

LHE Board of Directors Meeting  
March 30, 2011  
Unit 21

The Board of Directors meeting opened at 6:30pm. Attending: Nancy Clarke, President , Sonya LeClair, Julie Clattenburg, Treasurer and Midge Gibbons, Clerk.

Midge Gibbons was nominated by Nancy to fill the vacant position on the Board, seconded by Sonya. Midge agreed to accept the position for two months until the annual meeting.

In lieu of reading last month's minutes, the Board voted to accept the minutes as posted.

Treasurer's Report The Board reviewed the income and expense report, and Julie answered any relevant questions.

There was a motion by Nancy and seconded by Sonya all in favor, to transfer \$3,598.00 from the capital replacement account to the operating account for previously paid bills.

Also, another motion was made by Nancy and seconded by Sonya, all in favor, to transfer \$750.00 from the capital replacement account to the operating account for a down payment for the Landscape Master Design.

Contracts Nancy reported that in speaking with J.W. Cox, owner of Dub's Shrubs, that the contract will probably remain the same for next year. Dub's Shrubs contract is due at the end of April.

The Board is in the process of hiring a new contractor – and Nancy will meet with John Norton.

Allen and Mathewson, propane gas contractor, will send new contract in May.

Matt Harwood, painting contractor, is in line to paint buildings #8 and #9, and will do some touch ups as needed.

Donation Nancy proposed that Long Hill Estates Association make a donation of \$50.00 to the Monadnock Congregational Church to thank them for the use of their facility – all in favor, motion carried forth.

Nancy reported that the attorney's office sent a letter to the Mortgagee of unit 27 requesting payment to the association for unpaid condo fees and legal costs. Nancy moved to accept "An Accelerated Resolution of Assessments" drawn up by the attorney's office. All in favor.

Meeting adjourned at 8:35pm

Respectfully submitted,

Midge Gibbons, Clerk

Next meeting: April 13<sup>th</sup> 6:30 pm Unit #11

**LONG HILL ESTATES CONDO ASSOCIATION  
BOARD MEETING  
March 30, 2011**

**AGENDA**

- A. Call to Order
- B. Secretary's minutes
  - Read January 2011 minutes on bulletin board
- C. Treasurer's Report
  - Updated report for atty re money owed on #27
  - Discussion of water bill
- D. Old Business
  - Renewal of JW's contract
- E. New Business
  - Midge will join board until Annual Meeting - vote
  - Dismissal of John Norton/discussion of his 2011 bill
  - Introduction of Doug Payne as new Maintenance Contractor/Contract under restructuring process
  - Deb Claffey contract for Landscape Design
  - Cost of Propane for 2011 – 2012
  - JW Cox will assume roof snow removal as required
  - Annual Meeting scheduled for May 26, 2011
    - Donation to Church as a thank you??
    - Painting of Bldgs 8 and 9 scheduled for 2011
    - 2011/2012 Budget – begin preparations
    - Any other new business
- F. Adjournment

**Long Hill Estates at Peterborough, A Condominium  
Contract for Property Maintenance Services**

Douglas Payne, hereafter referred to as the Contractor, agrees to perform property maintenance services to Long Hill Estates at Peterborough, A Condominium, hereafter referred to as LHE.

**Section A. Duration of the Contract**

The Contractor shall perform property maintenance services during the period of April 2011 through December 2012. By mutual agreement of the parties, this Contract shall continue in full force and effect for an additional 24 months subject to the mutual agreement of the parties as to revisions in terms and conditions including the payment schedule set forth below.

This Contract may be terminated by either party for any reason by giving thirty (30) day written notice.

**Section B. Property Maintenance Services**

***B.1. Scope of Work***

The Contractor shall perform maintenance, repair, and capital improvements to the LHE's buildings and grounds that fall outside of the contracts let by the LHE. Such work shall be initiated through a system of maintenance requests put forth by Unit Owners or the Board of Directors. The Contractor shall administer this system in a manner that allows for the tracking of requests and their disposition.

The Contractor shall have discretion to proceed with work deemed by him to be appropriate, where the total cost does not exceed \$100.00. Work to be performed that exceeds this amount shall be approved by the Board of Directors, or its designee, prior to its commencement.

