

LONG HILL ESTATES
Board of Directors Meeting
April 15, 2:00 p.m.

I. Call to Order

A. Review/Amendment of Previous Minutes

1. Under III-B. Delete sentence beginning: "There will be a flat rate...."
2. IV-A. Delete "for Precision tem Control Furnace Inspections..." and replace with "on insurance claim policy draft..."
3. IV-D-b. Delete all of sentence after "...merely Board policy" and put period.

Motion made to accept as amended, seconded approved.

II. Old Business

A. President's Report - Bill W. had questions about:

1. 3/26 - Handling/recording of money in capital reserve; agreed transfer of money out of capital reserve should be done at same time as payment made, but whole subject to be discussed with accountant Ed J.

2. 4/3 - Should authorize Tony to scrape and paint back of signs, not just the front.

Agreed.

3. 4/3 - Invoice from Tony re shingle/rubber invoice. Marilyn explained. Further discussion re proof of ownership needed for shingles stored in Tony's barn. Moved, seconded and approved that Rob will ask attorney for bailment contract with Tony re Association's shingles stored in Tony's barn with identification and statement of Assn. ownership.

4. 4/9 - Re 1120H tax form. Marilyn explained—one of documents needed for auditors' possible needs.

No changes, moved, seconded and accepted President's Report.

B. Insurance Claim Form - Will discuss in May.

C. Late Furnace Reports and Fines. Long, lively discussion ensued re DOB policy on annual furnace/fireplace inspection certificates. Finally agreed there is good, safety reason for the requirement, but that if delinquent owners have communicated with BOD and given valid reasons for delay, fine—don't send letters but call or visit. Will forgive this year's delinquent inspection reports. Also agreed that this year's reports not needed from those who had new furnaces installed.

D. MJS Contract Addenda (att'd) - Submitted and incorporated in contract by Bill W. Needs to be signed by Matt Siano. BOD has 10 days to pay bills. Moved, seconded and accepted addenda.

E. Status of Well Project - No new info. Man from McKenna's coming April 16 to assess situation.

F. Garage Sale - Idea postponed until fall. Hope for more interest, easier scheduling.

III. New Business

A. Treasurer's Report - Total Liabilities & Equity = \$74,548.52. Most of items on agenda were discussed in II-A above. Bill wrote memo on budget-vs.-actual accounting. Agreed that they should all have meeting with Ed J. to answer all questions. Bill asked BOD approval to put an additional \$3,000 into # 6410 (Plantings). Moved, seconded approved.

B. Owner's Letter (#11) re Sunroom Roof - Long Discussion. #4 must be done first, then our lawyer can advise BOD on basic sunroom issue as to legality of proposed amendment in 2001 which was tabled. Then must have definitive vote on whose responsibility it is-Ass'n or owner? Would need 2/3s vote. Then, if it's the Ass'n, the BOD would decide how and when to do it. Agreed that Marilyn will talk to #11 asking that they wait until we get legal opinion by mid-May. BOD will try to meet with Jeff C. morning of May 16.

C. Painting Assessment - Marilyn suggest they walk around, make list of places that need touch-up peeling paint. Rob's man has made assessment but has not responded, not a good sign but will check with Yankee's Maintenance man. Jane said Prime Touch from Needham was good. Virginia P. said David Buda is a good handyman looking for work.

D. Ass'n Policy re Activity of Young Adults on Property - When in doubt, call the police.

E. Meeting adjourned at 4:00.

Respectfully submitted,



JoAnn Hall

NEXT MEETING: May 16, 2:00 p.m.

