

LONG HILL ESTATES CONDOMINIUM ASSOCIATION

Board of Directors Meeting

March 1, 1999

MINUTES

A Meeting of the Board of Directors of the Long Hill Estates Condominium Association was held on Monday, March 1, 1999 at the SDE Building, Route 202, Peterborough, NH.

Present: Jonathan Hampson, Amy Myhaver, George Austermann and Cal and Ted Davison of Cardiff Management, Inc.

Absent: None.

Call to Order

The Meeting was called to order at 4:57 p.m. by Jonathan Hampson.

Review/Approval of Minutes

January 11, 1999 BOD Meeting

A **Motion** was made and seconded to approve the Minutes, with an amendment suggested by Jonathan. All in favor: 3; opposed: 0. Motion passed.

Old Business

Street Name (Access Road) - Delays by Fire Department

Cardiff advised that they had made numerous calls to the Fire Chief since January 12 (the most recent being earlier on March 1), but thus far while the Chief was always apologetic, each call only resulted in another commitment to check and get back to them. As Jonathan is a volunteer on the Fire Department and knows the Chief, he will call in an attempt to bring this to closure.

1999 Revised Budget

Cardiff presented a revised budget to reflect the fiscal year being from January 1 through December 31, 1999 to accommodate the fiscal year change. A **Motion** was made and seconded to approve the budget, as drafted, acknowledging that there may be some changes needed during the year to the snow line item in the event of a higher than anticipated snow fall year, or to the Capital Reserve if budgeted snow funds are not used. All in favor: 3; opposed: 0. Motion passed.

Mail House Lighting

Cardiff advised that both they and the contractor had found that the smaller skylights were no longer available except for use in boating/trailers, and those would not be appropriate for installation in building roof. Options available, therefore, were a larger skylight, installation of a side window at the opposite end from the door, or changing the door to one with windows. After discussion, a **Motion** was made and seconded to change the current door to one with windows to allow light. All in favor: 3; opposed: 0. Motion passed.

New Business

None.

Other Business

Rolled Roofs Over Sunrooms

In order to insure consistency and reflect rather than attract heat, all rolled roofs will be white as they are replaced, etc.

Victory Garden

A **Motion** was made and seconded to appoint Fran Huntley as Chair of a Committee to draft up a charter for the Committee, suggested conditions for participation, how the garden will be built/dug out, etc. All in favor: 3; opposed: 0. Motion passed. Cardiff to contact Fran and include a call for volunteers/interested parties in the Newsletter. In regards to the location, a Motion was made and seconded for the garden to be located in the area where the loam is currently near the dumpster.

Recorded Documents

When the next newsletter is forwarded, a copy of the recorded documents will be included for all Owners.

"Rules We Live By"

Board to review for any possible changes by the next Board meeting. Cardiff to forward a copy to Jonathan.

Delays In Site Plan Receipt from Declarant

Cardiff advised that the Declarant has failed to meet her obligation to provide appropriate site plans and mapping claiming she will forward the 'as-builts' when all work she is obligated to complete has been accomplished. As this is needed for once the weather breaks to provide a copy to Tom Forman for laying out a walking trail, Ted will check with the Town to determine which engineering firm completed this as well as sewer maps, etc., so that we can obtain them as soon as possible.

Pooling of Water at Rte 202 Entry/Exit

The pooling of water and resulting freezing continues to be a concern. Cardiff to contact the Declarant to advise that while she may feel it meets Town requirements, the problems must be addressed. If she does not respond appropriately, the Town will be notified.

Town Declarant Letter of Credit Release

Cardiff to ask the Town that they not release any funds prior to review by the Association. Note that the Association is under the impression that the funds were planned to be released in May 1999.

Management Report

The Management Report was reviewed without further comment.

Next Meeting

The next meeting is scheduled for Monday, April 12, 1999 at 4:55 p.m. at the SDE Building, Route 202, Peterborough.

Adjournment

There being no further business before the Board, the Meeting was adjourned at 6:09 p.m.

Respectfully submitted

Date: March 1, 1999

To: Board of Directors
Long Hill Estates Condominium Association

Fm: Cardiff Management, Inc.

Ref: **Monthly Management Report**
Financial: EOM 02/99
Property/Admin: 01/12 - 02/28/99

Financial

Revenues

Association fees:

YTD Budget	9,000	
YTD Actual	<u>8,580</u>	
YTD Variance	420	4.9% under budget

Total revenues:

YTD Budget	9,000	
YTD Actual	<u>8,670</u>	
YTD Variance	330	3.8% under budget

Expenses

Commentary pending revised 1999 budget approval.

