

## Documents Included in Annual Meeting Packet

1. Notice of Meeting
2. Agenda
3. 2019 Minutes
4. Finance Report (Profit & Loss Budget Performance) 2019-2020
5. Budget for 2020-2021
6. Vote of Resolution for Disposition of Excess Revenue for IRS.
7. Vote of Resolution for Approval to spend \$300,000 on 8 new roofs to be replaced between June 2020 – October 2025.
8. Nomination Form
9. Proxy Statement
10. **Envelope** with your monthly condo fee **coupons** for next year.
  - ***Monthly fees are due by the first day of the month.***

*A \$20/month late payment fee is applied each month to any payment overdue by 30 days from date due.*

LONG HILL ESTATES at PETERBOROUGH, a CONDOMINIUM

**NOTICE OF ANNUAL MEETING**

The Annual Meeting of the Unit Owners' Association  
will be held on

**Saturday, June 6, 2020**

**at 11:00 am**

**In Field, Behind Unit #12, Long Hill Estates  
Peterborough, NH**

**Rain Date #1: Sunday, June 7, 11:00 am; Behind Unit #12**

**Rain Date #2: Saturday, June 13, 11:00 am; Behind Unit #12**

*If Meeting is postponed due to rain, Board will email notice, and post at  
mail kiosk*

During this COVID Virus time of 6' – 10' social distancing, we are holding  
the meeting outdoors. Please bring your own:

- Chair, sunscreen, bug repellent, sun umbrella, pen (for signing in)

Members in good standing will be allowed to vote. Good standing means  
that all monies currently due the Association must be paid in full at least  
three (3) days prior to the meeting date.

Should you be unable to attend, it is very important that you complete and  
submit the enclosed proxy form to the Board prior to the meeting, OR it may  
be submitted by your assigned proxy at the meeting.

*You may assign your proxy to an individual or to the Board.*

***NOTE: Envelope with monthly condo fee coupons are enclosed in this envelope.***

Signed: The Board of Directors

Long Hill Estates at Peterborough, a Condominium

May 3, 2020

LONG HILL ESTATES at PETERBOROUGH, A CONDOMINIUM  
ANNUAL MEETING

Saturday, June 6, 2020

11:00 am

Behind Unit #12, Long Hill Estates, Peterborough, NH

AGENDA

- A. Call to order
- B. Roll Call (to be taken via check sheet at door)
- C. Introduction of directors and officers
- D. Acceptance of Minutes of May 25, 2019 Annual Meeting (minutes included)
- E. Mandatory Vote of Resolution for Disposition of Excess Revenue Over Expenses For Fiscal Year ending June 30, 2020 (*IRS Revenue Ruling 70-064 included*)
- F. Vote of Resolution for Approval of Roof Replacement expense (from Capital Replacement account) of \$300,000 during years 2020 – 2025.
- G. President's Report
- H. Finance Report (Income/Expense Report included)
- I. Committee Reports
- J. Election of Director (1 position: 3 years)
- K. New Business \*
- L. Adjournment

\* New business may be brought before the body by any unit owner. Should any votes be taken on any new business, the results are non-binding because of certain statutory requirements re. notification for annual meeting business.

**LONG HILL ESTATES at PETERBOROUGH, A CONDOMINIUM**  
**ANNUAL MEETING MINUTES**  
**May 25, 2019**

**PETERBOROUGH TOWN LIBRARY**  
**2 CONCORD ST., PETERBOROUGH, NH**

The meeting was called to order at 7:00 p.m. by Allen Hollander, President.  
A quorum was met with 19 units represented by 14 owners present and 5 proxies.

The president introduced Director Maura Scanlon, Secretary Sharon Smith, and Treasurer Marilyn Britton; he noted that Director Diana Griffin was unable to attend.

Minutes from May 25, 2018 annual meeting were accepted as submitted.

RESOLUTION FOR DISPOSITION OF EXCESS REVENUE Over Expenses for Fiscal Year Ending June 30, 2019 (IRS Ruling 70-064 inc.): Motion was made, seconded, and passed unanimously.

