

LONG HILL ESTATES at PETERBOROUGH, a CONDOMINIUM

NOTICE OF ANNUAL MEETING

The Annual Meeting of the Unit Owners' Association
will be held on

**Saturday, May 25, 2019
at 7:00 p.m.**

**Peterborough Town Library
Peterborough, NH**

Members in good standing will be allowed to vote. Good standing means that all monies currently due the Association must be paid in full at least three (3) days prior to the meeting date.

Should you be unable to attend, it is very important that you complete and submit the enclosed proxy form to the Board prior to the meeting, OR it may be submitted by your assigned proxy at the meeting.

You may assign your proxy to an individual or to the Board.

Signed: The Board of Directors
Long Hill Estates at Peterborough, a Condominium
April 24, 2019

Documents Included in Annual Meeting Packet

1. Notice of Meeting
2. Agenda
3. 2018 Minutes
4. Finance Report (Profit & Loss Budget Performance) 2018-2019
5. Budget for 2019-2020
6. IRS Resolution for Disposition of Excess Revenue
7. Vote of Resolution for Approval to spend \$80,000
8. Nomination Form
9. Proxy Statement

Note: This packet also contains your payment slips for next year's condo fees.

LONG HILL ESTATES at PETERBOROUGH, A CONDOMINIUM
ANNUAL MEETING
Saturday, May 25, 2019
7:00 PM
Peterborough Town Library, Peterborough, NH

AGENDA

- A. Call to order
- B. Roll Call (to be taken via check sheet at door)
- C. Introduction of directors and officers
- D. Acceptance of Minutes of May 25, 2018 Annual Meeting (minutes included)
- E. Mandatory Vote of Resolution for Disposition of Excess Revenue Over Expenses For Fiscal Year ending June 30, 2019 (*IRS Revenue Ruling 70-064 included*)
- F. Vote of Resolution for Approval of Roof Replacement expense (from Capital Replacement account) not to exceed \$80,000 in 2019-2020 fiscal year.
- G. President's Report
- H. Finance Report (Income/Expense Report included)
- I. Committee Reports
- J. Election of Director (1 position: 3 years)
- K. New Business *
- L. Adjournment

* New business may be brought before the body by any unit owner. Should any votes be taken on any new business, the results are non-binding because of certain statutory requirements re. notification for annual meeting business.

**LONG HILL ESTATES at PETERBOROUGH, A CONDOMINIUM
ANNUAL MEETING MINUTES
May 25, 2018**

**PETERBOROUGH TOWN LIBRARY
2 CONCORD ST., PETERBOROUGH, NH**

The meeting was called to order at 7:00 p.m. by Allen Hollander, President. A quorum was met with 20 units represented by 15 owners present and 5 proxies. One renter was also in attendance.

The president introduced Directors Diana Griffin and Sharon Smith, and noted that Treasurer Marilyn Britton was unable to attend.

Minutes from last year's annual meeting were accepted as submitted.

RESOLUTION FOR DISPOSITION OF EXCESS REVENUE Over Expenses for Fiscal Year Ending June 30, 2018 (IRS Ruling 70-064 inc.): Motion was made, seconded, and passed unanimously.

PRESIDENT'S REPORT & FINANCE REPORT

1. Allen expressed thanks to Treasurer Marilyn Britton, and Board members Sharon Smith (who also serves as the Association's Secretary) and Diana Griffin for the support, care and attention they give to this community. In addition, he thanked Faith Hanson, who no longer serves as a Director, but continues to serve the Association in many ways, not the least of which is the key role she played in organizing this meeting. Allen also thanked the LHE community for the cooperation and support individuals provide throughout the year, which makes living here so pleasant. Allen also noted the effort we put into keeping our porches, lawn, and patios neat and tidy. A number of realtors have remarked upon this.
2. Regarding residency and ownership:
 - a. #1 is up for sale
 - b. #6 has a new renter, Sharon Bailly
 - c. #14, Marty Price has moved and the unit is up for sale
 - d. #19 was purchased by Bill Anderson
 - e. #31, Julie Clattenburg, (a former LHE treasurer), passed away this year. Her unit is under agreement with Joanne Rhodes
 - f. #33, owned by Monadnock Development Services, has a new resident: Debra Brunt and her 2 children
 - g. #36 was sold this week to Lisa Gendron & Augustus Crocker
3. No insurance claims this year. Allen thanked the community for maintaining dryer vents and washer hoses, as well as keeping chimneys clean. Periodic reminders will continue to be sent to owners.
4. Buildings' roofs and clapboards are holding up well. We had a couple of roof leaks reported. They were fixed or will be shortly. We will continue to assess our roofs this year.

