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MINUTES, LONG HILL ESTATES  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 29, 2003  
3:00 PM UNIT 10

The meeting was called to order by Jane Morrissey, Clerk at 3:05 pm

Present were Directors Liam Kelly, Bill Waters, and Jane Morrissey, and Maintenance Contact Person, Tom Forman.

Tom Forman presented a thorough Maintenance update. (Report attached)

The Snowplow Contract will be awarded on October 9th.

MOTION: by Bill Waters, second by Liam Kelly: That at least 2 Board members sign all contracts and that amendments to contracts be initialed by both parties to the agreement.  
PASSED: All in favor

MOTION: by Bill Waters, second by Jane Morrissey: That Liam Kelly be elected President, that Jane Morrissey be reappointed Clerk, that George Austermann be reappointed Treasurer, and that Beth SanMartino reappointed Assistant Treasurer.  
PASSED: All in favor

MOTION: by Jane Morrissey, second by Liam Kelly: That Policy Resolution #01/03 , Furnace and Fireplace Inspection Requirement, that an Amendment to the Handbook for Residents re: Cleaning of Furnaces and Chimneys, page 6, and that Policy Resolution #02/03 Overnight Street Parking, be adopted.PASSED: All in favor

MOTION: by Bill Waters, second by Liam Kelly: That Pilicy Resolution #01/03, Street Parking, be adopted. PASSED: All in favor

MOTION: by Bill Waters, second by Liam Kelly: That the Board authorize the expenditure of \$150 to renew the Association membership in CAI. PASSED: All in favor

AGREED BY CONSENSUS: To send a letter to Marilyn Britton in response to her proposals for a By-Law change and Speeding, indicating the position that it is not felt that Board action is needed.

A MEETING was scheduled for October 20<sup>th</sup> at 10:30 am.

The meeting was adjourned at 5:05 pm.

Respectfully submitted,

*Jane Morrissey, Clerk*

**LONG HILL ESTATES AT PETERBOROUGH, A CONDOMINIUM**

**POLICY RESOLUTION # 01/03  
FURNACE AND FIREPLACE INSPECTION REQUIREMENT**

**WHEREAS:** Section 3 ,e,(i) of the Declaration of Condominium does *not* include furnaces and fireplaces in the definition of Common Area and

**WHEREAS:** Article V, Section 9 of the By-Laws allows the Board of Directors to enact rules concerning the operation and use of the Common Area and

**WHEREAS:** Article V, Section 4 (b) of he By- Laws assigns to the Unit Owner the responsibility for maintenance and repair of portions of a unit not required to be maintained, repaired, or replaced by the Board of Directors and further assigns responsibility to the Unit Owner for any damage to any and all other units or to Common Area resulting from a failure to make any and all repairs required to be made by him under this section and

**WHEREAS:** On November 20, 2000 the Board of Directors adopted a Resolution relating to inspection and reporting of the working condition of furnaces and fireplaces and

**WHEREAS:** A motion eliminating the requirement for fireplace and furnace inspection was adopted by the Board of Directors on January 6,2003

**THEREFORE BE IT RESOLVED THAT:** The Resolution re: furnace and fireplace inspection ,dated November 20,2000 be revoked .

Resolution approved by the Board of Directors: September 29,2003  
Resolution effective: November 30,2003

**LONG HILL ESTATES AT PETERBOROUGH, A CONDOMINIUM**

**AMENDMENT TO RECOMMENDATION RE: CLEANING OF FURNACES AND CHIMNEYS , PAGE 6, HANDBOOK FOR RESIDENTS**

That the section be replaced with the following:

**Furnaces and Fireplaces**

Notwithstanding that there is no requirement for inspection of furnaces and fireplaces, it is recommended that your furnace be inspected at least every other year, not only for reasons of safety, but to preserve its useful life as well. Many people have hot water heaters and gas fireplaces checked at the same time. Furnace filters should be changed every 6 months.

