

Long Hill Estates at Peterborough
Minutes
Board Meeting
Nov. 8, 2005 7:30pm Unit #25

The meeting was CALLED TO ORDER at 7:35 by President, Greg Lawn.

PRESENT WERE: Greg Lawn; Bob Price, Director; George Austermann, Treasurer; Ilene Sirois, Financial Administrator; Paul Seguin, Maintenance Manager; Jane Morrissey, Clerk, and one unit owner.

MAINTENANCE: Paul reported on roofing progress and a number of other maintenance items. Discussion took place re: outstanding maintenance issues as well as future plans and preventive maintenance.

FINANCES: The monthly condo fee is \$246 which includes loan repayment. Our financial system itemizes the loan payments separately for accounting and reporting purposes only. 1 owner is over 30 days (monthly fee) and late charges have been assessed, 2 have sent in \$212 instead of \$246 for November and therefore owe \$34 each, and 2 owe \$424 Working Capital Reserve contribution.

SALE OF UNIT ISSUES discussed were 1) Responsibility for transfer of all documents (By-Laws, Declaration of Condominium with Amendments, Rules, Handbook) lies with the seller. The law requires that they be given to a buyer within 3 days of signing of a purchase and sale agreement. The Association does not provide them. If anyone needs copies, there is a charge of \$25 per set. 2) At the time of conveyance of a unit, funds in the amount of 2 months' condo fee are to be collected and sent to the Association as a contribution to the Working Capital Reserve Fund. This is usually taken care of at closing by the title company. The amendment to the By-Laws addressing this is in the book of documents. There are instances when title companies and/or agents do not contact the Board. Sellers should be sure to tell their agents and prospective buyers about this requirement.

MOTION by Bob Price, second by Greg Lawn: To renew the Association membership in CAI (the state and national association condominium organization) for a period of one year at a cost of \$260.00 PASSED: All in favor

MOTION by Greg Lawn, second by Bob Price: To approve the request by Leonard Myhaver, Unit #36, for installation of a satellite dish in accordance with the adopted association resolution, dated July 6, 2000 and subject to acceptance of a Satellite Dish Installation Approval Agreement. PASSED: All in favor

MOTION by Greg Lawn, second by Bob Price: That a contract with Mathewson Company be entered into for regrading and resurfacing the driveway at #12 and resurfacing of the front path/step area at #11 at a cost not to exceed \$2200.00. PASSED: all in favor.

The meeting ADJOURNED at 9:45pm.

Respectfully submitted,
Jane Morrissey, Clerk