

Long Hill Estates at Peterborough, A Condominium  
Annual Meeting  
Sunday, September 8, 2002  
Reynolds Hall, Peterborough

The meeting was called to order at 7:40 pm by President, Bill Waters.

The roll call was taken at the entrance, establishing a quorum with 23 unit owners present and 6 by proxy, for a total of 29.

Present and introduced were Bill Waters, Board President; Rob Trowbridge, Board Member and Treasurer; Jane Morrissey, Clerk (not a voting Board member)

Tom Forman, Board member appointed to fill the unexpired term of Marilyn Britton was not present because he is out of the country. Bruce Armer, Roofing Consultant was to be introduced when he arrived.

**MOTION:** Made by Rob Trowbridge(For the Board)

That the minutes of the Annual Meeting of September 19, 2001, be accepted.

PASSED: Unanimous Voice Vote

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**MOTION:** Made by Helen Liscord, Seconded by Bette Austermann

That a report prepared by the past president be heard prior to hearing the current President's report.

PASSED: Voice Vote  
(Report Requested for inclusion in the minutes)

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**PRESIDENT'S REPORT:** Bill Waters, President limited his report by adding comments to the past president's report re: the current Board's evaluation of the roofing project, a reevaluation of methods of the ongoing roofing process, a reminder that furnace and fireplace inspection reports are due to the Board by November 1<sup>st</sup>, and that any unit owner who has installed a new furnace between Nov. 1, 2001 and Nov. 1, 2002 need not submit an inspection report, but must have a record of that installation on file with the Board. He announced that this Board is committed to a "No Special Assessment Policy" unless there is an emergency which would severely impact the Association's financial stability. An informational meeting for all unit owners will be set up with Bruce Armer within the next few weeks.

**TREASURER'S REPORT** : Rob Trowbridge reported on the Association's healthy financial condition, the cash basis accounting system, each unit's assets relative to current market value, a new Board policy re: holding budget hearings for community input prior to Board adoption of future annual budgets, and the assurance that no painting assessments would be levied. He announced that we would live within our budget. (Financial Report attached)

*Motion to accept Passed voice vote*  
**GROUND'S COMMITTEE REPORT**: Chairperson, Fran Huntley's report was read by George Austermann. (Report attached)

**MOTION**: Made by Bill Waters (for the Board)

That the Grounds Committee Report be accepted as read.

PASSED: Voice Vote

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**ELECTION**: Rob Trowbridge announced his desire to serve for another 3 year term ;no other nominees. Rob elected by unanimous voice vote.

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**MOTION**: Made by Bill Waters, Second by Jane Morrissey

RESOLVED: That any excess of membership income over membership expenses for the Year ended June 30, 2002 shall be applied against the subsequent tax year member assessments as provided by IRS Revenue Ruling 70-064.

PASSED: Voice Vote

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**MOTION**: Made by Bill Waters (for the Board)

To take the tabled motion re: additional fees for sunroom owners, off the table and put it back on the table. (See minutes of 2001 Annual Meeting, pg. 4, #7)

PASSED: Voice Vote

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**MOTION**: Made by Judi Bianco, Second by Jane Morrissey

That the motion previously put back on the table, be taken off the table and discussion ended. The Association should pay for sunroom roof maintenance and repair.

PASSED: Voice Vote..... Rob Trowbridge wishes to enter the following into the record:  
"I am voting "No", because the Association is not obligated to maintain sunroom roofs".

## Grounds Committee Report

Sept. 8, 2002

Several meetings have been held with all the committee members present. They are Monica Forman, George Austerman, Jane Morrissey and ~~X~~ <sup>Fran Huntley</sup>. For various reasons there have been more times of discussion and meetings where the report has been given to those not present.

Last fall, Lyn Lombard of Lombard Landscape Consulting went around the area with comments concerning shrubs planted and their locations. She sent a questionnaire to the committee that could be used with each unit. It was decided to revise the questionnaire before sending it. The results were given to each unit owner in December. Twelve replies came in during the month of January and an outline of the results was made. There were some excellent suggestions.