The Contractor shall furnish all materials, tools, equipment, and labor necessary to complete the work.

**Long Hill Estates at Peterborough, A condominium  
Contract for Property Maintenance Services**

**B.2. Payment Schedule**

The Contractor shall be paid an hourly rate of \$35.00 for labor and the actual cost of materials used in work performed under this Section of the Contract. The Contractor shall provide the LHE with a monthly billing that includes a Brief description of each job undertaken during the month.

**Section C. Relationship Between Parties**

LHE employs the Contractor for the purposes and to the extent set forth in this Contract. The Contractor shall be free to use such portion of his time during regular business hours as he is not obligated to devote hereunder to LHE in such manner as he sees fit and to such persons, firms, or corporations as he deems advisable.

**Section D. Professional Responsibility**

Nothing in this Contract shall be construed to interfere with or otherwise affect the rendering of services by the Contractor in accordance with his independent and professional judgment. The Contractor shall perform his services in a good and workmanlike manner and in accordance with generally accepted property maintenance practices.

**Section E. Contractor Time Off**

The Contractor may schedule up to three (3) weeks of time for vacation or other personal reasons with reasonable notice to LHE to avoid schedule conflicts.

**Section F. Insurance and Indemnification**

The Contractor agrees to indemnify and hold harmless LHE for all loss, liability, claims or expense (including reasonable attorney's fees) arising from bodily injury, including death, to any person, or damage to property arising out of the performance of this Contract including work performed by contractors or subcontractors employed by the Contractor in performance of this contract.

**Long Hill Estates, at Peterborough, A Condominium**  
*Contract for Property Maintenance Services*

The Contractor shall, at his/her own cost and expense, purchase and maintain during the performance of the work:

- 1. Commercial General Liability Insurance** with limits of not less than \$500,000 per occurrence. Coverage shall specifically include the Contractual liability assumed under this Contract and name LHE as an Insured. Insurance shall be written by a state-licensed insurance company.
- 2. Workers' Compensation Insurance** covering all employees in accordance with the laws of New Hampshire including Employers Liability Insurance with a limit of not less than \$100,000.
- 3. Automobile Liability Insurance** covering all owned, non-owned or hired motor vehicles used in connection with this contract with a single limit for bodily injury and property damage of not less than \$500,000 per accident.

The Contractor shall furnish LHE with certificates evidencing these insurance requirements no later than the commencement date of the Contract. Furthermore, the Contractor shall require all contractors or Subcontractors employed under this contract to furnish evidence of Liability, and where applicable, Workers' Compensation Insurance to LHE.

**Section G. LHE Contact Person**

Any area (s) of concern encountered by the Contractor in regard to the property, as well as any questions regarding the performance of the Contract, shall be directed to the President of the LHE Board of Directors or another Individual designated by the Board.

**Long Hill Estates at Peterborough, A Condominium**  
*Contract for Property Maintenance Services*

**Signed:**

**For Douglas Payne (Contractor)**

By \_\_\_\_\_ Date \_\_\_\_\_  
Douglas Payne  
Phone: 603-525-3575 Cell: 603-831-0149

**For Long Hill Estates at Peterborough, A Condominium**

By \_\_\_\_\_ Date \_\_\_\_\_  
Nancy C. Clarke, President, LHE

By \_\_\_\_\_ Date \_\_\_\_\_  
Sonya LeClair, Director

**Long Hill Est Condo Assoc**  
**March 2011 Cash Flow by Bank/Investment Account**

Total Cash on Deposit as of March 1...	\$64,161.12
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Starting Cash in Ocean Nat'l Checking	\$21,691.92
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<u>Date</u>	<u>Transaction</u>	<u>Deposit</u>	<u>Withdraw</u>	<u>Chk #</u>	<u>Balance</u>
03/01	11420-John Norton		360.00	11420	\$21,331.92
03/14	11421-PSNH		81.71	11421	\$21,250.21
03/14	11422-Town of Peterborou		40.00	11422	\$21,210.21
03/14	11423-Nancy Clarke		54.97	11423	\$21,155.24
03/14	Owner checks, batch 5800	6900.00		DP	\$28,055.24
03/17	11424-Dub's Shrubs Lands		5107.00	11424	\$22,948.24
03/17	11425-Monadnock Disposal		295.00	11425	\$22,653.24
03/17	Txfr to 10200R - Cap Rep		1260.00	11426	\$21,393.24
03/25	Owner checks, batch 4737	695.00		DP	\$22,088.24

