

file

LHE Board of Directors Meeting  
Minutes November 12, 2009 Unit #11

The meeting was called to order at 7:00pm. Present were: Nancy Clarke, President, John Dolan, Greg Lawn, Midge Gibbons, clerk, and later joined by Julie Clattenburg, and Dick Hammond, former owner of Jubb Co.

The minutes of the October 15, 2009 meeting were read. A motion was made to accept the minutes as presented by Nancy, and seconded by Greg, all in favor, motion passed.

**Siding** Mr. Hammond came to share some of his knowledge of different sidings, pros and cons, and some personal opinion. He resides at One Sand Hill Condos and he stated that One Sand Hill has replaced their siding; therefore he has some experience with it as a home owner, as well as on a professional level. He was very generous with his time, and offered further input if we wish .

**Invoices to Owners** Greg Lawn will pass on a list to Midge of owners who are responsible for the payment of the step staining and power washing by John Norton, and others who had their patios power washed. Invoices will be going out shortly.

**Transfer of Funds** A motion was made by Nancy, seconded by John to transfer \$600.00 from the Capitol Replacement Savings to the Checking Account for settlement of unit #9 casement window, all in favor, motion passed.

A motion was made by Nancy, seconded by John to transfer \$180.00 from Capital Reserve Savings to Checking Account for repair of decking and replace stairs on unit #16, all in favor, motion passed.

A motion was made by Greg seconded by John to transfer \$683.00 from Capital Reserve Savings to Checking Account to pay for the new privacy fences between units #1 and #2 and between units #35 and #36, all in favor, motion passed.

The documents, "Certificate of Amendment to Declaration of Condominium", and "Amendment of Condominium Instruments" have been registered with the Registry of Deeds in Nashua, and the original has been returned. A copy of each will be either mailed or delivered to each owner.

**Resignation** Greg Lawn submitted his resignation to LHE Board of Directors effective, November 19, 2009. Greg has sold his home and is no longer eligible to be on the board. We appreciate all he has done for the community and will dearly miss him and Selma.

**New Contact for John Norton** With the resignation of Greg Lawn, the new contact for John Norton is John Dolan #11.

**Windows and Doors Replacement** Nancy Clarke made a motion that the report from the committee for recommendations of unit owner's windows and doors replacement be accepted and incorporated as part of the unit owners' handbook, seconded by John, all in favor – motion passed.

Meeting adjourned @ 10:00 pm.

Respectfully submitted

Midge Gibbons  
Clerk

## RECOMMENDATIONS & GUIDELINES FOR UNIT OWNERS CONCERNING WINDOW AND STORM DOOR REPLACEMENT

In an effort to assist unit owners with the selection of windows, storm doors and garage doors - which are the unit owner's responsibility - the following window or door styles/models are approved by the Board of Directors and do not require additional Board approval. If the unit owner chooses to purchase a brand or style/model not listed in this report, the unit owner is responsible to give to the Board a picture of the window/door selected along with manufacturer specifications. It is essential that replacement windows and doors are "substantially similar" in appearance to the original being replaced. See Association bylaws, Article V, section 4(c).

**A word about some of the terminology used in these window guidelines.** "New Construction" refers to a window that would be installed when a home is initially being built, hence, "new construction". When the window that was originally installed – the "new construction" window – need to be replaced people often buy a "replacement window". A "Replacement Window" is one which fits inside the original frame of a new construction window. Because a "replacement window" is installed inside the frame of the original window its appearance is that of a smaller window. The frame appears larger while the actual glass area is considerably smaller. A "replacement window" does not conform to the terms of the bylaw section cited above. That is why the Board requires unit owners to use "new construction" windows when making replacements to existing windows.

**Kitchen area windows:** The double-hung Windgate ® model New Construction vinyl window by Alliance ® Window systems is an approved style and model. It is a vinyl extruded window (meaning it is of white vinyl construction inside and out). If you want a window that is vinyl outside but wood inside other manufacturers, like Andersen, make such new construction windows but it will need to be approved by the Board of Directors to ensure it meets the requirements of Bylaw Article V, section 4(c).

**Twin Casement window and half-round window above it:** The Windgate ® model New Construction vinyl for both of these windows is an approved style and model. Both these windows will have to be replaced at the same time. Again these windows are vinyl inside and out. If you prefer a wood interior other manufacturers, like Andersen, are possible alternatives but will need Board approval prior to installation.

**NOTE:** Window models mentioned above are available through Belletetes Building Products in Jaffrey and Peterborough. Your contractor may have other outlets as well.

**Storm Doors.** The Andersen/EMCO Economy Series® is approved in the ½-lite cross buck design. Another approved style is the Andersen/EMCO Traditional Deluxe series, Store-in-door™, ½-lite with cross buck panel design or embossed 2-panel design. Please specify black finish knob and lock hardware. If you want an Andersen/EMCO solid wood core, aluminum-clad or vinyl-clad replacement door, Board approval will be required to ensure the door meets the by-law requirement of being "substantially similar" in appearance. Board approval will also be required if you choose a different manufacturer. These doors are available through Belletetes Building Products in Jaffrey and Peterborough and should also be available at a Lowe's or Home Depot.

**Garage Doors.** When replacing your garage door it is recommended that a steel insulated door be installed. We have an unofficial arrangement with Keene Door, Inc. who has given us some very competitive pricing for a good grade of door. It is known as C.H.I., 9' x 7', Model 2216, short raised panel, steel door with U-bar. Currently (2009) the installed price for one unit owner would be in the \$600.00 range. If you can get together with one or more unit owners to have doors replaced at the same time, they have indicated they can give better pricing. Keene Door, Inc. is located at 528 Washington Street in Keene, phone 603-352-8553. Another door company that indicated an interest in supplying our Association with garage doors is Champion Overhead Doors, 86 Hillside Drive, East Dummerston VT 05346, phone (in NH) 603-363-8800.

**Summary of Amendment to “Declaration of Condominium”**  
**Long Hill Estates at Peterborough, A Condominium**  
**(for owners’ packet, Annual Meeting 2009)**

Gary Braun, our condo specialist attorney, has prepared the attached amendment to a section of our “Declaration of Condominium” documents. The amended section has two parts. As the legal language is dense, we are offering a brief summary of what the amendment accomplishes and why it was needed.

**Background:**

A problem comes up now and then with no clear answer. For example, when a unit needs an external utility item (faucet, electrical outlet, or light) installed, repaired or replaced, who pays for it? Is it the owner who pays, because the item serves only that one unit? Or is the association responsible, because the item is on the outside of the building? Our documents (Declaration and By-Laws) don’t give a clear answer, so different answers have been given to owners over time. This creates confusion.

In asking our attorney to clarify the issue, the board learned that we needed to amend the legal description of a condo unit, as found on pages 2-4 of our “Declaration of Condominium.” Two passages (boldfaced in the attached) had to be rewritten.

**Summary of amendment:**

The two boldfaced passages in the attached document now make the situation clear: Each condo owner is responsible for installation, repair and replacement of *internal or external* utility items that serve only their individual unit.

Because the “Declaration of Condominium” is a legal document, every ‘i’ has to be dotted; so the wording is long. But basically, these passages describe the condo unit as including all utility items that serve only that one unit, whether they are inside or outside of the building. So the owner is responsible to pay for these items.

Successive boards can now give a clear answer to owners in this situation.