

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

## **BOARD MEETING MINUTES for June 19, 2025, 7:00 PM ET**

### **Community Comments**

Opened for Community Comments at 7:00 p.m. Closed Community Comments time at 7:05.

No minutes were taken. No board decisions were made.

### **Open Board Meeting**

Board members present: Maura Scanlon, Elizabeth A. Alpaugh-Côté, Raymond GA Côté

- 1) Open Meeting at 7:05 p.m.
- 2) Welcome.
- 3) Minutes of the 2024-04-17 meeting. Ray moved to accept. Beth seconded. Minutes were approved unanimously.

### **New Business**

- 1) Move to appoint Sharon Smith (Unit #25) as Board Secretary. Thank you to Lee Charlton for all her work as Secretary. Motion made by Ray, seconded by Maura. Passed unanimously.
- 2) 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.
- 3) 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. Motion made by Ray, seconded by Beth, passed unanimously.
- 4) Motion to Move the Budget for fiscal year 2025-2026 to the Annual Meeting and provide the Association's bookkeeper with a copy so they can prepare. Motion made by Ray and seconded by Maura. Ray reviewed the high points of the budget. Passed unanimously.
- 5) Review updated LHE Handbook. The Board is working on an updated handbook. It will be included with the Annual Meeting packet and available electronically.
- 6) Move to revise Board Resolution 2010-03-08 to change bird feeder schedule to December 1<sup>st</sup> to April 1<sup>st</sup> in accordance with NH Fish and Game Department advice. Add resolution to handbook. Motion made by Ray, seconded by Beth. Passed unanimously.
- 7) Move Board Resolution that the Board President, a majority of the Board, and 33% of unit owners (12 units, one vote per unit) may add items to the Annual Meeting agenda. The Board must receive any unit owner's petition at least 30 calendar days prior to the Annual Meeting as the unit owners' packets must be delivered/mailed at least 21 days prior to the meeting. Motion made by Ray, seconded by Beth. Passed unanimously.
- 8) Review current draft of the Budget Support document for the Annual Meeting. Ray went over key points of the document.

The meeting adjourned at 7:22 p.m.

### **Next Board Meeting**

The next Board meeting is the Annual Association Meeting on Saturday July 19<sup>th</sup> at noon at the Peterborough Public Library.

Respectfully submitted,  
Sharon Smith  
Secretary

## Fiscal 2025-2026 Budget

	FY 24-25 Budget	FY 25-26 Budget	% Change
<b>Income</b>			
Assessments			
Owner Base Monthly	131,760.00	138,096.00	4.81%
Total Assessments	131,760.00	138,096.00	4.81%
Investments			
Interest Earned	0.00	160.00	
Total Investments	0.00	160.00	
Miscellaneous			
Other Income	0.00	0.00	
Miscellaneous - Other	0.00	0.00	
Total Miscellaneous	0.00	0.00	
Total Income	131,760.00	138,256.00	4.93%
<b>Expense</b>			
Administrative			
Accounting Services	500.00	600.00	20.00%
Bank Service Charges	75.00	960.00	1180.00%
Bookkeeper	2,100.00	2,300.00	9.52%
Insurance	22,400.00	26,108.50	16.56%
Legal Fees	0.00	2,000.00	
Miscellaneous	500.00	700.00	40.00%
Office Supplies	240.00	240.00	0.00%
Postage	50.00	80.00	60.00%
Taxes	0.00	0.00	
Administrative - Other	0.00	0.00	
Total Administrative	25,865.00	32,988.00	27.54%
Buildings			
Painting	10,000.00	15,000.00	50.00%
Pest Control	1,000.00	2,100.00	110.00%
Repairs/Maintenance-Labor	9,500.00	9,500.00	0.00%
Repairs/Maintenance-Materials	5,000.00	5,000.00	0.00%
Roof Replacements	46,500.00	0.00	-100.00%
Miscellaneous	0.00	4,000.00	
Total Buildings	72,000.00	35,600.00	-50.56%
Roads & Driveways Maintenance			
Crack Cleaning/Filling	0.00	7,871.00	
Total Roads Maintenance	0.00	7,871.00	
Funding of Funds			
Capital Replacement Fund	0.00	0.00	
Working Capital Fund			
General	30,305.00	1,500.00	-95.05%
Building Updates		0.00	
Lawn Improvement		0.00	

