

**LONG HILL ESTATES at PETERBOROUGH, A CONDOMINIUM ASSOCIATION**  
**BOARD MEETING AGENDA—Executive Session**  
**5:00 PM July 18, 2024/In-Person, Unit #6**

1: Officer Election.

2: Treasurer: Quick review to bring new board members up to speed:

- Treasurer Role and Responsibilities document.
- Review June A/R Aging Report and explain +/- values.
- Typical tax preparation schedule and tax preparer.
- Discuss need for a non-profit report to be made to State of NH in 2025 and what we need to do to prepare for that.
- Please request the portable computer back from Sterling on next trip as it is no longer being used.

3: Diana Griffin: Bring new board members up to speed with landscaping (and other projects like Fall Lawn Party?).

4: NH Secretary of State's association Principals needs to be updated.  
NH Business ID: 725451.

5: Signatories at M&T bank need updating.

6: Who does the (by-laws required) fidelity bonding for Directors and Treasurer?

7: Scheduled increases to Eversource rate.

8: Review maintenance lists for association and owners.

9: Review updated contractor list and contracts.

10: Review July/August board tasks, including:

- Road patching
- Catch basin cleaning

11: Possible Committees:

- Door replacement
- Patio settling and flooding
- Improve entrance way at bottom of the hill
- Possible by-laws changes:
  - Fiscal Year and Annual Meeting date corrections
  - Non-owner-occupied restrictions
  - Door color/style

12: Follow-up old business from 2023 Annual Meeting:

- Repair of upper part of Long Hill Road
- Condition of Tennis Court and impact on insurance

13: New Business

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