Wood burning fireplaces, if used, should be inspected yearly, and if not used, every other year. Even though chimneys may have a wire screening, it is not uncommon to find bee's nests inside.

Adopted by the Board of Directors for inclusion in the handbook for Residents, Long Hill Estates, September 29,2003

**LONG HILL ESTATES AT PETERBOROUGH, A CONDOMINIUM**

**POLICY RESOLUTION # 02/03  
STREET PARKING**

**WHEREAS:** Article III, 1,(e) assigns the responsibility for making and amending rules respecting the use of the property and

**WHEREAS:** Article V, 9, allows the Board of Directors to make rules concerning the operation and use of the Common Area and

**WHEREAS:** The Handbook for Residents, Long Hill Estates, page 4, addresses certain aspects of Vehicles and Parking and

**WHEREAS:** It is impractical to ban all street parking

**THEREFORE BE IT RESOLVED THAT:** Overnight street parking is not allowed.

Approved by the Board of Directors: September 29,2003

Effective: December 15,2003

Report of Maintenance Contact Man  
9/29/03

I started my activities on Sept. 17 and have since then constantly interfaced with our Maintenance Manager Paul Seguin. The communication chain between owners and Paul is working well. He receives what seems to be an average of two requests per day - a considerable number, however he assures me that he can handle them as many are quickly taken care of.

We are having a troubling problem with the roof repairs which have been going on throughout the summer. The areas proving faulty have at this time all been fixed by John Norton. The problem we experience is that recent rain storms have resulted in water getting into units: 10,11,20,26,28 and that a leak in unit 8 (not a repaired area involved) has also occurred. This one may have been of long standing and is being worked on by John today or tomorrow. The communication chain involving Paul and the owner has worked amazingly well and John has or is managing to repair all these areas by caulking specific places which, according to Paul have shown workmanship problems. By the end of this week all roof repairs will be done. The promptness exhibited by John Norton in taking care of our problems is remarkable.

Paul as handyman has worked on eliminating the water entering the crawl space of # 31 by changing the grade outside the building and installing a downspout that throws the water further away

Part of the big oak tree at the edge of the field by the tennis court has broken off during a recent storm. This limb was sticking out almost at right angles to the main trunk of the tree. The tree itself seems sound, at least in Paul's and my opinion. A friend of Mrs. Peterson will take the tree for the wood and clean up the area, probably this week

Paul and I decided to ask the contractor not to cut the grass and wild flowers on the slope on the left side - going up of the approach road (Long Hill Road) and not to do the fall fertilization.

The water department has been asked to turn off the sprinkler system's meters and will do this next week. MJS will then evacuate the system with compressed air.

Paul has received two bids for our snow removal and is expecting one more next week. I gave both bids to Liam.

Comments

As a member of the pilot project, started by Ed Hampson I wish to report that Ed has lent his computer to start work and that Lesley is inputting data to the CAI software at this point. In this connections I wish to point out that we shall now soon start our reserve analysis. I suggest a brain storming group, including a director to be formed to produce suggestions for long term projects. Suggest this not be the group now charged with the question of parking space etc. The "Pilot Project Team" badly needs the cooperation of the directors and owners for this task as well as for the one involving a simpler, cheaper and better accounting system using the CAI software and their inputs.

Respectfully submitted  
Tom Forman

# Long Hill Estates Condominium Assoc - Reserve Projects Worksheet

For new/additional projects

Asset Name:

Year Last Done:

Useful Life (Years):

Number of Units:

Replacement Unit:

Salvage Value:

Unit Cost:

% Replacement:

Asset Name:

Useful Life (Years):

Year Last Done:

Replacement Unit:

Number of Units:

Unit Cost:

Salvage Value:

% Replacement:

Asset Name:

Useful Life (Years):

Year Last Done:

Replacement Unit:

Number of Units:

Unit Cost:

Salvage Value:

% Replacement: