

LONG HILL ESTATES
Board of Directors Meeting
Monday, November 5, 2001 - 1:30 p.m.

Present: Marilyn Britton, Rob Trowbridge, Bill Waters
Guest: Ann Thayer
Clerk: JoAnn Hall

- I. Call to Order: The meeting was called to order at 1:35 p.m.
A. Motion to accept the minutes of the last meeting, seconded, approved.

II. Old Business

- A. President's Report. No changes. Motion to accept, seconded, approved.

B. Reports on Outstanding Issues

1. Minutes (att'd) on brief Oct. 29 meeting:
 - a. #34 owner request re wet crawl space. (NB: Following info is current meeting addition to minutes of brief meeting: Prospective buyers wanted signed assurance from BOD that it would bring in an engineer in Spring of '02 to solve drainage problems. Marilyn said association could not give any assurance that they would fix any drainage "problem" but owner could tell prospective buyer that BOD would have an engineer look at the drainage (no date specified) and give us any recommendations. Rob agreed that Marilyn draft statement making no promises and not referring to it as a "problem." The sump pump/hole is working. Marilyn said we could contribute \$300 to that work already done, but no more. There may be some way to divert water from hillside or plant Scotch pine to soak it up.)
 - b. Crocker conflict with representing association in sun roof repair matters since he is already representing unit owner in on-going sun roof matter. Also other details about sun roof repairs.
 - c. Letters to #9 and #12 tenants asking them not to use fireplaces since inspections not reported. Marilyn is also sending notes on need for fireplace inspections to all eight fireplace owners; BOD must receive copy of report that inspections have been done.
 - d. Insurance addendum for #18
 - e. Mailboxes for BOD members given out.
2. Anrik. Shutdown was done. No bill yet.
3. TruGreen. Liming was done
4. Town Water Proposal. No word from the town yet in response to BOD oral counter-proposal. They will probably make counter-counter-proposal and we'll take it under advisement.
5. Long Hill Rd. Petition. 5. Have now decided to put the petition through to the Board of Selectmen re taking over Long Hill Rd. and, if they agree, will have it put on the warrant without the advance 100% owner approval. If it passes at Town Meeting, then bring it back to the owners to get the 100% necessary approval. About half have already approved; approach to the recalcitrant should be that it could mean significant reduction in condo fees.

III New Business

A. Treasurer's Report and Other Financial Info

1. Looking at cash, we're \$4,000 ahead of last year, we're on budget, moving in the right direction. Some discrepancy in figures re association fees collected and budgeted--will ask Ed--there must be another figure.

2. Marilyn B. gave Rob the Finance Book, which includes tax return.

3. Marilyn gave Rob copy of bill for insurance work done on Unit #2 (\$2865). We received \$1865 from the insurance company and will pay that to contractor; unit owner must pay contractor the \$1,000 deductible. Rob will take to Ed and make copy of bill for Marilyn.

4. Marilyn also gave Rob two-part bill from Tony for work on #18. Ass'n advanced Tony \$500 for materials, included in total bill of \$1500. Ass'n received \$938.08 from the insurance company and will pay Tony \$438 out of that. Addendum for \$505 for insulation (not previously included) filed with insurance company and will be dealt with after we get money from insurance company. Marilyn also wants copy of this bill. She will be in touch with both unit owners.

B. Rymes Takeover. Marilyn has some questions about papers just received asking for credit info--drumming up business for gas cards? What is definition of "second stage regulator" owned by landowner? Will check with Justine at Rymes, but Bill thinks it refers to underground pipes that would be owned by the Association. Rob T. thinks Rymes owns tanks but agrees association owns underground pipes. Rymes changed all meters on schedule but will have to come back to do inspections and cleaning, building by building. Dates posted at mailboxes.

C. Tree Work. Bill said it will cost \$375 for big oak and one over the hydrant. Probably about \$400 for those and one other tree. Bill thinks tree trimming, or in some cases bush trimming, can probably be done by association.

D. and E. Main Roofs.

1. Rob has talked to engineer but has not yet heard back from him. He will notify Rob when he can come--before snow flies. He seemed aware of need to do it before it is too cold, but Rob will contact him again immediately to encourage him. Tony has suggested domes to cover same area as sky lights--might be easier to make waterproof. Wants to be present when engineer comes.

2. Shingles class action suit. Engineer brought up this subject too. He says we probably have cause for such a suit. Tony doubts that these are GAF shingles, which have been subject of a class action suit. Linda thinks it's a good idea--get someone out here to look at them and determine who made them. Many companies are agreeing to pay, not only for the replacement of shingles but also for the labor. Must discuss further with engineer.

F. Special Meeting - time and agenda. Mentioned but not covered.
Sidetracked by lengthy call and then discussion of call from owner of #34 re drainage (see II- B-1-a.)

G. Grounds Care.

1. Waiting for complete estimates from MKS –some things omitted–e.g., clean up, sprinkler system and mowing field that seems high. Will have figures for next meeting. Needs to put in more stakes in preparation for snow plowing. Marilyn will speak with Bill about it.

2. Grounds Committee - Need to meet and clarify priorities. Haven't yet put out questionnaire but they should, since association wants to know what people want.

3. Marilyn has asked Tony to check gutters behind #9 and #7–they're close to trees.

H. Landscapers' Fall clean up. Not done yet. Rather sloppy. Raking pine needles? Last mowing? Need clear understanding about what is expected.