Delinquencies

Webber, #7, \$140.

Wood/Soon, #19, \$155. NSF check.

Spooner, #27, \$45. They had indicated a specific check had been mailed, but not posted. However, the check indicated HAD been posted. Awaiting word back from them regarding any other check they feel was mailed but not received. Note that they generally pay every 2-3 months in an amount equal to 2-3 months fees. Not sure if perhaps they had gotten one months payments confused.

Property

Hill Street Name

Have called the Peterborough Fire Department four times, but thus far have received only promises that they have not forgotten me and that they will get back to me. We have given the preferred name of "Long Hill Road" as well as a second choice of "Long Hill Estates Road:" but have also advised that we would bring any other suggested names they might feel appropriate to the Board for review.

Directory Signs

Signs have been ordered and should be available for an April installation. Had received a copy of the drawing, fax'd to Jonathan for approval. Jonathan's comment: "Looks great!" and so approval was conveyed to vendor.

Mail House Lighting

Contractor was unable to locate a source for a small bubble skylight and those with appropriate knowledge have advised that those used for boats or campers would be inappropriate for installation on a regular roof. Options for alternative lighting are: replace door with a nine light door (windows), install a 2' x 2' skylight, or install a window at side opposite to door.

Storm, February 27, 1999

Had only one call - Jane Morrissey claiming they had not plowed. When we spoke with the contractor, they advised there was less than 1' on the ground.

Admin

Basement Water Issue. #35

Drafted letter to unit owner for review by Amy. However, when we called we were advised she was out of the office for a week. Called Jonathan, but did not hear back from him. Therefore, as we felt it inappropriate to wait longer, a letter was forwarded to the unit owner. We have heard nothing further.

February BOD Meeting

When the BOD meeting scheduled for February 8 was cancelled, rescheduling was difficult. As a result, there was agreement that we would not meet until March 1 combining the February and March meetings.

Plowing of Route 202 Near Long Hill Access Road Entry

We contacted the State Highway Department office responsible for plowing Rte 202 to advise that there was concern that the access and acceleration lanes were not being appropriately plowed raising safety concerns. They were going to review with the appropriate crews to insure that plowing was adequately addressed in this area.

1998 Tax Preparation

Have completed all 1099's and other end-of-year tax requirements. Records are ready for CPA to review and prepare 1998 tax returns and appropriate financial reports. Note that while the documents for Long Hill indicate an obligation to have an audit complete not later than 120 days after the close of the fiscal year, this is never possible due to CPA obligations; none would ever commit to meeting such a deadline. Tax returns are due for corporations and associations on March 15 (not April 15 as for personal tax returns). Historically, there is a automatic filing for an extension. They do, however, generally estimate any taxes due for payment by that date so as to not incur late charges, if any. In this regard, we have making two (2) checks out for signature: one payable to the State of New Hampshire and the other to the Internal Revenue Service, each dated March 15, 1999 but with the amount to be filled in once I hear from the CPA.

Letters to, Letters from...

To Jonathan Hampson, fax 1/14/99 with copy of directory sign drawing for approval. Fm him with approval.

To LaBossiere, #35, 1/25/99 response to her issues associated with the basement (actually, crawl space).

To Granite Bank, copies of signed association resolution forms, signature cards for bank accounts.

Long Hill Estates

Proposed Revised 1999 Budget

03/01/99

(01/01/99 to 12/31/99)

Line Item	Original	Revised
<u>Buildings and Grounds</u>	9,763	9,763
Painting (expensed)		
Grounds Repairs/Maintenance	1,000	1,000
Road Maintenance		
Grounds Care	9,088	9,088
Fertilization	890	928
Snow	8,816	7,926
 <u>Utilities</u>		
Electricity	1,008	1,008
Water (hydrants)	462	462
Trash	2,054	2,054
Telephone	124	
 <u>Administrative</u>		
Management	7,200	7,470
Professional services		160
Office Supplies	280	380
Postage	340	340
Bookkeeping	--	--
Accounting	1,000	1,200
Legal		500
Insurance	6,135	5,881
Taxes & Licenses	400	400
Newsletter	300	300
CAI Membership	120	120
Bank service charges	20	20
Capital Reserve	<u>5,000</u>	<u>5,000</u>
 Total	54,000	54,000