Patio Leveling		0.00	
Road & Driveway Crack Cleaning/Filling		0.00	
Road & Driveway Sealing		0.00	
Road & Driveways Resurfacing		0.00	
Road Repair & Improvements		0.00	
Roof Replacements		0.00	
<b>Total Funding of Funds</b>	<b>30,305.00</b>	<b>1,500.00</b>	<b>-95.05%</b>
<b>Property Management</b>			
Landscaping and Winter Plowing	43,873.00	46,964.00	7.05%
Fertilization, Grubs, Lime	10,700.00	9,730.00	-9.07%
Tree Maintenance	2,900.00	2,900.00	0.00%
Other Winter Maintenance	1,700.00	1,866.00	9.76%
Plow Damage Repair	0.00	4,000.00	
<b>Total Property Management</b>	<b>59,173.00</b>	<b>65,460.00</b>	<b>10.62%</b>
<b>Utilities</b>			
Electricity	1,150.00	1,344.00	16.87%
Trash Removal	4,740.00	5,214.00	10.00%
Water - Hydrants	200.00	220.00	10.00%
<b>Total Utilities</b>	<b>6,090.00</b>	<b>6,708.00</b>	<b>10.15%</b>
<b>Total Expense</b>	<b>184,958.00</b>	<b>150,127.00</b>	<b>-18.83%</b>

**FEEDING OF WILDLIFE**

*PARTIAL CHANGE TO #01/04*

*ID: 2010-03-08*

**WHEREAS:** Article III, 1 (e) of the By Laws assigns responsibility for making and amending rules respecting the use of the property and

**WHEREAS:** Article V, 9 allows the Board of Directors to make rules concerning the operation and use of the Common Area and

**WHEREAS:** Article V, 7 (e) disallows any use or practice on the property which is an annoyance or interferes with the peaceful possession or proper use of the Condominium by others and

**WHEREAS:** The Declaration of Condominium, 3 (viii) prohibits any use of any part of the Condominium which is or will become in the judgment of the Board of Directors an annoyance or nuisance to other unit owners and

**WHEREAS:** Government agencies have issued warnings relevant to the relationship between placing feeding substances outdoors and drawing of undesirable wildlife and

**WHEREAS:** Undesirable and dangerous wildlife are known to frequent the property

**THEREFORE, BE IT RESOLVED THAT:**

Only birdseed may be scattered outside individual condominium units and only when the ground is snow covered.

Self-contained bird feeders may be placed outside from ~~November~~ December 1<sup>st</sup> to April ~~May~~ 1<sup>st</sup> in accordance with NH Fish and Game Department advice.

Violations will result in removal by the Association, the cost of which will be billed to and payable by the offending unit owner.

*Adopted by the Board of Directors: April 8, 2010.*

*Effective: March 8, 2010*

*Revised: June 19, 2025*

*Effective: July 19, 2025*

## ANNUAL MEETING AGENDA ITEMS

*Board Resolution: TBD*

**WHEREAS:** Article III, 1 of the By Laws assigns the Board of Directors with the powers and duties necessary for the administration of the affairs of the Condominium; and

**WHEREAS:** There has been an informal guideline requiring a petition of 30% of unit owners to raise an agenda item at the Annual Meeting;

**THEREFORE BE IT RESOLVED THAT:**

An item may be added to the Association's Annual Meeting agenda by the President of the Board of Directors, a majority vote by the Board of Directors, or a petition submitted by 33% of unit owners (12 units, one vote per unit) at least 30 calendar days prior to the Association's Annual Meeting.

**BE IT FURTHER RESOLVED:**

that a vote of 2/3 of unit's present at an Annual Meeting be required to raise an agenda.

*Approved by the Board of Directors: TBD*

*Effective: TBD*