Ending Cash in Ocean Nat'l Checking	\$22,088.24
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Starting Cash in Cap Replacement Savings	\$29,239.27
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<u>Date</u>	<u>Transaction</u>	<u>Deposit</u>	<u>Withdraw</u>	<u>Chk #</u>	<u>Balance</u>
03/17	Txfr from 10000C - Ocean	1260.00		DP	\$30,499.27
03/25	monthly interest	2.51		othDP	\$30,501.78

Ending Cash in Cap Replacement Savings	\$30,501.78
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Starting Cash in Working Cap Savings	\$13,229.93
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<u>Date</u>	<u>Transaction</u>	<u>Deposit</u>	<u>Withdraw</u>	<u>Chk #</u>	<u>Balance</u>
03/25	monthly interest	1.01		othDP	\$13,230.94

Ending Cash in Working Cap Savings	\$13,230.94
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Starting Cash in Petty Cash	\$0.00
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<u>Date</u>	<u>Transaction</u>	<u>Deposit</u>	<u>Withdraw</u>	<u>Chk #</u>	<u>Balance</u>
	Ending Cash in Petty Cash				\$0.00

Total Cash on Deposit as of March 31...	\$65,820.96
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**Long Hill Est Condo Assoc**  
**Balance Sheet - Period Ending Mar 31, 2011**  
**Cash Basis**

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**Assets.....**

Bank, Savings & Investment Accounts	
Ocean Nat'l Checking	\$22,088.24
Cap Replacement Savings	\$30,501.78
Working Cap Savings	\$13,230.94
Petty Cash	\$0.00
Other Assets	
	<b>Total Assets</b>
	<b>\$65,820.96</b>

**Liabilities and Owners Equity.....**

<b>Total Liabilities and Owners Equity</b>	<b>\$65,820.96</b>
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3-29-2011

# Long Hill Est Condo Assoc

## Fees Due/Prepaid

Owners with a zero balance are not shown

Net Due/Prepaid (negative amount indicates prepaid): \$1,331.00

Due: 1371

Prepaid: 40

<u>Owner #</u>	<u>Owner</u>	<u>Unit Address</u>	<u>Balance</u>
1056	Matthew Farhm	19 Long Hill Estates	\$230.00
1059	Marcie Pettee	04 Long Hill Estates	(\$30.00)
1053	David L. Poirier	12 Long Hill Estates	(\$10.00)
1051	Estate of Richard Torla,	27 Long Hill Estates	\$1,141.00

**SmartZone Communications Center**

clarke21@comcast.net

+ Font size -

**LHE - Torla (27 Long Hill)****From :** Susan M. Tinnin <STinnin@winerbennett.com>

Fri Mar 25 2011 3:10:09 PM

**Subject :** LHE - Torla (27 Long Hill)

5 attachments

**To :** Nancy Clarke/Long Hill <clarke21@comcast.net>, Ann Lammers/Long Hill  
<sonnetrnr@earthlink.net>, Julie Clattenburg/Long Hill <jclattlibrary\_06@yahoo.com>

Good afternoon ladies,

We reviewed the registry of deeds relative to this unit as it's been so long since it had been done. In doing so, we found the attached decree from the court action to quiet title. This allows the mortgage holder to foreclose on the unit without repercussion from any heirs of Mr. Torla who might come forward afterwards.

Also attached is an assignment of the mortgage from Sand Canyon Corp. (formerly Option One) to Wells Fargo Bank ("WF"). This will be the first payment request sent to WF, so we don't know what kind of response, if any, we'll get.

The outstanding charges go back to mid summer 2010. Per NH law, condominium assessments must be "liened up" within 6 mos. Therefore, we have prepared and attach a resolution to accelerate and two liens – one for the "older" debt and one for the "newer" debt (that includes assessments accelerated through 06/11). Long Hill has an acceleration clause whereby the BOD can, by resolution, accelerate a delinquent unit owner's assessment through the end of the current fiscal year. This saves time and money from having to prepare/record liens so often.