**PRESIDENT'S REPORT & FINANCE REPORT**

1. Thank you to everyone who has contributed to making Long Hill Estates a great place to live. In particular,
  - a. Treasurer Marilyn Britton who keeps things running financially, no matter the challenges and distractions in her personal life;
  - b. Sharon Smith, our Secretary, who keeps our records and keeps us informed;
  - c. Director, Maura Scanlon, who has completed her first year on the Board and provides great wisdom & perspective;
  - d. Director, Diana Griffin for the support, care and attention to our landscaping;
  - e. And while not officers or Directors, others who support the Association:
    - i. Faith Hanson, mail carrier, communicator, Annual Meeting organizer;
    - ii. Sonya LeClair, who's always willing to take on tasks and help out.
    - iii. Glen Swanson, another consistent volunteer and supporter;
    - iv. Sharon Bailly & Lee Charlton who volunteered to serve as back-up bookkeeper and Treasurer;
    - v. And all of you who put effort into keeping porches, lawns, and patios neat and tidy. It is my belief that the realtors' comments on how desirable Long Hill Estates is to buyers, results from what we all do collectively.
2. Regarding residency and ownership: All units previously under agreement or up for sale this year have been sold.
  - a. All are occupied except for #33. Deb Brunt and her kids moved to Keene this past week.
3. No insurance claims this year. Thank you all for maintaining your dryer vents and washer hoses, as well as keeping chimneys clean.
4. The Association hosted an Oktoberfest pot-luck picnic last Fall. It was great to see so many turn out.
5. After discussions with New Hampshire Ball Bearing (the owner of the parking turnout at the base of Long Hill Road), "No Smoking" signs have been posted. And I believe that the smoking issue has decreased if not gone away.
6. The refurbishing of our signs at the base of Long Hill Road, and the 2 entrances to our Association roads will happen this summer.
7. As discussed at our last Annual Meeting, JW will take care of flower beds at entrances, and the brush on the upper back road.
8. Marilyn Britton has spoken to the town about removing overhanging branches on the north side of Long Hill Road.

9. Kiosk parking was marked into four parking spots.
10. The Board has negotiated another two-year extension of the contract with our landscaper, JW. No increase in expense.
11. Regarding Propane: Sonya LeClaire has spoken with Allen & Mathewson and will be negotiating a new contract in the next couple of months with the new provider.
12. Regarding roofs: We had a couple of roof leaks reported. They were fixed or will be shortly. We will likely start replacing roofs this year. Doug Payne is assessing and helping to make a plan. The Association will be kept informed. More on roofs when I get into the finance portion of this report.
13. Because we had 2 foundations last year that needed crack filling, I sent a notice to owners of units who have not had their foundations looked at in the past 4 years. The notice indicated that they could contact Doug Payne to inspect. The Association will pay for that expense.
14. As I've done in the past, I'd like to remind us all:
  - a. Keep cats indoors.
  - b. Keep car speed to 10 mph on LHE roads.
  - c. Clean your chimneys once a year, even if you don't burn wood.
  - d. Clean your dryer vent once a year.
  - e. Change your propane burner filter every 6 months.
  - f. Garage doors should be kept shut when not in use. Please let your neighbor know if their door is open for a long time. I forgot to close mine a few weeks ago and I appreciated the heads up from a neighbor!
  - g. Remove weeds from cracks in your driveway and between patio and foundation.
15. Also, it would help me a lot if: When you request a repair, let me know when it's completed – or after 3-4 weeks if it hasn't been addressed at all.

