

# LONG HILL ESTATES at PETERBOROUGH, A CONDOMINIUM ASSOCIATION

## BOARD MEETING AGENDA for April 17, 2025, **7:00 PM** ET

Remote Meeting: <https://meet.google.com/inu-dgmm-mjb>

### Community Comments

The first 15 minutes is open to Community Comments. No minutes are taken. No board decisions are made. The Community Comments section of the meeting is closed when there are no further comments or at the 15-minute mark.

### Open Board Meeting

- 1) Open Meeting.
- 2) Welcome.
- 3) Accept minutes of the 2024-01-16 meeting.

### Completed Since Last Board Meeting

- 1) M&T Bank CDs: Bimonthly CDs investment (March). Two CDs every two months:
  - \$3,000.00 from Capital Replacement account/CD.
  - \$10,000.00 from Working Capital account/CD.
- 2) Date and time for Annual Meeting in July 2025 set for noon on the Saturday the 19<sup>th</sup> at the Peterborough Library.
- 3) 1099s issued.
- 4) By-law changes: The non-owner-occupied restrictions change committee completed their work and voted 5 to 1 to move a document forward so the Board and the Association can discuss the positives and negatives of this possible amendment.
- 5) Added HUD/FHA process to Handbook in consultation with legal counsel on wording. Board is working on releasing an updated Handbook before the Annual Meeting.
- 6) HUD/FHA training for Board Members. All Board members trained on specific HUD documents and signed affirmations confirming training. The training consisted of reading HUD supplied documents and confirming in writing that training occurred. (<https://github.com/LongHillEstates/LHE-Public-Documents/tree/main/HUD%20Fair%20Housing%20Documents>)
- 7) The Town of Peterborough's free lead testing occurred in January.
- 8) Landscaping: Diana has coordinated with:
  - Our Town Landscaping for annual crab apple tree pruning;
  - Surf and Turf annual fertilizing and mulching; proposing overseeding this year at a cost of \$1,800.00 more. An email will announce when date is set.
  - Dubs Shrubs (JW) for spring tasks.
- 9) Confirmed SuperiorPlus Propane sets their commercial rate in May. Will contact them then.
- 10) Filed Associated FinCEN BOI statement (<https://www.fincen.gov/boi>). Requirement to do so has since been cancelled.
- 11) Sterling hourly rate increasing from \$35.00 to \$40.00/hour as of May 1.
- 12) Updated the *Board Responsibilities* document to start Workers Comp renewal in November along with the general and liability insurance.
- 13) Board approved the \$46,790.00 proposal from Guyer. Approved the \$15,600 down payment.
- 14) Obtained current Peterborough Dog License for any support dogs. Added as an annual April task to the *Board Responsibilities* document.
- 15) Cancelled contract with Dubs Shrubs due to them being uninsured.

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### In Progress

- 1) Coordinating a visit from HUB International representative during our Annual Meeting. *(Ray)*
- 2) Door replacement committee status. Discussion of first meeting. *(Maura)*
- 3) Contract for painting contractor. *(Maura)*
- 4) Request *No Parking* signs from Town for Long Hill Road, particularly at the dead end. Beth is working with Seth MacLane, Peterborough's Assistant Town Administrator, who is amenable to posting the signs. Planning to schedule walk-through of area when the weather improves. Discussing additional signs lower down on Long Hill Road as well. *(Beth)*
- 5) Additional LHE *No Parking* signs at top of Long Hill Road off Town property. Researching NH RSAs covering parking restrictions on private roads. Cost estimate for signs: \$100.00 for each sign & post, plus Doug's installation labor.
- 6) Discuss wording for one or two kiosk parking signs. *(Beth)*
- 7) Get quotes/contracts for pavement crack sealing. *(Beth)*  
Also repair draining in front of #32  
Requests for quote are in to:
  - a) JDK Pavement
  - b) Black Dawg Paving
- 8) Collect Certificates of Insurance (COI) from all contractors. *(Beth)*  
All but Surf&Turf Landscaping
- 9) Maintenance "Walk Around" with contractor. *(Ray)*
  - a) Association fixes needed
  - b) Unit owner fixes needed
  - c) Notify unit owners as needed
- 10) Painting "Walk Around" with contractor. *(Ray)*
- 11) Request Insurance agent presence at Annual Meeting. Email sent to LHE insurance agency. *(Ray)*
- 12) Replace Dubs Shrubs. Get quotes from:
  - a) Our Town Landscaping declined due to size of property.
  - b) Griffin Property Management (<https://griffinpropertymgt.com/>).
  - c) KDI Landscaping & Grounds (<https://www.kdilandscaping.com/>).

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## New Business

- 1) Lee Charlton plans on resigning as Board Secretary in June. Motion to thank Lee for everything she has done as Board Secretary the last two years and wish her well.
- 2) Diana Griffin has agreed to continue coordinating the landscaping tasks for another year.
- 3) Barbara Pendleton would like to step down as Treasurer after three years if someone is interested in taking that position. Barbara has been Treasurer since 2022.
- 4) Maura Scanlon plans on not renewing her Board position this year. Motion to thank Maura for her nine years of service to the community and wish her well.
- 5) The Board looks forward to association members volunteering for the open Board and Secretary positions.
- 6) Motion to move \$47,000.00 from Working Capital account to checking account to cover the Building #1 roofing project.
- 7) Motion to accept attached quote from Bellemore for catch basin cleaning and safety inspection. \$1,700.00, including disposal. See attached proposal.
- 8) Motion to move forward with the by-laws amendment to *Restrict Corporate Unit Ownership* as presented by the by-laws change committee (see attachment) and to
  - budget \$500.00 for legal counsel to review the legality of the proposed change; and
  - request legal counsel provide an estimate for drafting a final amendment; and
  - adding a request for moving forward with drafting the proposed by-laws change as an agenda item at the July Annual Meeting.