If the BOD passes the resolution, one of the co-presidents should sign the resolution, sign both liens in the presence of a notary, have the notary complete the notarial acknowledgments, and then return a copy of the resolution and the original liens to our office. You should keep the original resolution with the Association's records.

I know this is a lot of information to digest. *Please don't hesitate to contact me should you have any questions.* Once the payment request is mailed, we'll forward a copy to you for the Association's records. Thank you. Susan

<<Decree for FC of Mrtg r 08-27-09.pdf>>    <<Assign of Mrtg to WF r 08-30-10.pdf>>    <<Resolution to Accelerate 03-11.docx>>    <<Memo of Lien 03-11 (older debt).docx>>    <<Memo of Lien 03-11 (newer debt).docx>>

**Susan Tinnin****Legal Assistant to Gary A. Braun****Winer and Bennett, LLP****111 Concord St., P. O. Box 488****Nashua, NH 03061-0488****Phone: (603) 882-5157****Fax: (603) 821-7497****E-mail: stinnin@winerbennett.com**

This message and any attached documents contain information which may be confidential, subject to privilege, or

Long Hill Estates Condominium Association  
YTD Income/Expenses FY2009-2010 and Budget for FY2010-2011

Column 1      Column 2      Column 3      Column 4      Column 5      Column 6

Expense Category	Expense Sub-Category	Actual Expense 7/1/10-3/31/11	Budget Jul 10-Jun 11	Remaining Budget	
					Chg in Bud From Prior Yr
					Monthly Fee
Funding of Funds	Capital Replacement Fund	11,340.00	15,120.00	3,780.00	35.00
	<b>Subtotal - Funding of Funds</b>	<b>11,340.00</b>	<b>15,120.00</b>	<b>3,780.00</b>	<b>35.00</b>
Grounds Maintenance	56405 Fertilization	0.00	1,500.00	1,500.00	3.47
	56415 Irrigation	0.00	1,200.00	1,200.00	2.78
	56421 Mowing	4,650.00	7,000.00	2,350.00	16.20
	56422 Spring Cleanup	0.00	2,750.00	2,750.00	6.37
	56423 Bed Maintenance	615.00	4,000.00	3,385.00	9.26
	56425 Tree/Shrub Maintenance	3,365.50	3,900.00	534.50	9.03
	56426 Fall Cleanup	1,540.00	1,540.00	0.00	3.56
	<b>Subtotal - Grounds Maint</b>	<b>10,170.50</b>	<b>21,890.00</b>	<b>0.00</b>	<b>50.67</b>
Loan Payment	93000 Loan Principal	0.00	0.00		
	93001 Loan Interest	0.00	0.00		
	<b>Subtotal - Loan Payment</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Roads & Winter Maintenance	56436 Plow, Sand & Shovel	8,575.00	10,000.00	1,425.00	23.15
	56438 Other Winter Maint	1,612.00	2,500.00	888.00	5.79
	<b>Subtotal - Roads/Winter Maint</b>	<b>10,187.00</b>	<b>12,500.00</b>	<b>2,313.00</b>	<b>28.94</b>
Utilities	56605 Electricity	690.41	825.00	134.59	1.91
	56610 Trash Removal	2,655.00	3,750.00	1,095.00	8.68
	56615 Water	3,143.11	1,400.00	(1,743.11)	3.24
	56620 Water - Garden Reimburse	0.00	0.00	0.00	0.00
	<b>Subtotal - Utilities</b>	<b>6,488.52</b>	<b>5,975.00</b>	<b>(513.52)</b>	<b>13.83</b>
	<b>TOTAL EXPENSE</b>	<b>83,620.08</b>	<b>99,360.00</b>	<b>28,530.61</b>	<b>230.00</b>
	<b>NET OPERATING INCOME</b>	<b>514.76</b>	<b>0.00</b>		

ASSETS:

Jul 2010-June 2011	Bal 7/1/2010	Income	Interest	Expenses	Bal 3/31/11
Ocean National Checking Account					22,088.24
Capital Replacement Account*	25,479.61	11,340.00	30.17	6,348.00	30,501.78
Working Capital Account**	13,216.96	0.00	13.98	0.00	13,230.94

\*Income for the Capital Replacement Account derives from the operating income (i.e., Owner Base Monthly Assessment)  
\*\*Income for the Working Capital Account derives from one-time payments of new owners and is not reflected in the operating income.