In March, the Grounds Committee was asked to look at the Landscaping Maintenance for Long Hill Estates property. We met several times to go over this with suggestions for the coming year. It was necessary to rewrite it, but finally it was done and turned in to Bill Waters for the board.

Lyn Lombard was hired by the Board to come and go over the grounds. At this time with some of the members present, she tagged all plants needing to be removed with a yellow or yellow-green ribbon. Those plants that can be saved and moved to a vacant spot were tagged with a pink ribbon.

Later Lyn met with Matt Siano, owner of MJS Lawn Care, Bill Waters, and members of the Grounds Committee. There was agreement concerning the tagged plants. This spring the unsightly plants were removed from the flowerbeds. We expect soon that the pink-tagged bushes will be placed in some of the vacant spots.

After many questions from unit owners concerning the weeding, our committee suggested that perhaps the teenagers would like to earn money weeding and the job could be done quite quickly. With the go-ahead, the boys were notified and work began. Unfortunately, for various reasons, the solution to our problem did not work out. Bill Water's son, Sam, and I ended up doing what time and money allowed. Most front shrub plantings have been weeded and some of the sides were completed. The Landscape Company will do the rest of the work on the sides and berms.

Since I do not work with MJS, please contact Bill Waters with your questions.

Thanks to all who have done weeding in their area, and thanks, too, for the floral plantings which have brought beauty to our grounds.

✓ Fran Huntley, Chair

06/25/02  
Cash Basis

# Long Hill Estates Condominium Association Budget vs. Actual - Comparison

|                                    | Budget           | Actual           | Budget           |
|------------------------------------|------------------|------------------|------------------|
|                                    | Jul '01 - Jun 02 | Jul '01 - Jun 02 | Jul '02 - Jun 03 |
| <b>Ordinary Income/Expense</b>     |                  |                  |                  |
| <b>Income</b>                      |                  |                  |                  |
| 4010 • Association Fees            | 85,860.00        | 81,125.00        | 86,400.00        |
| 4030 • Late Fees                   |                  | 125.00           |                  |
| 4040 • Other Income                |                  | 75.00            |                  |
| 4050 • Special Assessments         |                  | 1,852.64         |                  |
| <b>Total Income</b>                | <b>85,860.00</b> | <b>83,177.64</b> | <b>86,400.00</b> |
| <b>Expense</b>                     |                  |                  |                  |
| <b>6560 • Payroll Expenses</b>     |                  |                  |                  |
| <b>6000 • Administrative</b>       |                  |                  |                  |
| 6010 • Accounting                  | 2,800.00         | 2,595.00         | 2,800.00         |
| 6015 • Bank Service Charges        | 50.00            | 3.00             | 50.00            |
| 6020 • Clerical Help               | 100.00           | 40.00            | 100.00           |
| 6030 • Insurance                   | 8,500.00         | 6,873.00         | 8,600.00         |
| 6035 • Legal Fees                  | 1,000.00         | 541.06           | 1,000.00         |
| 6045 • Consultant / Mgt. Fees      | 700.00           | 1,610.00         | 1,000.00         |
| 6050 • Miscellaneous               | 200.00           | 365.90           | 200.00           |
| 6060 • Office Supplies             | 250.00           | 203.81           | 250.00           |
| 6065 • Postage                     | 300.00           | 349.48           | 400.00           |
| 6075 • Taxes                       | 500.00           | 232.13           | 250.00           |
| 6080 • Audit                       | 500.00           |                  |                  |
| 6000 • Administrative - Other      |                  |                  |                  |
| <b>Total 6000 • Administrative</b> | <b>14,900.00</b> | <b>12,813.38</b> | <b>14,650.00</b> |
| <b>6100 • Amortization Expense</b> |                  |                  |                  |
| <b>6200 • Buildings</b>            |                  |                  |                  |
| 6205 • Painting                    | 5,000.00         | 12,440.00        | 2,200.00         |
| 6206 • Wk. Cap. Res. Projects      |                  | 1,080.00         |                  |
| 6210 • Pest Control                | 500.00           |                  | 800.00           |
| 6215 • Repairs & Maintenance       | 4,000.00         | 2,041.42         | 4,000.00         |
| 6200 • Buildings - Other           |                  |                  |                  |
| <b>Total 6200 • Buildings</b>      | <b>9,500.00</b>  | <b>15,561.42</b> | <b>7,000.00</b>  |
| <b>6300 • Depreciation Expense</b> |                  |                  |                  |
| <b>6400 • Grounds</b>              |                  |                  |                  |
| 6405 • Fertilization               | 2,000.00         | 1,634.00         | 1,800.00         |
| 6410 • Plantings                   | 500.00           | 125.00           | 1,300.00         |
| 6415 • Irrigation                  | 2,000.00         | 3,123.15         | 1,800.00         |
| 6400 • Grounds - Other             |                  |                  |                  |
| <b>Total 6400 • Grounds</b>        | <b>4,500.00</b>  | <b>4,882.15</b>  | <b>4,900.00</b>  |
| <b>6420 • Landscaping</b>          |                  |                  |                  |
| 6421 • Mow                         | 8,125.00         | 9,150.00         | 12,000.00        |
| 6422 • Spring & Mulch Work         | 2,875.00         | 1,825.00         | 1,600.00         |
| 6423 • Bed Maint. & Weeding        | 600.00           | 600.00           | 900.00           |
| 6424 • Hillside-Mow                | 200.00           | 250.00           | 300.00           |
| 6425 • Pruning                     | 1,000.00         | 1,605.00         | 1,400.00         |

