

Cc: [lawncottage@comcast.net](mailto:lawncottage@comcast.net)

Sent: 8/3/2009 12:54:11 PM

A piece of official board business was done last month between meetings. It concerns the structural alteration at Unit 33 (wheelchair ramp). Our bylaws say that when the board votes between meetings, those votes must be recorded in writing. This clause has been interpreted by recent boards to include email messages. Regarding the decision about Unit 33, I received Nancy's emailed vote. John voted by phone, however, since he had no access to the internet while on vacation. John, would you please copy the following motion into an email, and confirm your vote?

**On July 19th, between board meetings, Ann moved that the board should approve sending to the owner of Unit 33 (Bob Elliott, the Financial Director at MDS), a letter, dated July 20th, explaining why written board permission was required for the owner's planned structural alteration (installing an interior wheelchair ramp). The motion continued: the board should agree that as soon as two more documents were provided by MDS -- copies of the Town building permit and of the contractor's insurance certificate -- Ann was authorized to send the board's written permission for the project to proceed. Affirmative votes were cast in writing (email) by Ann Lammers and Nancy Clarke. A third affirmative vote was cast by John Dolan, on the phone, pending written confirmation.**

Ann Lammers -- Southern New Hampshire

[sonnetrmr@earthlink.net](mailto:sonnetrmr@earthlink.net)

**From:** John Dolan

**To:** [Lammers Ann](#); [Clark Nancy](#)

**Cc:** [Gibbons Midge](#)

**Sent:** 8/4/2009 8:02:50 AM

**Subject:** Unit 33

I approve giving permission to the owner of Unit 33 for the requested structural alteration.

John D.

## **President's report (Ann Lammers), for August 13, 2009 meeting**

**First Comp** – After receiving reinstatement notice from First Comp, asked our HUB agent to clarify. He writes that First Comp has now recorded our termination correctly.

**Newsletter** -- Wrote newsletter to owners, re: siding, painting, condo fee, etc.

**Residents' lists** – Requested electronic files from Marilyn Britton and updated the resident lists: 1) for resident handbook (all owners); 2) for use of BOD only.

**Condo fee cover letter** – Wrote cover letter to go with fee coupons. Julie prepared coupons and envelopes. Faith Hanson distributed to resident owners, noting deliveries on checklist.

**Hand-delivery list** – At Faith's request, prepared a complete list of owners for distribution of items, like coupons, to be used when delivery needs to be confirmed.

**Correction of owners' maintenance info** -- Confirmed with Greg Lawn, John Norton and Marilyn Britton that in our maintenance notices (early July) we should not have asked owners to repair or replace rotten slider sills and/or garage frame posts. The association is responsible for these items. Owners who had been asked to repair these items were informed of the error. A request for repairs at the affected units was sent to John Norton.

**Supervision of John Norton** – Since last board meeting, Ann has sent five faxes to John Norton (his preferred way to get information from the board). Consulted with him approximately once a week about progress on summer maintenance list.

**Consultations about siding** – In mid-July Nancy and Ann walked around with John Stanek. He recommends Hardiplank (cement board siding). He later confirmed that this material can be used on our buildings and offered to give us an estimate for one building. Ann requested the estimate. Cliff Pelissier (of Belletete's, P'boro) called to give references for local vinyl installers. Informal meeting held by Ann, John Dolan, and Greg Lawn on July 30<sup>th</sup>, to discuss what is known about our siding and the different proposals (as known so far) to replace it.

**Painting plans** – In phone call with Matt Harwood, agreed that he can paint all of building three, half of building five, and parts of other buildings, as discussed in our earlier walk-around with him. He will make small repairs, and will paint a few items that were overlooked in 2008 (the mail kiosk; the backs of two chimneys). Confirmed with Matt that as of now we plan to spend only \$12,000 on painting in 2009. Advised him that Greg Lawn will supervise his work. Painting to be done in Sept.

**Unit 33 improvements** -- On July 6th board learned of plans to install interior wheelchair ramp. Ann discussed with Bob Elliott (MDS Financial Director). "Approval Agreement" was signed by owner. Ann and Nancy reviewed architect's plans. Structural alterations, involving a bearing wall and header, were confirmed in email consultation with local architect. Ann informed owner that permission of board was required. Board voted (by email and phone) to give permission, pending receipt of copies of town building permit and contractor's insurance certificate. These were received by board on July 28th. *Ann sent written permission. Work has begun at Unit 33.*



**Bylaw amendment, re size of board** – Wrote draft amendment; sent to Gary Braun.

**Condo rules review** -- Discussed with Bob Price the urgent need for a review of LHE rules. He has agreed to take it on, if he can work at a leisurely pace. Copied handbook rules & additional rules & policy statements; handed them over to Bob, with a copy of the Resident Handbook.

#### Various discussions with owners –

**1. Slider sill:** A slider sill, installed privately by owner of Unit 4 last year, appears not to be pressure-treated and is touching ground. Informed owner that the association will replace it. Owner still intends to pay JW to install crushed stone under sill. At Greg's suggestion, wrote to owner asking her to let the association participate in this improvement to common area. Invited her to send JW's estimate to the board. Suggested we may pay half.

#### **2. Windows:**

- **Letter to Unit 28** – Wrote to the owner of Unit 28 to say the board had voted against reimbursing her earlier window repair.
- **Style of new windows** – Two owners called, wanting to install new windows and asking how to be sure the new units will comply with LHE bylaws ("substantially similar"). Referred them to Ed Hampson for info about window manufacturers. Owner of Unit 13 needs to talk with John Norton before replacing casement window, concerning replacement of trim. John has been asked to call him.
- **Ongoing exchange with Unit 9 concerning Nov. 2008 repairs** – Swansons replied to board letter of June 15th. Ann acknowledged their reply. Referred it to our attorney.

**3. Boat parked in driveway for three weeks.** Responding to an owner's complaint, Ann and Greg consulted LHE bylaws and rules. Ann wrote to Jane Morrissey for advice and collected info from two other Peterborough condos about their "boat" policies. Marilyn B. provided text of the letter she sent to owner of Unit 12 in 2008. Ann copied letters between board and boat-owner in 2003. On July 30<sup>th</sup> Ann, Greg and John D. discussed LHE rules & policies. Greg agreed to tell owner of Unit 12 to remove his boat within 24 hours and not bring it back. A rule is being drafted by John D, based on the rule at Colonial Square, to be offered at August 13 board meeting.

**4. Unit 25, irrigation leak:** Called Rainmaker and requested repair of leaking irrigation head behind Unit 25. They promised to send someone to repair it on August 5<sup>th</sup>.

**5. Unit 32, roof complaint:** Answered owner's request for re-roofing of building 8.

**Finally -- Ann's resignation from board.** With regret, and with appreciation to everyone on the board and in the community, Ann has to resign from the Board of Directors due to personal circumstances. Her letter of resignation is being submitted to the board as of this meeting. She expresses special gratitude to Greg and Selma Lawn, noting that Greg served, at the board's request, as an "extra" director while John Dolan and Nancy Clarke were out of town in late July. Greg has also indicated that he's available to be appointed to the board after her resignation,