

## Long Hill Estates Board of Directors Meeting

### Minutes

July 18, 2024

Ray opened the meeting at 5:01 pm. A quorum of LHE Board members was present: Ray Côté, *Beth Alpaugh-Côté, Maura Scanlon.*

ELECTION OF OFFICERS for the fiscal year 2024-2025. Ray nominated the following officers: Ray Côté for President, Barbara Pendleton as Treasurer, and Lee Charlton as Secretary. Maura seconded and the BOD voted unanimously to approve.

#### Treasurer:

Treasurer Role and Responsibilities Document: This is a work in progress and should be complete by the next BOD meeting.

Review of June A/R report: there was an error. One unit was counted twice. This has been corrected and will be reflected in the July A/R report.

Tax Preparation Schedule and Tax Preparer: Ethan Harper is our Tax preparer. Taxes are due on October 15<sup>th</sup>. Typically, Ethan Harper is given the information needed to prepare the tax return at the beginning of October. Barb will explore getting the taxes prepared earlier.

Barb mentioned she can never pay the Ass'n Eversource electric bill on time due to the time required to obtain the two signatures needed and then invoices are sent to Sterling. Discussion followed and it was decided not to make any changes. If there is a late charge it is only pennies as our electric bill is so small.

Non-Profit Report for State of NH: We think this is a report required every 5 years. Barbara will discuss with Ethan the specific requirements of this report and report her findings at the August BOD meeting.

Portable Computer: This has been returned to Jim Bilodeau. Ray's goal is to have everything recorded electronically in an 'easy to find' data base. He has already made great headway in this endeavor and will continue with this project.

Diana Griffin: Brought the BOD up to speed on landscaping details. JW generally mows on Wednesday but weather can cause changes. Right now, the only projects other than mowing is to continue trimming the shrubs. A new fence has been installed at the dumpster area and looks very good. Diana will keep the board up to date on any landscaping issues.

Diana also brought up the idea of a Fall Block party. The BOD agreed there should be one and set the date for Sept. 28<sup>th</sup> 1-3pm with a rain date of Sept 29<sup>th</sup>. Ass'n will supply paper products, water and a simple dessert. Guests will bring finger foods and their own chairs, unless physically unable to carry a chair. Diana will send a 'save the date' email to all unit owners. She will assemble a group to help her with the planning and logistics of the party. Ray made a motion to authorize a \$100 budget for the party. Maura seconded the motion and the BOD voted unanimously in favor of the motion. Ray expressed thanks to Diana for volunteering to handle the landscaping issues even though she is no longer a Board member. Diane will scan and send invoices to Ray.

The NH Sect'y of State: that office requires a filing of the principals and will need to be updated. Beth will look into this matter.

Signatories at M & T Bank Need Updating: Beth will go to bank to make necessary changes, removing former signatories and adding new ones. Ray made a motion to remove Diana and Jim as signatories and add Beth and Ray. Maura seconded the motion and the BOD voted, and the motion passed unanimously. The Bank may require a copy of these minutes before they will make any changes.

Who does the Fidelity Bonding as Required by the By-laws? Ray will check with the Ass'n lawyer about this issue.

Eversource Rate Increase: It was duly noted but as our bill is only \$70/month it should not have a huge impact on our budget!

Review of Maintenance Lists for Ass'n and Unit Owners: Maura has sent requests for quotes to street patching services and will report back when she has their replies. As far as the catch basins Bellemore has handled this in the past. Maura will check on this.

Check to see if all owners have been told that a repair is need for their property. Does this require another exterior walk-through?

Ray is doing a spread sheet for our use and Superior Propane's use. It will state which units use propane for which appliances.

We need a Certificate of Insurance from any contractor doing Ass'n work.

Contracts For JW, Doug Payne, and Matt Harwood will be reviewed and if necessary, updated. The Ass'n needs current contracts for any business that has a contract with the Ass'n. This would include the painter and the roofer. Maura will procure the final signed JW contract.

Possible Committees:

Door Replacement. Maura will gather a committee and come up with recommendations to be presented to the unit owners.

Patio Settling and Flooding: Although the BOD recognizes the importance of this issue, the BOD has tabled this until next Spring. The final building's roof is the targeted capital expense project for fiscal year 2024-2025. Patios to be the next capital expense project.

Improve Entrance at Bottom of Hill: BOD discussed this issue and agree that minimal updates will help improve the entrance sign and area surrounding it. Someone, possibly other than JW, has been mowing around the sign and it looks very nice. Lee will check with Performance Gym and see if they are responsible. Maura will send a thank you note.

Possible By- Law Changes: Fiscal year end and annual meeting dates; non-owner occupied restrictions and door color and style issues. Ray has asked that we table this for a fall board meeting because the non-owner occupied issues will generate a lot of concern and various opinions and the board needs some time to form a committee to discuss these issues before it is brought to the Ass'n.

Follow-up of old business from 2023 Annual Meeting:

Repair of upper part of Long Hill Road. Does this refer to the path above the upper road? If so, that is scheduled to be mowed twice this summer.

Condition of tennis court and impact on insurance. This has been tabled for next year due to time constraints. Ray reported that the board has received an email from our insurance company stating that removing the court has no impact on our insurance fee.

New Business: Chimneys are required to be cleaned once every two years, regardless of whether they have been used since the last cleaning. Maura will be in touch with Clean Sweep for a quote and then set up date and time with unit owners. All unit owners will be notified that cleaning will be done on whatever date is chosen – just so they will feel comfortable knowing all chimneys have been cleaned.

Maura will call Neatly Done for quotes on dryer vent cleaning and set up dates for that to be done and let unit owners know.

The BOD is not endorsing - but one of our unit owners used Monadnock Window Cleaning and was very pleased with the results.

We will review the Capital Reserve Account in September or October.

Next Scheduled Meeting on August 15 at 5:00pm, location to be determined and remote.

Ray moved to adjourn the meeting at 6:43pm. Maura seconded, and it was unanimously approved.

Respectfully Submitted,

Lee Charlton, Secretary