

July 27, 1999

LONG HILL CONDOMINIUM ASSOCIATION

Board of Directors Meeting

July 27, 1999

MINUTES

A Meeting of the Board of Directors of the Long Hill Condominium Association was held on Tuesday, July 27, 1999 at 15 Long Hill Estates, Peterborough, NH.

Present: Jonathan Hampson, Rob Trowbridge and Cal and Ted Davison of Cardiff Management, Inc..

Absent: None.

Call to Order

The Meeting was called to order at 5:00 p.m. by Jonathan Hampson.

Review/Approval of Minutes

June 10, 1999 Board of Directors Meeting

As only one Board member present was in attendance at the referenced Meeting (Jonathan Hampson), the Minutes were approved, as drafted, by his approval.

July 8, 1999 Special Meeting of Board of Directors

As only one Board member present was in attendance at the referenced Meeting (Jonathan Hampson), the Minutes were approved, as amended (to change references of "vinyl" to "siding"), by his approval.

July 12, 1999 Annual Meeting of Unit Owners

A *Motion* was made and seconded to approve the Minutes of the Annual Meeting, as drafted. All in favor: 2; opposed: 0. Motion passed.

Old Business

Jane Morrissey - Review

As this was the first meeting for the new Board member, Rob Trowbridge, there was a brief review of the history of communications to and from Ms. Morrissey. Jonathan also advised Rob that the Board had previously voted that no Board member should speak individually with Ms. Morrissey.

New Business

Association Officers

Deferred. In the interim, Jonathan will continue as President and Rob will be the Acting Treasurer.

Signature Cards

Cal will leave a message for Rob with the Association account numbers. Rob will then obtain new Corporate Resolution forms and signature cards and coordinate obtaining signatures of both Rob and Jonathan on the cards. The incomplete Corporate Resolution forms will be mailed to Cardiff who will complete them and bring to the next Board meeting for signature and then mailing to the Bank. The signed signature cards will also be mailed to Cardiff for appropriate photocopying and forwarding.

Unit Owner Requests

1) #19 - Claims No Notice Rec'd re Special Assessment

After review, a *Motion* was made and seconded to advise the Owner that the July late charge will be suspended; in the event he does not make the required payments in August, however, the late charge will be re-applied. All in favor: 2; opposed: 0. Motion passed.

2) #3 - Claims No Notice Rec'd re Special Assessment

After review, a *Motion* was made and seconded to advise the Owner that the July late charge will be suspended; in the event he does not make the required payments in August, however, the late charge will be re-applied. All in favor: 2; opposed: 0. Motion passed.

Y2K Preparation

Rob reviewed meetings and recommendations determined to be appropriate after meetings with Tom Forman. To insure no interruption of power, they were proposing purchase by the Association of a generator - guestimated costs for purchase of the generator and installation = \$75,000.

There was much discussion regarding how best to fund the purchase, if approved by the membership.

A Special Meeting of Unit Owners will be scheduled for August 4 at 7:30 p.m., , location to be determined, to review with the membership the bid received, anticipated installation process, etc., and to answer any questions. Following this, a vote will be solicited by mail. A 2/3 approval would be required, per the Bylaws.

On July 28, a notice will be posted on the mail box bank by Rob announcing the meeting, advising location to be announced. Then, once the location is confirmed (by Cardiff Management), an appropriate notice will be posted. And, just prior to the meeting, Rob will hand deliver a letter to all Owners giving a brief summary of the information available as of that time.

Rob will ask that Tom Forman fax a copy of the bid for the generator to Cal as quickly as possible for review, comment, etc.

Next Meeting

The next regularly scheduled Board meeting will be held on Monday, August 23, 1999 at 5:00 p.m. at 15 Long Hill Estates, Peterborough, NH.

Other Business

Resignation of Amy Myhaver

Jonathan advised that he had received a post card from Amy Myhaver resigning from the Board of Directors.

To fill the vacancy, Jonathan will ask George if he is still interested in serving on the Board. And, review the interest of Ms. Britton.

Declarant Status Review

Jonathan advised that the Town had confirmed to him that they had completed the TV camera review of the sewer system and found no issues.

Ted reviewed his most recent conversation with Mary Huot regarding the outstanding issues required by the Town.

TJ Direction from Tom Forman

As Tom Forman was no longer on the Board, Jonathan asked that TJ Jarest be advised that it is inappropriate for him to take any direction from Tom Forman as only the Board and Management were authorized, per the Bylaws in this regard.

Management Report

The Management Report was reviewed without further comment.

Adjournment

There being no further business before the Board, the Meeting was adjourned at 6:29 p.m.

Respectfully submitted,

Cal Davison, Scribe

Date

Date: July 27, 1999
To: Board of Directors
Long Hill Estates Condominium Association
Fm: Cardiff Management, Inc.
Ref: **Monthly Management Report**
Finance: as of 07/15/99
Property/Admin: as of 07/26/99

Finance

Revenues

Association fees:

YTD Budget	4500
YTD Actual	<u>4060</u>
YTD Variance	460

Special assessment:

YTD Budget	4500
YTD Actual	<u>6375</u>
YTD Variance	1875

Primarily due to some paying the full amount rather than paying in installments.