5. Due to this winter's freeze, thaw, rain, and deep freeze cycle, 2 foundations had small cracks and were repaired.
6. The changeover from a single trash only dumpster, to the duo of recycling and trash dumpsters went smoothly. Allen thanked the community for their involvement and support.
7. The Board did not require driveway sealing this year. It's due to be done at some point in the near future. It may be required for the coming year. The good news is that our roads and driveways are not aging too fast.
8. A unit owner proposed that the Association build a sunroom addition on top of the unit's patio. While the owner offered to pay for the construction, the Board rejected the proposal citing the eventual increase in costs related to maintenance, repair, snow removal and insurance, that would impact the Association.
9. The same unit owner proposed the addition of a deck to be built on top of the patio. The Board rejected this addition because the design of the proposed deck would cause it to extend over the Association's lawn (common property).
10. Budget highlights for 2017-2018:
 - a. Our cash on hand has increased over the past 5 years as follows:
 - i. April 23, 2014: \$128,732
 - ii. April 23, 2015: \$143,800
 - iii. April 25, 2016: \$165,340
 - iv. April 27, 2017: \$214,678
 - v. April 26, 2018: \$236,172
 - b. This is an average of \$26,860 a year we are adding to our capital replacement savings.
 - c. Total insurance expense came in less than expected (\$15,758 instead of \$17,500). We over budgeted expecting a bigger increase. We were able to get a slight discount for paying up front, versus monthly.
 - i. Workers Comp Insurance (a portion of our insurance expense) increased from \$360 to \$550. The Board approved this change of policy in order to have a policy that covers volunteer workers; and does not require Certificates of Insurance from our contractors.
 - d. Painting: Cost came in at \$11,000 instead of \$8,500. More painting was required than expected.
 - e. Repairs expense came in at \$13,232 instead of the budgeted \$8,000. The overage was due to foundation repair work on the 2 units.
 - f. Winter snow, plow, sand, & roof clearing expenses came in at about \$2,000 under budget. JW and his crew continue to be a reliable and valuable asset to us.
 - g. Roads & Driveway maintenance, budgeted at \$6,000, came in at \$1,900. That amount was spent on replacing a storm drain and fixing up the roadway adjacent to it – on the upper road.
11. Budget highlights for coming year 2018-2019:
 - a. No change in monthly fee of \$250.
 - b. Line item adjustments from last year are:
 - i. Painting cost increasing \$2,500: from \$8,500 to \$11,000
 - ii. Roads and Driveways cost decreasing \$2,500: from \$6,000 to \$3,500
 - c. Regarding exterior painting, we plan to paint what needs to be painted:

- i. East side of Building #8 (Units #29—#32)
 - ii. East & West sides of Building #2 (Units #5-#8)
 - iii. East side of Building #1 (Units #1-#4)
 - iv. Touch ups all around
 - d. No increase in funding of Capital Replacement Fund. The \$236,172 cash position we have grown gives us a cushion in case of an unplanned major expense.
 - e. Roofs will be inspected and repaired as needed.
12. As reminders to the community: In order to keep the look, feel, safety and ambience we are famous for:
- a. Cats are to be kept indoors (LHE rule).
 - b. Keep the car speed down to 10 mph on our LHE roads.
 - c. For those that use wood burning stoves or fireplaces - Remember to get your chimney cleaned.
 - d. Clean your dryer vents annually.
 - e. Change the filters in your propane burner
 - f. Garage doors should be kept closed when not in use.
 - g. If you have weeds growing in the cracks on your patio or driveway, you need to remove them.
13. Allen asked for comments and questions with noting that anyone who proposes that LHE take a particular action should be prepared to be the one to follow through and take lead on that action, if the Board of Directors approves it.