\* Final payment from previous year's special assessment.

07/16/02

Cash Basis

min

**Long Hill Estates Condominium Association**  
**Comparative Balance Sheet - Cash**  
 As of June 30, 2002

Jun 30, 02    Jun 30, 01

**ASSETS****Current Assets****Checking/Savings**

|                                       |           |           |
|---------------------------------------|-----------|-----------|
| 1000 · Granite Checking - 0510027475  | 23,293.57 | 22,889.70 |
| 1020 · Capital Res - Sav - 0200072050 | 16,436.68 | 22,303.96 |
| 1025 · Capital Res - CD - # 112101775 | 11,469.79 | 10,682.58 |
| 1040 · Working Capital - 0100072323   | 10,538.99 | 8,447.57  |

|                               |                  |                  |
|-------------------------------|------------------|------------------|
| <b>Total Checking/Savings</b> | <b>61,739.03</b> | <b>64,323.81</b> |
|-------------------------------|------------------|------------------|

**Other Current Assets**

|                          |           |          |
|--------------------------|-----------|----------|
| 1300 · Pre-Paid Expenses | 11,000.00 | 6,900.00 |
| 1499 · Undeposited Funds | 400.00    |          |

|                                   |                  |                 |
|-----------------------------------|------------------|-----------------|
| <b>Total Other Current Assets</b> | <b>11,400.00</b> | <b>6,900.00</b> |
|-----------------------------------|------------------|-----------------|

|                             |                  |                  |
|-----------------------------|------------------|------------------|
| <b>Total Current Assets</b> | <b>73,139.03</b> | <b>71,223.81</b> |
|-----------------------------|------------------|------------------|

**TOTAL ASSETS**

|                  |                  |
|------------------|------------------|
| <b>73,139.03</b> | <b>71,223.81</b> |
|------------------|------------------|

**LIABILITIES & EQUITY****Equity**

|                        |           |            |
|------------------------|-----------|------------|
| 3110 · Retained Equity | 71,223.81 | 83,957.49  |
| Net Income             | 1,915.22  | -12,733.68 |

|                     |                  |                  |
|---------------------|------------------|------------------|
| <b>Total Equity</b> | <b>73,139.03</b> | <b>71,223.81</b> |
|---------------------|------------------|------------------|

**TOTAL LIABILITIES & EQUITY**

|                  |                  |
|------------------|------------------|
| <b>73,139.03</b> | <b>71,223.81</b> |
|------------------|------------------|

