

MINUTES      REGULAR BOARD MEETING  
OCTOBER 14, 2002      19 LONG HILL ESTATES

The meeting was called to order at 1:00pm by President Bill Waters. Present were Rob Trowbridge and Tom Forman, Directors, Jane Morrissey, Clerk 3 Unit Owners and 1 Tenant

A motion was made by Rob Trowbridge, second by Tom Forman: That the minutes of the September 17, 2002 Board Meeting be accepted as written. Passed: All in favor

A motion was made by Rob Trowbridge, second by Tom Forman: That the President's Report be accepted as amended. Passed: All in favor (Report attached to minutes in Book of Records)

A motion was made by Rob Trowbridge, second by Bill Waters: That the Treasurer's Report be accepted. Passed: 2 in favor 1 opposed (Report in Financial Book)

A motion was made by Tom Forman, second by Rob Trowbridge: That a letter be attached to the roofing contract specifying that Bruce Armer is the authorized agent to act for the Board in this particular contract. Passed: All in favor

A motion was made by Rob Trowbridge, second by Tom Forman: That a petty cash account in an amount not to exceed \$200 be established. Passed: All in favor

A motion was made by Rob Trowbridge, second by Bill Waters: That an 8 foot, fiberglass ladder be purchased, the amount not to exceed \$100. Passed: All in favor

A motion was made by Rob Trowbridge, second by Bill Waters: That the Board be authorized to contact and employ Mr. Parks, electrician, for the purpose of instructing 2 Board Members about how to repair and maintain the outdoor light fixtures. Passed: All in favor (Amended: Add: Tom Forman will take care of the street lamps)

A motion was made by Rob Trowbridge, second by Bill Waters: That the policy approved by the Board on August 6, 2002, titled "Requirement for Sale of Units" be revoked. That instead, the wording be revised in the form of a recommendation for unit owners as items the owner or agent should convey to prospective buyers, subject to Board approval. Passed: All in favor (amended: Line 4, insert word "to" to read...."as to items....")

A motion was made by Bill Waters, second by Rob Trowbridge: That the following Board proposed changes to the By-Laws and/or Declaration be withdrawn:

- a) An amendment relative to sunroom owners additional annual assessment
- b) An amendment relative to description of Common Area and Limited Common Area
- c) An amendment relative to Operation of Common Property
- d) An amendment relative to the lower unit boundary: Passed: All in favor

A motion was made by Bill Waters, second by Tom Forman: That the Association join CAI, the State and National Organization of Condominium Associations, Owners and Professionals, for a fee in the amount of \$150. Passed: All in favor

At 2:55, the meeting was recessed for the purposes of entering into Executive Session  
At 3:18 the meeting was reconvened following Executive Session.

A motion was made by Bill Waters, second by Rob Trowbridge: That Beth SanMartino be appointed Assistant Treasurer, subject to her acceptance. Passed: All in favor

A motion was made by Rob Trowbridge, second by Tom Forman: That Mr. Keenan be approached re: the subject of overpayment for the 2000-2001 plowing contract. Passed: All in favor

A motion was made by Rob Trowbridge, second by Bill Waters: That the President be authorized to go to Jeff Crocker, Association Counsel, for the purpose of instituting action against Anthony (Tony) Nichols 1) to replevin the roofing shingles belonging to the Association and 2) to file suit for faulty workmanship for buildings #3 and #5.  
Passed: All in favor

The next meeting date was set for December 3 .

The meeting was adjourned at 3:40pm.

Respectfully submitted,

Jane Morrissey, Clerk

Amendment: Add : The trenching behind Building #6 to facilitate drainage will be discussed again following investigation of another method and price.

## LHE PRESIDENT'S REPORT

August 17, 2002 - October 15, 2002

- Followed up with Mrs. Greene re: dog in Unit 12
- Information meeting with Bruce Armer on roof replacement
- Bruce Armer trying to arrange transfer of shingles to Long Hill
- Met with John Norton (recommended by B. Armer) to do roof replacement. He will give proposal to replace rear roof of buildings 4 and purchase shingles for the rear roof (about \$3,200 plus labor) if not obtained from T. Nichols *\$4500 w/ shingles*
- Signed plow contract with Peterborough Landscape and received insurance document
- Ordered additional bulletin board for mail kiosk (\$230)
- Privacy fence (\$450) installed between Units 13 and 14
- Posted new board meeting guidelines and new maintenance forms for residents
- Touch up painting being done
- Assessing filing system and updating files is ongoing.
- Bruce Armer follow-up T. Nichols to fix leak in sunroom roof Unit 4
- Responded to Brittons' attorney on making financial reports available

*Amendments to Roof leaks 10/13 #11 + #19  
Reported to Tony Nichols Insurance*