

Bob - 2075

GREG - 7021

digital @ cmc 857 - 177

LONG HILL ESTATES AT PETERBOROUGH, A CONDOMINIUM

JANE 3750 BOARD MEETING MINUTES

March 8, 2007

9 LONG HILL ESTATES 7:05 PM

Those in attendance were Greg Lawn, President; Glen Swanson, Director; Bob Price, Director; Diana Griffin & Jane Morrissey, Clerks; Julie Clattenburg, Financial Administrator; George Austermann, Treasurer; Marilyn Britton.

The meeting was called to order at 7:05 pm.

DISCUSSION and ACTION ITEMS:

- Gerry Christian will attend the Board Meeting at 7:30pm.
- Prior to Gerry's arrival a discussion took place re appointing Gerry as Maintenance Manager. Greg highly recommended hiring Gerry for the position. Bob and Glen agreed.
- A proposal was made that Gerry Christian was to be offered the position of Maintenance Manager.
- Issues relating to minimum work order dollar limits; communication between Owners and Maintenance Manager; topics relating to compensation for the position and emergency situations were discussed at length by the Board. Satisfactory solutions to all issues were agreed on by the Board.
- Questions relating to JW's contract for Landscaping and Snow Removal were discussed.
- JW's contract has to be approved by the Board.
- The condition of road and driveway conditions was brought up once again. The question of sealing or resurfacing was discussed. Gerry will look into the situation when the weather improves.
- Sealing steps and front porches is the responsibility of the unit owner. This task needs to be done this summer. Gerry will check out sealants which will be acceptable for the job.
- Painting units will be put on a rotating schedule.
- Greg proposed writing up a formal offer for Gerry to review.
- There was a suggestion to look into paying down roofing loan. George said this was recommended by accountant.
- Legal actions have been taken regarding the Torla Estate. The Board approves of these actions.
- Glen noted that we are very fortunate to have the lawyer we have. He has been very helpful with the Torla issue.

- Glen informed the Board about the File of Life Program distributed by the Fire Dept. Glen will have packets for distribution. Sample on Bulletin Board.
- Discussion arose regarding the location of then propane lines on our property. Gerry and Glen went "dowsing" in search of the lines, however this effort proved to be rather inaccurate! For a more precise diagram of the propane lines, it was recommended that the Board hire a private company to map the propane lines on the property. Glen suggested that we get an estimate for the job and go from there.
- Marilyn Britton requested a response about installing a window in her living room. She also inquired about the progress being made regarding the storm doors.
- The Board is requesting that all Unit Owners with access to email, to deposit their email addresses in writing into the Association Mailbox. Email is a convenient and inexpensive way for the Board to send notices and communications to the owners. Email addresses are for Board use only and will be kept completely CONFIDENTIAL.

MOTION: by Greg Lawn to enter into a contractual agreement with Gerry Christian, Spring Hill Carpentry for Property Management and Maintenance Services which will run through December 31st 2007. **SECOND:** Bob Price

PASSED: All in favor - unanimously adopted.

MOTION: by Glen Swanson to have a Community Yard Sale on May 5th with rain date May 12th.
SECOND: Bob Price

PASSED: All in favor - unanimously adopted.

MOTION: to adjourn at 9:40pm

Respectfully submitted,
Diana Griffin, Clerk