*Ken*

Long Hill Estates Condominium Association

Budget vs. Actual YTD - Summary

July 2001 through June 2002

07/16/02

Cash Basis

|                                       | Jul '01 - Jun 02 | Budget    | \$ Over Budget |
|---------------------------------------|------------------|-----------|----------------|
| Ordinary Income/Expense               |                  |           |                |
| Income                                |                  |           |                |
| 4010 · Association Fees               | 81,125.00        | 85,860.00 | -4,735.00      |
| 4030 · Late Fees                      | 125.00           |           |                |
| 4040 · Other Income                   | 75.00            |           |                |
| 4050 · Special Assessments            | 1,852.64         |           |                |
| Total Income                          | 83,177.64        | 85,860.00 | -2,682.36      |
| Expense                               |                  |           |                |
| 6000 · Administrative                 | 12,813.38        | 14,900.00 | -2,086.62      |
| 6200 · Buildings                      | 15,561.42        | 9,500.00  | 6,061.42       |
| 6400 · Grounds                        | 4,882.15         | 4,500.00  | 382.15         |
| 6420 · Landscaping                    | 14,080.00        | 13,300.00 | 780.00         |
| 6435 · Roads Maintenance              | 6,850.00         | 11,700.00 | -4,850.00      |
| 6600 · Utilities                      | 7,259.82         | 6,860.00  | 399.82         |
| 6700 · Payments to Capital Res. Fund  | 21,600.00        | 21,600.00 |                |
| 6999 · Uncategorized/Contingency Exp. |                  | 3,500.00  | -3,500.00      |
| Total Expense                         | 83,046.77        | 85,860.00 | -2,813.23      |
| Net Ordinary Income                   | 130.87           |           | 130.87         |
| Net Income                            | 130.87           |           | 130.87         |

**Long Hill Estates at Peterborough, A Condominium  
Annual Meeting**

**PROXY STATEMENT**

I/~~We~~ Evelyn B. Morrison and \_\_\_\_\_  
of Unit # 8 being member(s) in good standing of Long Hill Estates at Peterborough,  
A Condominium, under the provisions of the duly recorded legal instruments governing  
this community, do hereby grant my/our proxy to:

Unit Owner Bill Waters  
Name and unit # 19

for the purpose of establishing a quorum and for any other business that may come before  
the Association at the Annual Meeting of Long Hill Estates at Peterborough, A  
Condominium on **Sunday, September 8, 2002 at 7:30 p.m. at Reynolds Hall, Concord  
Street, Peterborough** (across from All Saints Episcopal Church). This proxy carries full  
right for the proxy holder to cast his/her vote(s) as he/she feels fit. This proxy revokes  
any and all proxies previously assigned; personal appearance at the Annual Meeting will  
negate this proxy.

Date Signed: 9, 8, 02

**NOTE: In the event more than one individuals appear on the deed, ALL such  
individuals must sign this proxy form.**

**Unit Owner Signature**

\_\_\_\_\_

**Unit Owner Signature**

\_\_\_\_\_

**Unit Owner Printed Name**

\_\_\_\_\_

**Unit Owner Printed Name**

\_\_\_\_\_

**Unit Address**

\_\_\_\_\_

**NOTE: Only this Exact form can be used for a proxy from your unit. Copies will not  
be accepted.**

**Long Hill Estates at Peterborough, A Condominium  
Annual Meeting**

**PROXY STATEMENT**

I/We Dafna Krouk Gordon and \_\_\_\_\_  
of Unit # 33, being member(s) in good standing of Long Hill Estates at Peterborough,  
A Condominium, under the provisions of the duly recorded legal instruments governing  
this community, do hereby grant my/our proxy to:

Unit Owner Linda M. King # 33  
Name and unit #

for the purpose of establishing a quorum and for any other business that may come before  
the Association at the Annual Meeting of Long Hill Estates at Peterborough, A  
Condominium on **Sunday, September 8, 2002 at 7:30 p.m. at Reynolds Hall, Concord  
Street, Peterborough** (across from All Saints Episcopal Church). This proxy carries full  
right for the proxy holder to cast his/her vote(s) as he/she feels fit. This proxy revokes  
any and all proxies previously assigned; personal appearance at the Annual Meeting will  
negate this proxy.

Date Signed: 8-19-02

**NOTE: In the event more than one individuals appear on the deed, ALL such  
individuals must sign this proxy form.**

Unit Owner Signature Dafna Krouk Gordon  
President TLL-NH, Inc.