#### **16. Budget highlights for 2018 – 2019 (with one month left in FY)**

- a. Our cash + receivables have increased:
  - i. From: \$236,172 (April 26, 2018)
  - ii. To: \$280,983 (April 26, 2019)
- b. Insurance cost: \$16, 577 vs. budgeted \$17,500.
- c. Pest control cost: \$1,342 vs. budgeted \$1,250.
- d. Tree/Shrub maintenance cost; \$3,175 vs \$2,000
  - i. This includes \$2,118 pruning of apple trees
- e. Painting cost: \$10,000 vs. budgeted \$11,000.
- f. General Repairs total expense (Labor + Material): \$5,073 vs. budgeted \$11,800.
- g. Winter snow, plow, sand, & roof clearing expense:
  - i. \$7,357 vs budget \$12,700.
- h. Roads & Driveway maintenance: \$3,855 expense vs. budget at \$3,500
  - i. \$860 cost for storm drain cleaning.
  - ii. \$2,995 cost for a rebuilt driveway which was excessively flooded.
- i. Trash removal: Monthly increase in expense went from \$295 to \$310.

#### **17. Budget highlights for coming year 2019-2020:**

- a. Monthly fee will increase \$10 to \$260. A 4% increase.
  - i. As a reference:
    1. Colonial Square condo's are at \$325/month.
    2. One Sand Hill condos are at \$310/month.
    3. Governor's Square condo fees are based on square footage. The owner we asked said they pay \$305/month
- b. As for specific line items. This past fiscal year budgeted compared to next FY's budgeted items:
  - i. Accounting: From \$600 to \$500
  - ii. Bank service charge: From \$70 to \$75.

- iii. Bookkeeper: From \$250 to \$240.
- iv. Insurance: Remains at \$17,500.
- v. Legal Fees: From \$100 to \$0
- vi. Miscellaneous: From \$255 to \$220
- vii. Office Supplies: Remains at \$300
- viii. Postage: Remains at \$50
- ix. Taxes: Remains at \$25
- x. Painting: Budgeted at \$11,000, but will be much less
  - 1. After publishing the budget, our painter said we could pass this year on painting buildings. The buildings are holding up well enough. Exception is the mail kiosk. This was just noticed this past week, hence no specific quote at this time.
- xi. Pest Control: From \$1,250 to \$1,350
- xii. Repairs & Maintenance (Labor + Materials)
  - 1. From \$11,800 to \$8,600
- xiii. Capital Replacement Fund contribution:
  - 1. From \$21,000 to \$25,320
- xiv. Bed Maintenance: Remains at \$5,750
- xv. Fall Clean-up: Remains at \$1,540
- xvi. Fertilization (weed & feed)): From \$2,170 to \$5,520
  - 1. New contractor replaces James Stacy.
  - 2. Includes
    - a. 5 applications of fertilizer + crabgrass protection
    - b. Insect control
    - c. Grub control
- xvii. Mowing: Remains at \$8,000
- xviii. Spring Clean-up: Remains at \$3,300
- xix. Tree/Shrub Maintenance: Currently budgeted at \$2,000
  - 1. This will likely go up due to another round of apple tree work which is quoted at \$1,300
- xx. Winter plow/sand/shovel/roof raking + road repair
  - 1. From \$16,200 to \$16,010
- xxi. Electricity: Remains at \$1,100
- xxii. Trash removal: From \$3,540 to \$3,720
- xxiii. Water Hydrants: Remains at \$200

#### 18. New roofs:

- a. Doug Payne, our maintenance contractor recommended that we should start thinking about replacing roofs. He will oversee for us any roof replacements.
- b. Doug interviewed and received quotes from two companies he knows:
  - i. Guyer & Son Roofing (Marlborough, NH). \$35,000 per building
  - ii. Melanson Company (Keene, NH). \$55,000 per building
  - iii. Both said that our roofs aren't "that bad."
- c. The quotes do not include rubber roofs on the sunrooms.
- d. Doug prefers Guyer. He likes their work, they are less expensive, they are trustworthy.
- e. I have looked them up on line and they get consistently good reviews.
- f. Doug will suggest which 2 buildings would get roofs first. Hopefully before winter comes. We aim to have a replacement plan developed.
- g. I will keep everyone informed when any decision gets made.