PRESIDENT'S REPORT FOR 4-15-02 BOARD OF DIRECTOR'S MEETING

- 3-19: Called P'bro Recreation Office to reserve their conference room for a 4-20-02 7:00 p.m. special association meeting. [The 3-16 town meeting voted in the affirmative to accept Long Hill Rd. as a town road and we now need a formal vote of the owners to transfer ownership to the town.] I then drafted and sent out the following for this meeting: Cover letter, Meeting Notice, Agenda, Voting Page, and Proxy to all owners and a letter and voting page for mortgagees. Also, as the material was sent out only by first class mail, I kept a copy of address labels used for all owners and mortgagees. Our clerk, Jo Ann Hall, assisted me in the wording of the cover letter.
- 3-25: Attended a meeting at Bill's with Matt of MJS. Grounds Contract was signed by Bill and Matt with agreement to "fine tune" tasks and costs over this next year. Copy in President's file for Association records. Copies to grounds committee. Have suggested **three items be added to contract** as addendum for MJS and LHE to initial: 1) change timing of mowing behind bldg 7 (25-28) to same time as Rd hillside; 2) add checking all property drains and yearly cleaning of pipe and retention pond entrance; 3) add process for town/MJS opening and closing of irrigation system.
- 3-26: Ed Juengst (accountant) asked me to go over some figures he questioned to see what still needed to be transferred out of capital reserves to cover roof expenses....it was not always done at the time a check was written. We decided after researching that the following sums had not been transferred: \$3720 spent 9-12-00 for the last half of a roof payment, \$2000 spent in fall of 01 on garage end of bldg 3, and \$100 not done during the last transfer that included recent purchase of shingles/rubber for bldgs 4&5. \$7000 to cover the next, and last, two payments for bldg 3 could be transferred at this time so we would be up-to-date. **Total of \$12,820. We then need to plan on when to transfer monies in the future.**
- 3-27: Met with Midge Gibbons and John Dolan (unit 11) on sunroom roof replacements. Their roof has leaked, more last year than this, and they are concerned as to who is responsible to fix and when this will be done. Suggested they write a letter to board that I will put on 4-15 agenda. Also explained the process we were in the middle of with unit 4 so decisions could be made on these concerns.
- 3-28: Met with G.Myhaver (unit 14) to make out a financial form for him that requested condo association profile information. Also gave him his new by-law book.
He also mentioned his roof over cathedral ceiling room leaked again this winter. Asked him to be in touch with Tony...I also mentioned it to Tony.
- 3-28: Sent ltr to Anrik and Tru Green telling them of our decision to hire one contractor this year who could take care of all our ground's needs. Also expressed our satisfaction with their past work.
- Typed a ltr for Bill to Chris Snow re: insurance questions...returned same for him to OK and send.
- 4-1: Have received many proxies AND many responses from mortgagees for 4-20 special meeting.
Have received many, but not all, of the outstanding furnace/fireplace/chimney reports. Still missing with no response is unit 12 (owned by Greene). Still missing but with partial response are: 1, 5, 8, 13, and 27. 27 will have inspection in spring when home from FL during which time the furnace was off.
- 4-3: Have called units 1, 5, 12, and 13 with reminder of furnace/fireplace reports. Ltr on 3/14 to 8. Unit 12 (Greene) had been away. She agreed to have her contractor ask Rymes to show them the crack and, if there, she will order a new furnace. She will call me by 4-10 with update.

Pg 2 President's report for 4-18 BOD mtg.

- 4-3: Tony will have our unit signs finished and up as soon as he can find correct reflector tape. He scraped, painted, and patched as much as possible to give them a few more years life. There is no cost to us. He is planning on, weather permitting, beginning bldg 3 week of 4/8.

Tony also has the following on his agenda:

replace and paint rotted trim on dormers, etc. as he does roofs keeping me posted as he goes along (we don't have an estimate for this),
speak with unit 4 (Vanni) about sunroom roof work,
speak with unit 14 (Myhaver) about leaks again in cathedral ceiling,
plug wall hole in unit 10 (Morrissey) from outside,
and check her gutter from bldg 3 roof before asking to see it from inside.
Get shingle/rubber invoice to me from truckload purchase.

- 4-?: Jane asked me to post a reminder notice re: garage sale...deadline 15th.

- 4-9: Wrote letters to units 1, 5, and 8 about missing furnace/fireplace/chimney reports...copies to Bill & Rob.

- 4-9: Rec'd ltr from Chris Snow about Ins. auditors' possible needs. I called for clarification:

~~1/20~~ H tax form showing \$0 for employee payments

Copy of year's expenditures

Copies of ins. certificates

- 4-10: Rec'd ltr from unit 11 (Gibbons, Dolan) about their sunroom roof leak...told them it would be an agenda item at 4-15 BOD mtg.

Any further items will be added to 4/15 minutes.