QUESTIONS/COMMENTS REGARDING PRESIDENT'S REPORT & FINANCE REPORT

1. The above-and-beyond efforts of JW's crew are greatly appreciated.
2. Questions regarding workers' comp insurance: All of our contractors do have certificates of insurance; they're just not great about providing them instantaneously when asked.

ELECTION OF DIRECTOR

1. Maura Scanlon was elected to a 3-year term on the Board of Directors.

NEW BUSINESS

1. Kiosk parking sign. Ann Lammers proposed a sign in the parking area next to the kiosk, requesting that the space closest to the kiosk be reserved for mail pick-up. This request was voted down. However, Maura Scanlon proposed marking off the 4 parking spots in that area, and the group voted in favor of this proposal.
2. Tree cutting. The question was raised re. who is responsible for maintaining the edges of the roadway (Long Hill Road). Answer: The town takes care of the road up to our second access road. The section of road above that access road, including the upper road, is the responsibility of the Association. So we need to do something about the trees overhanging the upper road and the invasive species taking over there. Glen Swanson proposed asking JW to brush hog that road several times a year. Diana Griffin will speak with JW.
3. Underground pipes. In response to a question raised at last year's meeting, it was pointed out that the individual service lines connecting to the main town system are the responsibility of the Association. This includes our own main line.

4. Loitering and littering at the base of Long Hill Road. Concern was expressed about cars parking in the pull-off opposite Performance Health & Fitness, particularly in terms of cigarette butts as a potential fire hazard. Since we believe the area is used primarily by NHBB employees on break, Diana Griffin offered to connect with Hunter Burgess of Performance and send a joint communication to NHBB, asking them to get their employees to stop these activities.
5. LHE signs at the base of the hill and the beginning of each access road. Maura Scanlon offered to refurbish these signs, with the help of some other volunteers, at no charge to the Association. The group gratefully accepted that offer.
6. Community garden. Virginia Peterson offered to have the garden area turned over if people wanted to revive the community garden. However, it was agreed that there are too many other issues associated with the garden, including the need for those using it to pay for the water usage there.
7. Dumpster. A request was made for a dumpster with sliding doors. Allen explained that we're currently paying \$3,500 for the two dumpsters. The smaller versions don't come with sliding doors. If we were to replace just the trash one with a taller bin that has a door, it might cost around \$1,600 additional. If others would like to research alternatives, they're welcome to do so. In the meantime, Allen will shorten the stick that's available to hold the dumpster lid open while depositing trash or recycling. He also offered to demonstrate how to use the stick for anyone who's interested.
8. Moving the speed limit sign on Route 202. In light of the recent fatality just south of Long Hill Road, Glen Swanson proposed petitioning the state to move the 50 mph speed limit sign south of Long Hill Road. Glen offered to take care of this.
9. Checking foundations on individual units. Allen will send out an email to unit owners to have them do this. It could be done by the foundation guy, a friend, the furnace repair person, or Doug Payne; it doesn't take any particular expertise, aside from being able to get down into the cellar.
10. Flower bed at first access road. This needs attention. Diane will talk with JW about this.

The meeting adjourned at 8:25 p.m.

Respectfully submitted,
Sharon Smith, Secretary

Long Hill Estates at Peterborough, a Condominium

Cover Letter for 2019 Financial Report

For Easy Identification of a specific dollar amount

Columns are Labeled F – P

Lines are Numbered

Explanation of each column:

F – Apr '19 Actual

Amount actually spent or earned during April

H – Apr '19 Budget

Amount budgeted for this month.

Sometimes this is 1/12 of the annual budget.

Sometimes the annual budget is spread over just a few months.

J – Jul '18 – Apr '19 Actual

Amount spent or earned from beginning of our fiscal year through April.

L – YTD Budget (year to date)

This is the budget for this fiscal year to date (July through April)

N – YTD Actual Minus YTD Budget

This is the difference between what was budgeted and what was spent or received so far this year (column J minus column L)

Numbers in parentheses are a negative.

P – Annual Budget

Amount budgeted for whole fiscal year (July '18 through June '19)

**Long Hill Estates at Peterborough, a Condominium
Budget for 2019-2020**

Income

Assessments	
Owner Base Monthly	\$260.00
Total Assessments/Income	\$112,320.00

Expense

Administration	
Accounting Services	500.00
Bank Service Charges	75.00
Bookkeeper	240.00
Insurance	17,500.00
Legal Fees	0
Miscellaneous	220.00
Office Supplies	300.00
Postage	50.00
Taxes	25.00
Total Administration	18,910.00

Buildings

Painting	11,000.00
Pest Control	1,350.00
Repairs/Maintenance/Labor	6,000.00
Repairs/Maintenance/Materials	2,600.00
Total Buildings	20,950.00

Funding of Funds

Capital Replacement Fund	25,320.00
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Grounds Maintenance

Bed Maintenance	5,750.00
Fall Cleanup	1,540.00
Fertilization	5,520.00
Mowing	8,000.00
Spring Cleanup	3,300.00
Tree/Shrub Maintenance	2,000.00
Total Grounds Maintenance	26,110.00

Roads/Winter Maintenance

Other Winter Maintenance	2,510.00
Plow/Sand/Shovel	10,000.00
Roads/Driveway Maintenance	3,500.00
Total Roads/Winter Maintenance	16,010.00

Utilities

Electricity	1,100.00
Trash Removal	3,720.00
Water – Hydrant	200.00
Total Utilities	5,020.00
Total Expense	\$112,320.00

RESOLUTION FOR DISPOSITION OF EXCESS REVENUE OVER EXPENSES

FOR

FISCAL YEAR ENDING JUNE 30, 2019

RESOLVED: That any excess of membership income over membership expenses for the year ending June 30, 2019 shall be applied against subsequent tax year member assessments as provided by IRS Revenue Ruling 70-064.

RESOLUTION FOR APPROVAL of ROOF REPLACEMENT EXPENSE

FOR

FISCAL YEAR ENDING JUNE 30, 2020

RESOLVED: That the Board of Directors has approval by the Association to spend up to \$80,000, from Capital Replacement Account on roof replacements during the 2019-2020 Fiscal Year.

LONG HILL ESTATES at PETERBOROUGH, a CONDOMINIUM

NOMINATION FORM

At the Annual Meeting on May 25, 2019 the membership will be
electing the following to the Board of Directors:

ONE UNIT OWNER TO FILL A THREE-YEAR TERM

Should you wish to nominate someone prior to the meeting,
please do so by using this form and submitting it to the
Board before the meeting.

This same form may be used for self-nomination.

Nominations may also be submitted on the floor,
at the meeting, verbally or in writing
up until the time the election takes place.

Nominators must be unit owners.

NOMINEE FOR 3-YEAR TERM:

_____ UNIT # _____

NOMINATED BY:

_____ UNIT # _____

PROXY STATEMENT
ANNUAL MEETING
Long Hill Estates at Peterborough, a Condominium

I/We _____ and _____ of
Unit # _____, being member(s) in good standing of Long Hill Estates at
Peterborough, a Condominium, under the provisions of the duly recorded legal
instruments governing the community, do hereby grant my/our proxy to:

_____ (name)

_____ (address)

For the purpose of establishing a quorum and for any other business that
may come before the Association at the Annual Meeting of Long Hill
Estates at Peterborough, a Condominium on **May 25, 2019 at 7 p.m. at the**
Peterborough Town Library, 2 Concord Street, Peterborough, NH.
This proxy carries full right for the proxy holder to cast his/her vote(s) as
he/she feels fit. This proxy revokes any and all proxies previously assigned;
personal appearance at the Annual Meeting will negate this proxy.

Date Signed _____

NOTE: In the event more than one individual appears on the deed, ALL such individuals must sign this proxy form.

Unit Owner Signature

Unit Owner Signature

Unit Owner Printed Name

Unit Owner Printed Name

Unit address _____

Note: *ONLY this EXACT FORM can be used for a proxy from your unit. Copies will not be accepted.*

**AFFIDAVIT
ANNUAL MEETING
May 25, 2019**

We hereby certify that notice of the Annual Meeting of Long Hill Estates at Peterborough, a Condominium was mailed to all unit owners at their addresses of record via 1st class mail

OR

handed directly to owners at the direction of the Board of Directors by an owner who concurrently received a signature of acceptance from each recipient; both methods according to the requirements of RSA 356B and the By-Laws. The list of owners and addresses is attached to this affidavit.