Delinquencies

Delinquencies are primarily those associated with the special assessments. Of the 36 units, all paid with the exception of four units.

Expenses

Not yet available. See below.

Admin

Morrissey

1) Special Meeting: On July 8 a Special Meeting of the Board of Directors was held to meet with Ms. Morrissey regarding her expectations, the numerous communications from her to management (and to a lesser degree to the Board), etc.

While Jonathan very professionally advised her of the importance of reasonableness regarding expectations, and managing with impact to the community as a whole in mind rather than the individual, it is uncertain as to whether she will accept the message.

2) On Saturday, July 25 she phoned our office during a severe electrical storm to report that the irrigation system adjacent to her building was continuing to run, she was certain due to being hit by lightening. She demanded that someone call her. Unfortunately, while we tried for approximately a half hour, her phone was continually busy. Then, continually up to 10:30 p.m. we could not get through, only getting a message that all circuits were busy.

The next morning, she again called and left a very sarcastic message with our service that she had not received a return call from the night before and demanded that we be paged again. Again, when we tried to reach her the phone was continually busy for approximately 30 minutes. Ultimately, we reached her. By that time, TJ had already been called by Tom Forman.

Soil Removal

The survey has been ordered, but not yet received. Later this date I am meeting with legal to get a status report on progress on the research regarding the possible/probable removal of soil from Long Hill property for sale.

Budget - July 1999 to December 1999

Will be developing a budget for the referenced period so that we can get back on track with the IRS and the governing documents relative to the fiscal year. This was not originally anticipated, but only became a need identified by the CPA after speaking with the IRS.

Capital Reserve Study

We will be starting to do an update on the Capital Reserve study in August. Note: if the pending proposed amendment passes, the additional capital reserve requirement associated with the premature aging of sunroom roofs may be assessed to those units where the sunrooms were not a part of original construction.

Declarant Issues

Have heard nothing further from the Town regarding the status of the work required by the Town of Mary Huot prior to exiting the property and release of the letter of credit held by the Town.

Property

Irrigation System

Unscheduled activation of the system adjacent to the back of the first two buildings on the left of the first street began in the evening of Saturday, July 24, perhaps caused by lightening. Have not yet heard back from TJ as to whether this was, indeed, the cause, however.

Sunroom Replacement - #24

Given the continual problems with various parts of the sunroom roof, it will be replaced later this week. Estimated costs: \$800-\$1100.

Note also that there may be others that will have to be replaced if the repair done thus far does not hold.

Letters to, Letters from...

To Atty James Nadeau, 06/15/99 summarizing the issues associated with soil removal from what was perceived to be Long Hill property; asking for his assistance in research, etc.

Fm TJ, 06/14/99 information for Declarant regarding plantings. Also, advised that parts were backordered for some identified irrigation system repairs. And finally, a note that they were working on the other area to be done associated with the Declarant requirement... however, as of July 18 it had not been done.

Fm Reid, #6, 06/01/99 upset that painting cost were not included in monthly fees, and asking for a copy of the Minutes from the meeting in which the Board voted for the Special Assessment. To her, 06/17/99 in response.

Fm Trowbridge, #15, 06/17/99 regarding external wire we had sent reminder to regarding removal, advising that Tom Forman had advised him that Federal Law did not allow an association from disallowing satellite dishes, and advising no one complained about his dish nor had he complained about the basketball net at #14, and finally, asking for a response to his request that there be a review of possible Y2K problems. To him 07/03/99 in response.

Fm Forman, #21, 06/10/99 advising he had made a mistake with the reference to where it was required in the Bylaws that written approval of the Board was needed. Note: he then stated the requirement was in a different Article... however, that also did not state such a need. Also, apologized to us for his previous letter.

To All Owners of Record, 06/21/99 notice of Annual Meeting.

To All Owners of Record, 07/06/99 information re proposed amendments to Bylaws.

To NH Blacktop thanking them for their bid, but advising contract had been awarded to otherwise.

To Mathewson advising of contract award and asking that they provide a copy of their insurance certificate prior to commencement of work. Note: They began work without our knowledge and never provided insurance certificate.

To BOD, 06/25/99 summary of Excavation/Easement Issue (Soil Removal).

To All Owners and Residents, 07/99 Newsletter.

Fm Trowbridge, #15, 06/04/99 asking what provisions have been made towards Y2K possible problems, generators and propane supply.

To BOD, 07/19/99 memo re draft of minutes from special meeting, annual meeting, officers to be elected, audit from Spooner.

Fm Yeong-Soon Yi, #19, 07/23/99 letter claiming they did not know about the special assessment for painting.

Fm Medico (call), #3 claiming he didn't know about the special assessment and was not prepared to pay for it. Not sure what he means by this.