IV. Other Business

A. Light Bulbs. On her own initiative, owner of #10 bought two long-lasting bulbs for outside posts and asked another owner to replace burnt-out bulb. Marilyn will thank her and, on Rob's advice, will reimburse her (\$15) if she insists, but Tony can buy them for half the price. Any future such repairs must be done through the BOD, not another owner.

B. Bylaw Amendments. Marilyn has been to Register of Deeds to register bylaw amendments. It will take about six weeks to get them back, at which point Marilyn will put them in new, 3-ring black binders for each owner to replace with bylaws now in black spiral binder. Amendments should be filed in front of the book. Marilyn has made an index. Book must stay with the unit when unit is sold. Rob suggested adding "community" to title on the cover. Marilyn agreed.

C. McKenna Opinion. Rob will be talking to McKenna about looking at LHE site re possible drilling for water. That's for the future.

D. Insurance: Discussed letter from Chris Snow re probable increase in buildings insurance fees. Might want to send out some feelers to other companies. Need to get coverage we want for less money. Bill W. says \$4,000,000 coverage is the magic number at \$125,000 value per unit.

V Adjournment: Meeting adjourned at 3:35 p.m. **Next Meeting: Dec. 10 at 2:00, aiming for 3:30 adjournment.**

Respectfully submitted,

JoAnn Hall, Clerk

President's Report for 11/5/01 BOD Meeting

- 10/10: Called Bill – would he take 911 keys in my absence until 10/12.
- 10/15: First of several detailed phone conversation with Justine @ Rymes re: their take over as our Gas Provider. Making Nov.1 their target date. Sent her detailed list of owners/tenants/phone numbers, etc.
- 10/16: Met with clerk re: minutes of annual meeting and 10/8 BOD meeting.
Hand delivered written Gas Company Transition Plan from Keene to Rymes to each unit.
Posted same on bulletin board.
- 10/18: Gave Ed copies of following for mail out on 10/22 to all owners with condo fee :
new board rules policy for handbook with extra for tenants,
print out for absentee owners on transition plan from Keene Gas to Rymes,
annual meeting minutes to wait for next mailing...bulletin board note to that effect.
- 10/19: Called Tom Forman – would he take 911 keys in my absence until 10/22.
Left messages for Tony and Anrik...no shows for work that week
Tony – two customers had emergency roof work and still trying to get more materials for our jobs. Anrik – compressor failed. Both trying to come during following week.
- 10/24: Picked up board member mailboxes @ Bellettetes.

Called Jeff Crocker for status of our questions..."possible conflict to represent association on sunroom roof issue while he is representing owner of #4 on that sunroom roof leak re: escrow money from seller."
Called for quick meeting with other board members....
- 10/25: Prepared all new declaration/by-law amendments for Hillsboro County registry of deeds.
Sent ltrs to tenants in #9 and #12 that they still may not use their fireplaces until we get a professional's report that they are safe...copies to Greene and their attorney.
Prepared an Index for planned new by-law book that numbers all pages consecutively.
- 10/29: Called Anrik...they are coming to drain system tomorrow.
Called Rymes...coming Wed with seven technicians to put in new meters, and do furnace inspections and cleanings. Will call owners Tues.

Brief BOD meeting: see minutes attached to 11/5 agenda.
re: 1) conflict for Attorney Jeff Crocker We discussed how this impedes work proceeding on all roofs. Spoke of a dollar amount we could afford for service of an engineer that Rob will call.
Called #4 owner after meeting and we agreed to be in close touch.
2) Discussed calls from new owner of #34 about water issues in crawl space that have caused her problems in selling.
3) Discussed insurance addendum for unit #18 garage repair for damaged insulation which had not been included in first ice dam inspection.
4) Spoke of lack of fireplace chimney inspection reports for units 9&12 and ltrs to tenants.

Any further items will be included on 11/5 BOD mintues.

Marilyn Britton, President

**BOD brief 10/29 meeting notes for record:
To be added to 11/5 BOD meeting notes.**

#34 owner request:

Problem selling as crawl space floor wet and inspector gave unfavorable report.

BOD offered to help financially as we had in #33.

Approx. \$300 for properly installed sump pump to keep any water away from the water heater...also suggested she raise water heater, if necessary.

Crawl spaces do not have to be air or water tight.

Crocker conflict:

Phone conversation with Attorney Crocker about the status of our earlier requests suggested conflict assisting association with our sunroom roof repair program as he was representing an association owner with an on-going sunroom roof/escrow issue.

Phone call to #4 sunroom owner following meeting about our plans and status of his escrow issue, which currently seemed stagnant. Agreed we would keep in close touch about our plans and escrow issue.

Discussed amount we could agree on for engineer's costs.

Discussed engineer working with our contractor.

Discussed timing of all this as several sunroom roofs need work before it gets much colder.

Letters to #9 and #12 Greene tenants with copies to owner re: no fireplace inspection reports due last Nov, 00. Asked them not to use until reports were forthcoming. P.S. Later call from daughter of #9 saying she knew inspection had been done. Assured her we were not unhappy with tenants, just assuring their safety and making one more attempt to get reports from owner.

Insurance Addendum for #18 garage ceiling repair from winter ice dam: contractor found damaged insulation. Insulation not mentioned in initial inspector's report. Called CAU and will send them contractors estimate. Gave Rob contractors request for monies for materials for this job.

Board mailboxes given out for front entry areas.

Respectfully,

Marilyn A. Britton, President