*NOTE: The 2025 Annual Meeting agenda item is to approve moving forward with the process; it is not voting on a final amendment.*

- 9) Motion to approve budget of \$1,000.00 for legal counsel to draft by-laws amendment to change fiscal year as 1 July through 30 June. This brings the by-laws into alignment with current practice. The by-laws currently state the fiscal year to be January 1 through December 31.

*Draft wording for legal counsel review: Article V, Section 1(a): Fiscal Year. The fiscal year of Condominium shall consist of the twelve-month period commencing on July 1 of each year and terminating on June 30 of the next year. The fiscal year herein established shall be subject to change by the Board of Directors.*

## ARTICLE V

### OPERATION OF THE PROPERTY

#### 1. Determination of Common Expenses and Assessments Against Owners.

(a) **Fiscal Year.** The fiscal year of Condominium shall consist of the twelve month period commencing on January 1 of each year and terminating on December 31 of the same year, except that the first fiscal year shall begin at the date of the organization and terminate on December 31. The fiscal year herein established shall be subject to change by the Board of Directors.

- 10) Motion to approve \$500.00 for legal counsel advice on NH RSA to be posted on No Parking signs posted on private LHE property.
- 11) Motion to research a budget for clean-up of encroaching trees on tennis/pickleball court for voting at Annual Meeting. Which entity is best for clearing this? Review Diana Ray's discussion with Diana.
- 12) Motion to research a budget to review/cleanup "top/third" road with eye to keeping passable, access to hydrant, and reduced fire hazard for voting at Annual Meeting. Which entity is best for this? Review Ray's discussion with Diana.
- 13) Confirmed pest control spraying and inspection with Monadnock Pest & Wildlife. Typically spray in April. Will give us heads-up with firm date.
- 14) Spring newsletter sent.

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### *Planned April Tasks*

- 1) Roof Replacement: Firm up start date for Building #1 with Guyer Roofing. (Maura)
  - d) Schedule date.
  - e) Order portable toilet for roofers.
- 2) Schedule catch basin cleaning in May/June. (Beth)
- 3) Create a Board policy requiring all future Board members train on HUD documents. (Ray)
- 4) Schedule an all-unit smoke/CO alarm review and replacement. (Ray)
  - a. Schedule Doug
  - b. Confirm fee
  - c. Inform residents
- 5) "Knox Box" key box at kiosk for Peterborough Fire Dept access to units. (Ray)

Budget for KnoxVault® 4400 (\$928.00)

<https://www.knoxbox.com/products/commercial-knoxboxes/knoxvault-4400/c-24/c-80/p-7044>

Discuss recessed vs. surface mount w/Doug.

Doug estimate for installing.
- 6) Updated Association Handbook (Ray+Board)
- 7) Landscaping: (Diana)
  - a. Confirm with landscaper regarding spring cleanup, any spring planting.
  - b. Ensure mulching occurs before Mother's Day in May.
  - c. Determine any shrubs/trees needing replacement.
  - d. Do "walk around" with JW checking all beds and berms.
  - e. Replace the "railroad" landscaping ties around the bed at unit #1.
- 8) Get quotes for fixing patio leveling and settling. Determine multi-year budget for improvement. (Maura)
- 9) Research what can be done regarding lawn quality, brown grass, bare spots, etc.

### *Planned May Tasks*

- 1) Obtain the commercial rate from SuperiorPlus Propane. (Beth)
- 2) Pest Control (Beth)
  - Confirm date (usually between 15 May and 15 June).
  - Email and post to kiosk notice before pesticides are applied.
- 3) Guyer replaces roofs as planned (if not before)
- 4) Draft Annual Budget: (Board)
  - Draft the budget.
  - Notify unit owners of next fiscal year's budget and ask for comments/questions.
  - Adjust budget based on feedback.
  - Set monthly unit fee for next fiscal year.
  - Inform unit owners if there is a monthly fee increase for next fiscal year.
- 5) Flush & test private fire hydrants. (Beth)
  - Beth has contacted town DPW and fire department.
  - Ray to research upper hydrant. Is it functional? Ray found documents that it may not be functional.

### *Planned June Tasks*

- 1) Landscaping (Diana)
  - Mow and Trim, shrubs, beds, mulch.
- 2) Annual Meeting Prep (Board)
  - Annual Meeting notice with all enclosures must be delivered to unit owner's hands at least 21 days prior to Annual Meeting.
  - Hand-deliver or send US mail.

## **LONG HILL ESTATES at PETERBOROUGH, A CONDOMINIUM ASSOCIATION**

- Post Annual Meeting notice to kiosk.

### **Queued Business**

- 1) Improvement to entrance at bottom of hill. Tabled 2024-07-18

### **Next Board Meeting**

Thursday June 19<sup>th</sup>, 2025, at 7:00 PM ET to prep for Annual Meeting.

### **Attachments**

Non Owner-Occupied By-Laws Change Committee Proposal.pdf  
2025-04-01 Bellemore Catch Basin Cleaning Quote.pdf