

### **#10, Claims of Standing Water in Rear**

Have received complaints from Morrissey that the water remains in the back of her unit due to poor drainage. We have had no other complaints and so must wait for wet conditions to check on this.

Note that in the past, she had asked for a longer downspout extension, but the Board had determined that this was a request she should make to the builder. The one in place was not damaged but was rather shorter than she wanted.

### Hydroseeded Lawns

We note that the area hydroseeded by the Declarant had started to come in due to the weather conditions.

## **Admin**

### IRS - Tax Year for Association

Have finally connected with the appropriate department from the IRS regarding the tax year change to July through June which is in conflict with the Bylaws of the Association. They are sending us a form to complete to make the appropriate changes. Additionally, they have given us the name of a department in Andover to write to to explain the change made incorrectly, etc.

### Morrissey

We continue to have concerns associated with this unit owner. She makes statements as fact that are documented as being otherwise. She states that checks dated this or that are held by us insinuating that she has mailed them on or about the time they are dated. In fact, she historically sends in checks that are dated many weeks earlier. The most recent instance was two checks (\$62.50 each) received December 1 dated in October 30 and November 13. On October 30 we received checks dated September 18 and August 15!

On November 1 she wrote asking for status of the two checks we received on October 30 (above) stating if we had received them, we should deposit them and that she would not stop payment on them until she heard back from us. We wrote on November 3, but then found she had stopped payment on them anyway and in her December 3 letter says she will not pay the NSF charges.

IN the December 3 letter she wrote stating she called one night before 5:00 p.m., that I had told her the system was shut down but that I had seen two checks from her and that she would not be subject to a late charge. In fact, she called at approximately 5:10 p.m. on November 6 after we had shut down the system and just as we were turning the phones over to Service. When she asked for the status of her account, I advised her of the letter sent on November 3. When she asked if she now had a zero balance, I explained the system was shut down and so I could not access that information. She abruptly hung up. She never asked if she would be charged a late fee, etc.

We are now keeping copies of all checks received from her with their mailing envelopes as this will easily validate that the dates she mails checks is historically much later than the date of the checks enclosed that she routinely accuses us of holding.

As this lady write so often with accusations of which she has the information to prove otherwise, we can only assume her goal is to harass and force us to take the time to write letter after letter to her. And then, she accuses us of not having time for her in her latest letter!

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

Fm Huot, 11/10/98 copy of letter to B. George, #36, stating what work they had done to address leaking into his basement and that the unit was built to code. It appears she feels no further obligation to address any water leakage. Note that a copy of the letter to her from Bert and from her to Bert was sent to Peter Ryner.

Fm Trowbridge, #15, 11/10/98 stating he has a problem with the size of the mail boxes and so asking for a larger one. To him, 11/12/98, stating that we would review with the Board.

Fm Pratt, #8, 11/9/98 claiming no responsibility for fees due from before she took title to unit. To her, 11/12/98 advising that we had no knowledge that the unit had sold and that fees traveled with the unit. However, due to the credit of funds collected for initial working capital and capital reserve, she now had a credit balance. We also enclosed a copy of the most recent newsletter which addressed this issue.

Fm Tim Goodridge Painting, copy of letter sent to him from Sherwin Williams Company 11/12/98, re observations and actions re painting to be done.

To Dunn, #13, 12/07/98 advising that Board voted George Austermann as Treasurer and so, accordingly, we were requesting he forward new signature cards for three Long Hill accounts.

Fm Campbell, 12/9/98 thanking us for work near dumpster.

Fm Morrissey, #10, 12/3/98 fax fabricating contents of a telephone call and when she had mailed in checks, etc. She does, however, acknowledge stopping payment on two checks she said we should deposit and without waiting for a reply to her previous letter, but still states she will not pay any NSF charges that resulted in this "stop payment" action by her.

Fm Huot, 12/3/98 stating that she had her paving company review paving at the bottom of the hill, per our request, but that they found no problem.