

LONG HILL ESTATES
Board of Directors Meeting
June 19, 2002, 9:30 a.m., #19

Present: Marilyn B., Rob T., Bill W., Clerk: JoAnn H.
Guests: Ann Thayer, Fran Huntley

I. Call to Order: 9:35 a.m. Minutes of the previous meeting were moved, seconded and accepted.

A. President's Report – Re 6/1, Bill W. noted re 6/1 that the money for the Grounds Committee's plans has been approved in the budget–Bill says no further approval needed. Report approved as written.

B. Window Sill Responsibility - Rule of thumb is that if a sill is part of the window, it is owner's responsibility.

C. Landscape Improvement Plan - Will be mailed out as soon as it's complete. Note re shrub work, etc. will be put on bulletin board by Grounds Committee. Irrigation is off for time being–plenty of rain.

Bill/ Matt: discussions: a) Mulch should be turned annually but changed every three years (or added to as needed in spots); (omit changing direction of mowing,); weeding/edging timetable (?); trim north side of hill and around Bldg. 9 every 3rd mowing; grass clippings should not cover mulched areas; cut back on field mowing(?).

D. Painting Estimate: For 2002, \$1800 for touch up, not to include wood repair, which could easily be another \$1,000. Painter's estimate for 2003 (east side of lower bldgs - \$6500); Bill's estimate for 2004 (west side and sides of lower bldgs - \$8,000); Bill's estimate for 2005 (bldgs 8 & 9 on upper level - \$7500).

E. Road Ownership Deed: Still being worked on–having trouble finding plan with metes and bounds.

F. Light/Signs at Bottom of Road: E-mail response received from Mr. Graham, district engineer, at Swanzy office of NH ODOT #4. Marilyn B. will be talking to police chief Guinard and selectmen as Mr. Graham suggested on specific points.

G. Insurance claim policy: Tabled again.

H. Shingles and Bailment Contract: Shingles in progress (Bird has larger pallets now and larger fork lift needed); bailment contract being worked on. Should have all shingles in place by July 1.

I. Unit #4 Sun Room Roof Payment: Leak source has been solved. The problem is structural (which led to a leak), which is the responsibility of the declarant, not poor workmanship by later contractor who was trying to repair the leak. Tony now needs at least partial payment to complete the current repair work. Very spirited discussion followed, with neither side yielding. Marilyn pointed out that because the leak problem is structural, either the association's not repairing or forcing owner to pay for repair, would result in a law suit against condo association. First vote, 2-1 (Rob and Bill, Yea, vs Marilyn, Nay) to table the question of payment. But later, Rob T. made **motion** that the entire board and #4 owner go together to talk directly with Jeff C. BOD unanimously agreed, motion approved. Rob T. will speak with owner to get his agreement and then will arrange meeting of all four with Jeff C. to settle the issue of #4 sunroom roof.

J. Sunrooms: Also tabled, 2 to 1, same division as above. Marilyn read letter from Tom F. in

which he suggested a condo newsletter with news, comments (good and bad), BOD problems, etc. to encourage better communication within the association. All agreed that it's a good idea, and Marilyn will reply to Tom.

K. Response to Owner of #11 re sunroom roof: Would like issue resolved in friendly and fair manner. After another thorough discussion, decided, 2 to 1 (same division as above), to table it. Rob or Bill will write letter to owners informing them of this decision, copy to Marilyn for the record.

III. New Business:

A. Treasurers Report - Fiscally in good shape. Rather than going on accrual system, the computer program for which would be expensive, Ed J. will be sensitive to need to pay bills in month for which they are budgeted.

B. Budget - During previous budget meeting wanted report from Ed J. on specific line items. Marilyn has questions on three- #6205 (painting), #6215 (Repairs & Maintenance) and # 6424 (Hillside Mowing). Working on budget. Will have another meeting 21 June to finalize. As of 31 May 02, Total Liabilities and Equity: \$73,575.97.

C. Work Agreement and Insurance Certificates for Maintenance Worker and Painter- Bill has copy of work agreement to give to man he hired. Rob says painter already has them, Marilyn said we need copies from him. Rob will see to it.

D. Clarification Statement for By-law Book of Fiscal Year - Fiscal year (July 1 to June 30) was approved by IRS in 1997, but statement to that effect not put in book. Need resolution, not amendment. Marilyn will draft for BOD approval.

E. # 13 Owner's Request for Privacy Fence - For some reason builder missed that one. BOD approved. One estimate from Cheshire Fence was \$375 to \$425.

F. Updated Status of Fireplace Reports - Noted that even after owners given extra time to reply, no report has been received.

IV. Other Business:

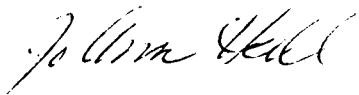
A. Need to make clear to all owners, regardless of what is or is not being done, owner cannot withhold condo fee. Should discuss in July meeting as to how to inform everybody. (If owner frustrated, can come to BOD meeting to discuss, or future newsletter could help with such problems.)

B. Bill suggested pressure washing badly stained patios. No definite decision reached.

C. Next Meeting: Wednesday, 24 July, 1:00 p.m. Will skip August meeting. Annual Meeting, Sept. 8, 7:30 p.m.

V.. Adjournment. Adjourned at 11:05 a.m.

Respectfully submitted,



JoAnn Hall, Clerk

President's report for 6-19-02 BOD meeting:

- 5-29: Bill and Rob had decided no more notes to owners from Board so I gave Bill a prepared note for #14 owners as requested by owner #32 about her dog's unique situation and asked him to pass on the message to Myhavers.
- 5-31: Called Linda Fisher re: windowsills. Rule of thumb is: "If they are part of the window package, then they are the owner's responsibility. If separate, then the association could be responsible." I called Ann Thayer (#28) with that message, and we agreed to ask Tony if he knew whether our sills were separate or part of the window package from the limited amount of work he'd done on her window.

Rec'd 2nd installment invoice (\$3500) from Tony for bldg #3 roof and put it in Rob's box for payment.

Rec'd request for privacy patio fence from unit #13 owner. Will add it to next BOD agenda.

- 6-1: Rec'd copy of invoice (\$77.34) for garden tools that Bill Waters had purchased for association. They will temporarily be stored at unit #19.

Rec'd copy of invoice (\$110) from Lombard Landscape Consulting.

Rec'd copy of fax from MJS to Bill Waters re: landscape improvements. Work should be approved by Board and could be used for budget preparation.

- 6-6: Rec'd call from unit #4 owner re status of sunroom roof repair. Called Tony and he checked it out...thinks he's now found the reason for leaking. Waiting for one more rainstorm to be sure before adding final layer of roofing. We spoke to Mr. Vanni on 6-7.

Wrote ltr to Rob and Bill re: my concerns about three decisions made at 5-29 BOD mtg.

Board not taking responsibility for replacement of currently leaking sunroom roofs.

Changing an existing contract for roofing of bldgs 4-5.

Board not writing notices to owners as needed.

- 6-7: Rec'd copy of ltr from unit #11 owner to Rob re: repairing sunroom roofs.

Rec'd proposal from unit #11 owner for painting needed after water damage...gave copy to Tony. He will discuss it with owner.

Rec'd check (\$513.) from Liberty Mutual Ins. worker's comp. final audit reimbursement. Copied and put in Rob's box for deposit into checking account.

- 6-8: Rec'd copy of two MJS invoices for irrigation repair (\$71.25) and May mowing (\$1875.) from Bill.

- 6-11: Drafted an e-mail to supervisor at Swanzey office of transportation re: lighting, etc. at foot of hill. Mr. Pillsbury's suggestion... copy attached

Any further actions will be included in the minutes of the 6-19 BOD meeting.

clerk

This page to be added to minutes of 6/19/02 minutes instead of discussing at board meeting per request of Rob and Bill.

The following items on amended agenda were discussed at the 6/18 budget meeting.

A copy of the landscape improvement plan (with expenses and origin of money) to be mailed out as soon as it is complete.
A note for bulletin board from grounds committee on shrub work, etc.

Irrigation is off for time being – enough rainfall

Bill to discuss with Matt of MJS:

Mulching (turning and adding if necessary) when complete is no charge as paid for in spring clean-up.

Weeding/edging timetable???

Include the trim of north side of hill and around bldg 9 every 3rd (?) mowing

~~Changing mowing direction from week to week~~ omit

Not having grass clippings cover mulched areas

Cutting back on field mowing???

Painting estimate for 2002 is \$1800 for touch up... doesn't include wood repair which could easily be another \$1000
Possibly this year just do wood repair and very obvious painting spots

Painter's Estimate for 2003 – east side of lower bldgs - \$6500

Bill's estimate for 2004 – west side and sides of lower bldgs - \$8000

Bill's estimate for 2005 – bldgs 8&9 on upper level - \$7500

Working agreements to be given to new maintenance worker and painter and insurance certificates requested.

Road ownership deed is still being worked on... having difficulty finding plan with metes and bounds.

Bailment document – simple – is in works.