**Long Hill Estates Condominium Association  
YTD Income/Expenses FY2009-2010 and Budget for FY2010-2011**

Income Category	Income Sub-Category	Actual Income 7/1/10-3/31/11	Budget Jul 10-Jun 11	Remaining Budget	Column 4 Budget Jul 10-Jun 11	Column 5 Chg in Bud From Prior Yr	Column 6 Monthly Fee
Assessments	41000 Owner Base Monthly	71,300.00	99,360.00	28,060.00	99,360.00	0.00	230.00
Investments	41100 Interest Earned	44.15	0.00	(44.15)	0.00	0.00	0.00
Miscellaneous	42000 Other Income	12,790.69	0.00	(12,790.69)	0.00	0.00	0.00
	42010 Garden Fund	0.00	0.00	0.00	0.00	0.00	0.00
	42015 Water-Garden Reimb	0.00	0.00	0.00	0.00	0.00	0.00
	42050 Porch Staining Reimb	0.00	0.00	0.00	0.00	0.00	0.00
	42100 Legal Fee Reimb	0.00	0.00	0.00	0.00	0.00	0.00
	42200 Late Fees	0.00	0.00	0.00	0.00	0.00	0.00
	42210 Interest on Late Fees	0.00	0.00	0.00	0.00	0.00	0.00
	42310 Maintenance Reimb	0.00	0.00	0.00	0.00	0.00	0.00
	42400 Workers Comp Rebate	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL INCOME</b>		<b>84,134.84</b>	<b>99,360.00</b>	<b>15,225.16</b>	<b>99,360.00</b>	<b>0.00</b>	<b>230.00</b>
Expense Category	Expense Sub-Category	Actual Expense 7/1/10-3/31/11	Budget Jul 10-Jun 11	Remaining Budget	Column 4 Budget Jul 10-Jun 11	Column 5 Chg in Bud From Prior Yr	Column 6 Monthly Fee
Administrative	50100 Bank Service Charges	0.00	0.00	0.00	0.00	0.00	0.00
	56010 Accounting Services	2,351.25	2,400.00	48.75	2,400.00	0.00	5.56
	56025 Dues & Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00
	56030 Insurance	6,985.50	10,600.00	3,614.50	10,600.00	0.00	24.54
	56035 Legal Fees	0.00	2,000.00	2,000.00	2,000.00	0.00	4.63
	56036 Legal Fees-Reimburseable	974.00	0.00	(974.00)	0.00	0.00	0.00
	56045 Consultant/Educ Fees	0.00	0.00	0.00	0.00	0.00	0.00
	56050 Miscellaneous	220.40	745.00	524.60	745.00	0.00	1.72
	56055 Insurance Claim	12,790.69					
	56060 Office Supplies	179.47	250.00	70.53	250.00	0.00	0.58
	56065 Postage	55.25	200.00	144.75	200.00	0.00	0.46
	56075 Taxes	2.00	75.00	73.00	75.00	0.00	0.17
<b>Subtotal - Administrative</b>		<b>23,558.56</b>	<b>16,270.00</b>	<b>5,502.13</b>	<b>16,270.00</b>	<b>0.00</b>	<b>37.66</b>
Buildings	56205 Painting	18,000.00	17,035.00	(965.00)	17,035.00	0.00	39.43
	56210 Pest Control	0.00	1,250.00	1,250.00	1,250.00	0.00	2.89
	56214 Repairs/Maint-Adm	3,240.00	4,320.00	1,080.00	4,320.00	0.00	10.00
	56215 Repairs/Maint-Labor	635.50	4,000.00	3,364.50	4,000.00	0.00	9.26
	56217 Repairs/Maint-Reimburse	0.00	0.00	0.00	0.00	0.00	0.00
	56216 Repairs/Maint-Materials	0.00	1,000.00	1,000.00	1,000.00	0.00	2.31
<b>Subtotal - Buildings</b>		<b>21,875.50</b>	<b>27,605.00</b>	<b>5,729.50</b>	<b>27,605.00</b>	<b>0.00</b>	<b>63.90</b>