

**LONG HILL ESTATES OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JULY 8, 1997  
5 pm**

**PRESENT:** Tom Forman, George Austermann, Amy Myhaver, John Spooner and Bob MacNevin

**Committee Structures:** Tom proposed that a Director "chair" each committee -- all were in agreement. Finance Committee - Amy Myhaver, Buildings & Grounds - George Austermann, Community - Tom Forman. This is one way we can be sure committees are active. Amy will seek to "recruit" Whalen Dunn to be on hand to counsel on any financial issues. John Spooner remains vital to the finance committee. George will be assisted by Bob MacNevin who has done a great deal of the work in the past. Tom will seek help from his wife Monica who will assist with clerical duties such as filing (Tom's favorite job). Tom has also spoken with Midge Gibbons, Fran Huntley and Ray Goodyear who are all willing to help in various ways.

**Financial Matters:** John Spooner gave an update on finances and related issues. There has been some confusion as to procedure around initial payments to the Capital and Reserve Accounts with some owners. John reported that two unit owners owe their initial amount of \$200 each. (This seems to be an oversight at the time of closing on a mortgage).

One owner is delinquent with association dues. Tom notified the owner that we shall be forced to take a lien on the unit and apply a surcharge to delinquent payments as per our bylaws unless we receive full payment for the \$600 owed for February, March, April, May, June and July.

John gave Tom proof of insurance on building #9.

John reported that we are well below budget for expenses in May and probably will show this for June as well. Our current cash on hand is approximately \$40,000 -- this includes all accounts Capital, Working, and Checking.

Audits are up to date through 1996 and income tax done. We are currently waiting for approval from the IRS on the change in our fiscal year. It is hard to plan for an annual meeting until we know for sure that we've been approved for this change.

**Buildings & Grounds:** Bob MacNevin reported that Mr. Stahl will be here some time in August to begin work on painting the trim on Bldgs. 6 & 7.

TJ Jarest has promised to provide a quote on a blacktop area near the tennis courts for basketball and tetherball. George will follow up on this.

George will also contact Keith Electric regarding the three broken lighting fixtures (2 on the approach road and 1 in front of Unit #1). Bob MacNevin has contacted PSNH for an estimate on a new pole and lights. This is a possibility if existing lighting cannot be repaired. More research is needed. George and Bob will work together on this.

Sunroom roofs are an ongoing problem. Tom, Bob and George met with Mary Fezette on June 23 to discuss this problem. Mary might be able to come up with some financial assistance. The quote from Melanson Roofing came in astonishingly high. More estimates are needed. Bob MacNevin to follow up.

We all agreed to have the above items attended to by the next meeting including an up-to-date report on the status of the sunroof problem.

Meeting adjourned early at 6:45 due to time constraints by some members. **Next meeting will be August 5, 1997 at 5 o'clock at Tom Forman's.**