

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

**BOARD MEETING MINUTES**

October 23<sup>rd</sup> 2007

16 LONG HILL ESTATES 7:00 PM

The meeting was called to order at 7:05 pm.

Present were Board members Greg Lawn; Marilyn Britton and Ann Lammers; Financial Administrator, Julie Clattenburg; Treasurer George Austermann; Clerk, Diana Griffin.

Greg proposed the first Order of Business was to elect positions for the new Board. Marilyn made a proposal that Greg should be nominated as President for at least 6 months. Greg declined citing personal reasons. He has offered to help in any way he can, but as much of the President's business takes place during the working day, he is unable to carry out the task.

Ann asked if Marilyn would be prepared to take the position of President. Marilyn accepted the position and requested that she have a meeting with Glen Swanson (Past President) and Greg to get her "up to speed" with the happenings of the Association over the past year. There was some discussion regarding John Norton and JW Cox - Dub's Shrubs. Greg noted that there were some small issues requiring the Board's attention.

**MOTION** by Greg Lawn, second by Ann Lammers to accept Marilyn as President of the Board of Directors.

**PASSED:** Unanimous

**Keys:** Greg will have sets of keys cut for all Board Members.

**Water Meters:** Greg will contact Beth at the Town Office to confirm that the meters have been removed.

**Mail:** Julie will pick up mail from the Post Office and the Mailbox.

**Checks/Bills:** The Board must approve all invoices/bills. George needs to see all major bills. Checks require only one signature.

Marilyn questioned the contract for the Garbage Disposal Company. Julie will look back in her records for evidence of a contract.

The issue with Unit #27 foreclosure status is being taken care of by the lawyer - Gary Braun of Nashua. His law firm is Winer and Bennett LLP, 111 Concord Street, PO Box 488, Nashua, NH 03061-0488.

Greg highly endorses Gary Braun as our attorney. He is very well versed in Condo law and is extremely dependable.

Marilyn suggests looking into the possibility of hiring the services of an ombudsman/consultant to save the Association high legal fees. She will research this matter.

Marilyn enquired about her request for installing a window in her condo. The issue had been settled by the Board at a meeting during the summer. Diana will check back on previous minutes and report her findings to Marilyn.

Marilyn talked about a pile of dirt on the common land near the dumpster. She noted that some unit owners appeared to be under the impression that this pile of dirt was a compost heap for the use them to dispose of organic waste. This is not the case! Diana will post a notice indicating such.

Community Garden: The topic of creating a community garden was brought up by Marilyn. Greg suggested that a sub committee of volunteers should be formed to get the project underway. Glen Swanson and David Clarke have expressed an extreme interest in a community garden. Ann Lammers will be the Board representative on this sub committee, which will establish rules for the upkeep of the garden. They will decide if and where a compost pile may be located, along with setting rules for the disposal of unit owners' waste on the compost pile (if at all?). Diana will post a notice asking for volunteers to become a part of the sub committee for the community garden.

JW will do the "heavy" work to start the garden. Glen will be the contact dealing with JW.

Signs: David Clarke has commenced the repair of the signs at the bottom of the hill. He will be reimbursed for his expenses.

Storm doors: Marilyn brought up the issue of the storm doors. Greg will look into the possibility of getting a higher quality of storm door at a reduced price, if 15 or more are purchased. The doors which have half glass are cheaper.

Marilyn brought up the issue of garage doors not being fully closed. This can create a health hazard as feral cats have been seen entering and leaving the garage at #8. Other wild life may be involved also. There may be rabid animals in the area at times which are a health concern to everyone.

Diana will post a notice reminding cat owners that cats may only be out of doors on a leash. All cats living in the development must be indoor cats.

The question arose as to how to handle residents who continually break the rules, despite numerous "reminders". The procedure for those individuals is first a letter from the President and then a letter from the attorney. In the past, there was a \$25.00 penalty per day for infractions of the rules.

Greg recommended that we look at the rules for the Sand Hill Condominium Development. He also suggested that we look at the history of offenders and the method of reprimand imposed.

A committee needs to be established to review and possibly amend the Rules. Greg will spearhead this committee. Diana will post a notice looking for volunteers to assist Greg in this task.

Marilyn commented that it is essential that every seller MUST pass on the Condo documents and Rules to the buyer.

Nancy Clarke and Diana will get together to discuss ideas for a "Welcome Basket" for new residents.

Gary Braun will represent the Association in the Small Claims matter involving Gerry Christian on December 5<sup>th</sup> at 1:30pm. Glen Swanson will also be present.

John Norton is paid a retainer of \$350.00 per month, and draws against that sum. Presently he is working on an "on call" basis. Greg will contact John regarding jobs pending. John needs to check the Maintenance mailbox every other day.

A contract for John needs to be on the Agenda for the next Board Meeting, as well as a system for reviewing Maintenance request forms. Diana has put blank forms in the small box under the Maintenance Mailbox.

George will contact John in connection with his recent invoice. Board members and/or George need to initial all invoices.

Driveway at #12 - Both Mathewson and Baird will come to examine the problem. Marilyn will call to meet with them in the near future.

Greg will contact Tim Allen in regards to locating the gas lines.

Diana and Julie will get together to back up all computer files.

#### Expenses:

- MOTION by Greg, second by Ann to pay Marilyn \$65.95 for a rhododendron bush.  
PASSED: Unanimous
- MOTION by Marilyn, second by Ann to pay Greg \$151.70 for speed bumps. PASSED: Unanimous

Julie will present a treasurers report at the next Board Meeting.  
Ocean Bank will approve signature cards for the Treasurer and President.

Ann requested setting up futures meeting dates. It was recommended that the Board meet as necessary.

Next meeting will take place on Tuesday, November 20<sup>th</sup> at Greg's house, Unit #25 at 7:00pm.

The Board Meeting Date will be posted for Unit owners who might want to attend to discuss a problem or concern. The first 30 minutes of the meeting is an Open meeting to discuss such issues. The remainder of the meeting is closed for Association business.

Items for the next Agenda may be sent to Marilyn.

MOTION by Marilyn to adjourn, second by Greg. PASSED: Unanimous

The meeting adjourned at 9:45 approx! (can't remember and didn't write it down....ooops!)

Respectfully submitted,  
Diana Griffin, Clerk