Unit Owner Printed Name  
Dafna Krouk Gordon

Unit Owner Signature \_\_\_\_\_

Unit Owner Printed Name  
\_\_\_\_\_

Unit Address  
\_\_\_\_\_

**NOTE: Only this Exact form can be used for a proxy from your unit. Copies will not  
be accepted.**



**Long Hill Estates at Peterborough, A Condominium  
Annual Meeting**

**PROXY STATEMENT**

~~by~~ Carolyn La Bossiere and \_\_\_\_\_  
of Unit # 35 being member(s) in good standing of Long Hill Estates at Peterborough,  
A Condominium, under the provisions of the duly recorded legal instruments governing  
this community, do hereby grant my/our proxy to:

Unit Owner Jane Morrissey # 35  
Name and unit #

for the purpose of establishing a quorum and for any other business that may come before  
the Association at the Annual Meeting of Long Hill Estates at Peterborough, A  
Condominium on **Sunday, September 8, 2002 at 7:30 p.m. at Reynolds Hall, Concord  
Street, Peterborough** (across from All Saints Episcopal Church). This proxy carries full  
right for the proxy holder to cast his/her vote(s) as he/she feels fit. This proxy revokes  
any and all proxies previously assigned; personal appearance at the Annual Meeting will  
negate this proxy.

Date Signed: 09-08-02

**NOTE: In the event more than one individuals appear on the deed, ALL such  
individuals must sign this proxy form.**

Unit Owner Signature Carolyn La Bossiere Unit Owner Signature \_\_\_\_\_

Unit Owner Printed Name CAROLYN LABOSSIERE Unit Owner Printed Name \_\_\_\_\_

Unit Address 35 Long Hill Estates, Peterborough NH 03458

**NOTE: Only this Exact form can be used for a proxy from your unit. Copies will not  
be accepted.**

**Long Hill Estates at Peterborough, A Condominium  
Annual Meeting**

**PROXY STATEMENT**

I/We THOMAS H. FORMAN and MONICA M. FORMAN  
of Unit # 21, being member(s) in good standing of Long Hill Estates at Peterborough,  
A Condominium, under the provisions of the duly recorded legal instruments governing  
this community, do hereby grant my/our proxy to:

Unit Owner WM. WATERS #19  
Name and unit #

for the purpose of establishing a quorum and for any other business that may come before  
the Association at the Annual Meeting of Long Hill Estates at Peterborough, A  
Condominium on **Sunday, September 8, 2002 at 7:30 p.m. at Reynolds Hall, Concord  
Street, Peterborough** (across from All Saints Episcopal Church). This proxy carries full  
right for the proxy holder to cast his/her vote(s) as he/she feels fit. This proxy revokes  
any and all proxies previously assigned; personal appearance at the Annual Meeting will  
negate this proxy.

Date Signed: August 20, 2002

**NOTE: In the event more than one individuals appear on the deed, ALL such  
individuals must sign this proxy form.**

**Unit Owner Signature**

Thomas H. Forman

**Unit Owner Signature**

Monica M. Forman

**Unit Owner Printed Name**

THOMAS H. FORMAN

**Unit Owner Printed Name**

MONICA M. FORMAN

**Unit Address**

21 LONG HILL EST. PETERBOROUGH NH 03458

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be accepted.**

**Long Hill Estates at Peterborough, A Condominium  
Annual Meeting**

**PROXY STATEMENT**

(I/We) New Hampshire Ball Bearings, Inc. and \_\_\_\_\_  
of Unit # 17, being member(s) in good standing of Long Hill Estates at Peterborough,  
A Condominium, under the provisions of the duly recorded legal instruments governing  
this community, do hereby grant my/our proxy to:

Unit Owner Bill Waters #19  
Name and unit #

for the purpose of establishing a quorum and for any other business that may come before  
the Association at the Annual Meeting of Long Hill Estates at Peterborough, A  
Condominium on **Sunday, September 8, 2002 at 7:30 p.m. at Reynolds Hall, Concord  
Street, Peterborough** (across from All Saints Episcopal Church). This proxy carries full  
right for the proxy holder to cast his/her vote(s) as he/she feels fit. This proxy revokes  
any and all proxies previously assigned; personal appearance at the Annual Meeting will  
negate this proxy.

—> Date Signed: August 22, 2002

**NOTE: In the event more than one individuals appear on the deed, ALL such  
individuals must sign this proxy form.**

Unit Owner Signature

—> Jack Langridge  
NEW HAMPSHIRE BALL BEARINGS, INC.

Unit Owner Signature

\_\_\_\_\_

Unit Owner Printed Name

—> Jack Langridge  
NEW HAMPSHIRE BALL BEARINGS, INC.

Unit Owner Printed Name

\_\_\_\_\_

Unit Address

17 Long Hill Estates, Peterborough, NH 03458

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be accepted.**

**Long Hill Estates at Peterborough, A Condominium  
Annual Meeting**

**PROXY STATEMENT**

I/We Carole B. Reid and \_\_\_\_\_  
of Unit # 6, being member(s) in good standing of Long Hill Estates at Peterborough,  
A Condominium, under the provisions of the duly recorded legal instruments governing  
this community, do hereby grant my/our proxy to:

Unit Owner Bill Waters #19  
Name and unit #

for the purpose of establishing a quorum and for any other business that may come before  
the Association at the Annual Meeting of Long Hill Estates at Peterborough, A  
Condominium on **Sunday, September 8, 2002 at 7:30 p.m. at Reynolds Hall, Concord  
Street, Peterborough** (across from All Saints Episcopal Church). This proxy carries full  
right for the proxy holder to cast his/her vote(s) as he/she feels fit. This proxy revokes  
any and all proxies previously assigned; personal appearance at the Annual Meeting will  
negate this proxy.

Date Signed: 8-21-02

**NOTE: In the event more than one individuals appear on the deed, ALL such  
individuals must sign this proxy form.**

Unit Owner Signature  
Carole B. Reid

Unit Owner Signature  
\_\_\_\_\_

Unit Owner Printed Name  
Carole B. Reid

Unit Owner Printed Name  
\_\_\_\_\_

Unit Address  
6 Long Hill Estates, Peterborough, NH 03458

**NOTE: Only this Exact form can be used for a proxy from your unit. Copies will not  
be accepted.**

LONG HILL ESTATES  
RECORD OF ATTENDANCE  
ANNUAL MEETING  
SEPTEMBER 8, 2002

✓ Bethann San Martino  
 ✓ Virginia G. Peterson  
 ✓ Dorothy and Carl Doane  
 ✓ Steven Vanni (r. Romolo & Eleanor Vanni)  
 ✓ Sandhya Kale  
 ✓ Carol Reid.  
 (r. Hideki and Hata) 6  
 (r. N. H. Ball Bearing) 7  
 Eleanor Webber  
 P Evelyn Morrison  
 Betty Greene  
 (r. Jane Hernandez)  
 (r) Jammie and Robert Lumpford  
 ✓ Jane Morrissey  
 ✓ John Dolan and Midge Gibbons  
 ✓ Judith and Mitch Bianco  
 Amy and Glen Myhaver  
 ✓ C. Robertson Trowbridge  
 ✓ Marilyn and Carl Britton  
 Patrice and Jonathan Hampson -  
 (r) Ann and Ed Hampson  
 ✓ William H. Waters  
 ✓ MaryLou Miley  
 P Monica and Tom Forman  
 Maureen Humphrey  
 ✓ Richard White  
 ✓ Lyn Campbell  
 ✓ Helen Liscord  
 ✓ Iline and Roger Sirois  
 ✓ Lucille and John Spooner  
 ✓ Ann Thayer  
 ✓ Betty and George Austermann  
 ✓ Fran Huntley  
 ✓ Julie Clattenburg  
 ✓ JoAnn Hall  
 P TILL-NH/Linda Hoffman, Mgr.  
 (r) Linda King and patient  
 ✓ Lesley Loke/Liam Kelly  
 ✓ Ms. Carolyn LaBossiere  
 ✓ Annie and Berton George

Fire not present at beginning of  
 meeting - not counted in quorum -  
 got as far as parking lot.

6 Proxies  
 23 ~~24~~ Present > 27 total  
 28 29<sup>2</sup>