#### QUESTIONS/COMMENTS REGARDING PRESIDENT'S REPORT & FINANCE REPORT

- 1. A question was raised re. whether we should consider metal roofs. Response: Aside from cost, metal roofs incur a danger of avalanches.

2. It was also suggested that we might consider architectural shingles because they last longer. The Board will consider.
3. A question was raised re. what's happening with shrubbery trimming. This needs to be looked at. Diana will follow up when she returns.
4. It was noted that the fruit trees look great this year after an excellent job of trimming them.
5. The street light in front of #5 is chronically out. Allen will follow up.

RESOLUTION FOR APPROVAL OF ROOF REPLACEMENT EXPENSE FOR FY ENDING JUNE 30, 2020. (RESOLVED: That the Board of Directors has approval by the Association to spend up to \$80,000, from the Capital Replacement Account on roof replacements during the 2019–2020 Fiscal Year.) This passed unanimously.

#### COMMITTEE REPORTS

1. Abutment Committee (Glen Swanson)
  - a. In 1985, the owners of the sand pit abutting our property wanted to go into our property to “level off” the property. They were given permission for 10 years.
  - b. They have been encroaching on LHE property.
  - c. In the past year, they say further digging has stopped.
  - d. The sand-pit property is up for sale. Town Manager Rodney Bartlett says the prospective new owners will take care of the problem by re-grading the land. Glen will follow up.
2. Speed limit on Route 202
  - a. The state won't be changing the speed limit at the base of our road.
  - b. Marilyn may still speak with owners of other businesses farther south on Route 202 to see if they'd want to join in protesting.

#### NEW BUSINESS

1. Conservation land: We own 35 acres of conservation land that's open to the public. Allen will ask whether this affects our insurance and whether we should be posting that land against hunting.
2. Beautification: It was proposed that the Board be authorized to take \$10,000 from the Capital Improvements fund to further beautify the grounds. The Board will discuss.
3. Wasps: A question was raised about getting rid of wasp nests around porches. Answer: Use wasp spray in the cracks of the porch in the early evening.
4. Concern about mulching: There was some concern about mulch being applied a little overenthusiastically this year. Usually when we get a hard rain, the excess mulch will come off, but Allen will ask JW to be careful when applying the mulch.
5. Some kind of critter (a vole?) is burrowing into the ground in search of food in front of #9. Allen will look into the problem.
6. Fireplaces
  - a. Those owners who have fireplaces should be having their chimneys cleaned every year, even if they're not using the fireplaces. (Sometimes birds nest in the chimneys.)
  - b. A move was made to ban burning wood, but this was not supported.
  - c. Maura will check to see if she can get a group rate on having fireplaces and chimneys inspected and cleaned.
  - d. A suggestion was made, with a majority of support in the room, that the Association mandate that fireplaces and fireplace chimneys be inspected annually with proof furnished. It was noted that someone would need to take on the process of getting that voted on, and approved, as an addition to the Association rules. Also, someone would need to take on the role of monitoring compliance. Maura Scanlon said that she would lead this endeavor. She will consult with Marilyn Britton as to the correct procedure regarding adding a new rule as well as monitoring compliance.
7. Sink hole: Filling the sink hole near the tennis court is on JW's agenda. This was started on May 24.

8. Potential October festival/picnic: Most agreed that this would be a good tradition to continue.
9. Solar panels: Sometime in the future, we might want to look into having these.

#### ELECTION OF DIRECTOR

1. Diana Griffin was elected to another 3-year term on the Board of Directors.

The group thanked Allen and the Board for all they do to keep the Association running smoothly, and the meeting adjourned at 8:35 p.m.

Respectfully submitted,  
Sharon Smith, Secretary



RESOLUTION FOR DISPOSITION OF EXCESS REVENUE OVER EXPENSES

FOR

FISCAL YEARS ENDING JUNE 30, 2020

RESOLVED: That any excess of membership income over membership expenses for the year ending June 30, 2020 shall be applied against subsequent tax year member assessments as provided by IRS Revenue Ruling 70-064.