Signed _____

Allen Hollander
President of the Board of Directors

Date

Signed _____

Date

Witness _____

Date

UNIT OWNER CHECK SHEET
LONG HILL ESTATES at PETERBOROUGH, a CONDOMINIUM
May 25, 2018 – ANNUAL MEETING
Verification – delivery of annual meeting packets to owners
(All addresses are unit # Long Hill Estates -- Exceptions listed)

<u>UNIT #</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>SIGNATURE</u>
1	Ravi Both & Amy Spitzfadden		_____
2	Virginia Peterson	PO Box 775 Pet. 03458	_____
3	Ed & Jean Wright		_____
4	Gavin Hayes		_____
5	Diane Buchholz		_____
6	Sharon Bailly		_____
7	Elizabeth Charlton		_____
8	Carle Partridge		_____
9	Glen & Annagreta Swanson		_____
10	Joan Jansen		_____
11	Charles & Barbara Pendleton		_____
12	Maura Scanlon		_____
13	Allen Hollander		_____
14	Nouna Kettaneh	42 Pine Hill Rd Hollis, NH 03049	_____
15	Brenda Salmonson		_____
16	Carl Sr. & Marilyn Britton		_____

<u>UNIT #</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>SIGNATURE</u>
17	NH Ball Bearings	Susan Peterson 175 Jaffrey Road Pet. NH 03458	_____
18	William Lutz	P.O. Box 2100 Peterborough, NH 03458	_____
19	Bill Anderson		_____
20	Emil & Alverta Petrovick		_____
21	Nancy Clarke		_____
22	Faith Hanson & Joan Butler		_____
23	Richard White		_____
24	Sonya LeClair		_____
25	Sharon Smith		_____
26	Carol Petersen		_____
27	Eric & Jessica Walter		_____
28	Ann Thayer		_____
29	George Austermann		_____
30	Linda Buxton		_____
31	Katie Mercier Noe		_____
32	Diana Griffin		_____
33	Monadnock Dev. Services	Attn: Joel Fitzpatrick 121 Railroad St. Keene, NH 03431	_____
34	Alejandro & Regina Andres		_____

<u>UNIT #</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>SIGNATURE</u>
35	Ann Lammers		_____
36	Augustus Crocker & Lisa Gendron		_____

UNIT OWNER CHECK SHEET
LONG HILL ESTATES at PETERBOROUGH, a CONDOMINIUM
May 25, 2019 – ANNUAL MEETING
Sign-in sheet to verify quorum
(All addresses are unit # Long Hill Estates -- Exceptions listed)

<u>UNIT #</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>SIGNATURE</u>
1	Ravi Both & Amy Spitzfadden		
2	Virginia Peterson	PO Box 775 Pet. 03458	
3	Ed & Jean Wright		
4	Gavin Hayes		
5	Diane Buchholz		
6	Sharon Bailly		
7	Elizabeth Charlton		
8	Carle Partridge		
9	Glen & Annagreta Swanson		
10	Joan Jansen		
11	Charles & Barbara Pendleton		
12	Maura Scanlon		
13	Allen Hollander		
14	Nouna Kettaneh	42 Pine Hill Rd, Hollis, NH 03049	
15	Brenda Salmonson		

16	Carl Sr. & Marilyn Britton	_____	
17	NH Ball Bearings	Attn: Susan Peterson 175 Jaffrey Road Pet. NH 03458	_____
18	William Lutz	P.O. Box 2100 Peterborough, NH 03458	_____
19	Bill Anderson	_____	
20	Emil & Alverta Petrovick	_____	
21	Nancy Clarke	_____	
22	Faith Hanson & Joan Butler	_____	
23	Richard White	_____	
24	Sonya LeClair	_____	
25	Sharon Smith	_____	
26	Carol Petersen	_____	
27	Eric & Jessica Walter	_____	
28	Ann Thayer	_____	

29	George Austermann	_____
30	Linda Buxton	_____
31	Katie Mercier Noe	_____
32	Diana Griffin	_____
33	Monadnock Dev. Services Attn: Joel Fitzpatrick 121 Railroad St. Keene, NH 03431	_____
34	Alejandro & Regina Andres	_____
35	Ann Lammers	_____
36	Augustus Crocker & Lisa Gendron	_____