RESOLUTION FOR APPROVAL of ROOF REPLACEMENT EXPENSE

from

FISCAL YEARS ENDING JUNE 30, 2020 – JUNE 30, 2025

RESOLVED: That the Board of Directors has approval by the Association to spend up to \$300,000, from Capital Replacement Account on roof replacements between June 2020 and June 2025

## **Long Hill Estates at Peterborough, a Condominium**

### **Cover Letter for 2020 Financial Report**

#### **“Profit & Loss Budget Performance”**

#### **For Easy Identification of a specific dollar amount**

Columns are Labeled F - K

Rows are Numbered 5 - 87

#### **Explanation of each column:**

**F - Apr '20 Actual**

Actual income or amount spent during April

**G – Apr '20 Budget**

Amount budgeted for this month.

This can be the total amount, 1/6<sup>th</sup> OR 1/12<sup>th</sup> of what is budgeted for that item

**H – Jul '19 – Apr '20**

Income or expenditure from beginning of our fiscal year through April.

**I – YTD Budget (year to date)**

The budget for current fiscal year to date (July thru April)

**J -- Annual Budget**

Amount budgeted for whole fiscal year (July '19 thru June '20)

**K --YTD Actual Minus (--) YTD Budget**

Difference between actual income or expenditure AND budget amount to date.

(column H minus column-I)      (negative numbers preceded by a minus sign)

Page 1 of 3

# Long Hill Estates Condominium Association Profit & Loss Budget Performance

April 1 - 29, 2020

4:41 PM  
04/29/20  
Cash Basis

	A	B	C	D	E	F	G	H	I	J	K
1											
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	Apr Actual	Apr Budget	Jul '19 - Apr '20	YTD Budget	Annual Budget	YTD Actual -- YTD Budget
Insurance	0.00	1,409.40	16,788.00	14,531.40	17,500.00	2,256.60
Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00
Legal Fees-Reimbursable	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.00	17.69	482.61	182.39	220.00	300.22
Office Supplies	0.00	24.17	1,323.83	249.17	300.00	1,074.66
Postage	0.00	3.96	0.00	40.86	50.00	-40.86
Taxes	0.00	1.93	0.00	19.93	25.00	-19.93
Administrative - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Administrative	0.00	1,522.73	19,189.44	15,699.44	18,910.00	3,490.00
Buildings						
Painting	0.00	886.05	0.00	9,135.45	11,000.00	-9,135.45
Pest Control	0.00	108.75	0.00	1,121.25	1,350.00	-1,121.25
Reimburse	0.00	0.00	0.00	0.00	0.00	0.00
Repairs/Maintenance-Labor	0.00	483.33	4,969.50	4,983.33	6,000.00	-13.83
Repairs/Maintenance-Materials	0.00	209.38	1,964.50	2,158.78	2,600.00	-194.28
Roof Replacements	33,498.00	0.00	70,123.00	0.00	0.00	70,123.00
Buildings - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Buildings	33,498.00	1,687.51	77,057.00	17,358.81	20,950.00	59,658.19
Funding of Funds						
Capital Replacement Fund	0.00	2,039.67	50.00	21,029.67	25,320.00	-20,979.67
Funding of Funds - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Funding of Funds	0.00	2,039.67	50.00	21,029.67	25,320.00	-20,979.67
Grounds Maintenance						
Bed Maintenance	3,090.00	463.13	4,548.74	4,775.03	5,750.00	-226.29
Fall Cleanup	0.00	124.02	1,540.00	1,278.72	1,540.00	261.28
Fertilization	0.00	444.67	2,600.00	4,584.67	5,520.00	-1,984.67
Mowing	0.00	644.38	7,053.75	5,643.78	8,000.00	409.97
Spring Cleanup	3,300.00	265.83	3,300.00	2,740.83	3,300.00	559.17
Tree/Shrub Maintenance	0.00	161.05	3,290.00	1,660.45	2,000.00	1,629.55
Grounds Maintenance - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Grounds Maintenance	6,390.00	2,103.08	22,332.49	21,683.48	26,110.00	649.01

Long Hill Estates Condominium Association  
Profit & Loss Budget Performance  
April 1 - 29, 2020

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
66						Apr Actual	Apr Budget	Jul '19 - Apr '20	YTD Budget	Annual Budget	YTD Actual -- YTD Budget
67						0.00	0.00	0.00	0.00		
68						0.00	202.13	1,747.50	2,084.03	2,510.00	-336.53
69						425.00	806.20	7,020.00	8,303.20	10,000.00	-1,283.20
70						0.00	281.88	0.00	2,906.28	3,500.00	-2,906.28
71						0.00	0.00	0.00	0.00		0.00
72						425.00	1,290.21	8,767.50	13,293.51	16,010.00	-4,526.01
73											
74						89.04	88.55	905.98	912.95	1,100.00	-6.97
75						310.00	299.67	3,100.00	3,089.67	3,720.00	10.33
76						46.20	16.05	184.80	165.45	200.00	19.35
77						0.00	0.00	0.00	0.00		0.00
78						445.24	404.27	4,190.78	4,168.07	5,020.00	22.71
79						40,758.24	9,047.47	131,587.21	93,272.98	112,320.00	38,314.23
80						-30,578.24	0.53	-38,940.83	15.02	0.00	-38,955.85
81											
82											
83						51,648.34					
84						166,470.43					
85						22,708.23					
86						240,827.00					
87						2,290.00					

Long Hill Estates at Peterborough, a Condominium  
**Budget for 2020-2021**

**Income**

Assessments

Owner Base Monthly	<b>\$260.00</b>
<b>Total Assessments/Income</b>	<b>\$112,320.00</b>

**Expense**

Administration

Accounting Services	500.00
Bank Service Charges	75.00
Bookkeeper	240.00
Insurance	17,500.00
Legal Fees	0
Miscellaneous	220.00
Office Supplies	300.00
Postage	50.00
Taxes	25.00
<b>Total Administration</b>	<b>\$18,910.00</b>

Buildings

Painting	11,000.00
Pest Control	1,350.00
Repairs/Maintenance/Labor	6,000.00
Repairs/Maintenance/Materials	2,600.00
Roof Replacement (3 buildings)	111,000.00
<b>Total Buildings</b>	<b>\$131,950.00</b>

Funding of Funds

<b>Capital Replacement Fund</b>	<b>\$25,320.00</b>
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Grounds Maintenance

Bed Maintenance	5,750.00
Fall Cleanup	1,540.00
Fertilization	5,520.00
Mowing	8,000.00
Spring Cleanup	3,300.00
Tree/Shrub Maintenance	2,000.00
<b>Total Grounds Maintenance</b>	<b>\$26,110.00</b>

Roads/Winter Maintenance

Other Winter Maintenance	2,510.00
Plow/Sand/Shovel	10,000.00
Roads/Driveway Maintenance	3,500.00
<b>Total Roads/Winter Maintenance</b>	<b>\$16,010.00</b>

Utilities

Electricity	1,100.00
Trash Removal	3,720.00
Water – Hydrant	200.00
<b>Total Utilities</b>	<b>\$5,020.00</b>

<b>Total Expense</b>	<b>\$223,320.00</b>
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LONG HILL ESTATES at PETERBOROUGH, a CONDOMINIUM

**NOMINATION FORM**

At the Annual Meeting on June 6, 2020 the membership will be electing the following to the Board of Directors:

**ONE UNIT OWNER TO FILL A THREE-YEAR TERM**

Should you wish to nominate someone prior to the meeting, please do so by using this form and submitting it to the Board before the meeting.

This same form may be used for self-nomination.

Nominations may also be submitted on the floor, at the meeting, verbally or in writing up until the time the election takes place.

Nominators must be unit owners.

-----  
NOMINEE FOR 3-YEAR TERM:

\_\_\_\_\_ UNIT # \_\_\_\_\_

NOMINATED BY:

\_\_\_\_\_ UNIT # \_\_\_\_\_



PROXY STATEMENT  
ANNUAL MEETING  
Long Hill Estates at Peterborough, a Condominium

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

\_\_\_\_\_  
(name)

\_\_\_\_\_  
(address)

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 **June 6, 2020 at 11 a.m. behind  
Unit #12, Long Hill Estates, Peterborough, NH.** 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 \_\_\_\_\_

*NOTE: In the event more than one individual appears 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.*

#1

**BOTH**

**UNIT 1**

**DUE DATE** 6/1  
**AM'T DUE** **\$260.00**

**Pay to:** **Long Hill Estates Condo Association**  
**100 Long Hill Est, Peterborough, 03458**

**Am't Paid** \_\_\_\_\_ **Check #** \_\_\_\_\_

**AFFIDAVIT  
ANNUAL MEETING  
June 6, 2020**

We hereby certify that notice of the Annual Meeting of Long Hill Estates at Peterborough, a Condominium was mailed to all unit owners at their addresses of record via 1<sup>st</sup> class mail

OR

handed directly to owners at the direction of the Board of Directors by an owner who concurrently received a signature of acceptance from each recipient; both methods according to the requirements of RSA 356B and the By-Laws. The list of owners and addresses is attached to this affidavit.

Signed \_\_\_\_\_  
Allen Hollander  
President of the Board of Directors

\_\_\_\_\_  
Date

Signed \_\_\_\_\_

\_\_\_\_\_  
Date

Witness \_\_\_\_\_

\_\_\_\_\_  
Date

UNIT OWNER CHECK SHEET  
LONG HILL ESTATES at PETERBOROUGH, a CONDOMINIUM  
June 6, 2020 – ANNUAL MEETING

Verification – delivery of annual meeting packets to owners  
(All addresses are unit # Long Hill Estates -- Exceptions listed)

<u>UNIT #</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>SIGNATURE</u>
1	Ravi Both & Amy Spitzfadden		_____
2	Laurel Peterson	6383 Caminito del Pastel San Diego, CA 92111	_____
3	Ed & Jean Wright		_____
4	Gavin Hayes		_____
5	Diane Buchholz		_____
6	Sharon Bailly		_____
7	Elizabeth Charlton		_____
8	Carle Partridge		_____
9	Glen & Annagreta Swanson		_____
10	Joan Jansen		_____
11	Charles & Barbara Pendleton		_____
12	Maura Scanlon		_____
13	Allen Hollander		_____
14	Nouna Kettaneh	42 Pine Hill Rd Hollis, NH 03049	_____
15	Brenda Salmonson		_____
16	Carl Sr. & Marilyn Britton		_____

<u>UNIT #</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>SIGNATURE</u>
17	NH Ball Bearings (hold coupons)	Bill Anderson NHBB 175 Jaffrey Road Pet. NH 03458	_____
18	William Lutz	P.O. Box 2100 Peterborough, NH 03458	_____
19	Bill Anderson	Bill Anderson NHBB 175 Jaffrey Road Pet. NH 03458	_____
20	Emil & Alverta Petrovick		_____
21	Nancy Clarke		_____
22	Faith Hanson & Joan Butler		_____
23	Richard White		_____
24	Sonya LeClair		_____
25	Sharon Smith		_____
26	Carol Petersen		_____
27	Michael & Cathy Merra		_____
28	Ann Thayer		_____
29	George Austermann		_____
30	Linda Buxton		_____
31	Katie Mercier Noe		_____
32	Diana Griffin (hold coupons)		_____
33	Monadnock Dev. Services	Attn: Joel Fitzpatrick 121 Railroad St.	_____

Keene, NH 03431

34	Alejandro & Regina Andres (hold coupons)	_____
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<u>UNIT #</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>SIGNATURE</u>
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35	Ann Lammers	_____
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36	Augustus Crocker & Lisa Gendron (hold coupons)	_____
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