

**LONG HILL ESTATES at PETERBOROUGH, A CONDOMINIUM**  
**ANNUAL MEETING MINUTES**  
**May 30, 2013**

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

The meeting was called to order at 7:10 p.m. by Allen Hollander, President.  
A quorum was met with 27 units represented by 21 owners present and 6 proxies.

The president introduced Directors Nancy Clarke and Faith Hanson, Treasurer Marilyn Britton, and Clerk Sharon Smith.

Minutes from last year's annual meeting were accepted with the following amendments:

1. On page 4, under "Abutment Committee," change the first bullet point to read: "Future proposed forest management for financial return, to reduce fire risk *and enhance viewing enjoyment*"
2. In the same section, strike the sixth bullet point, which said that LHE had not obtained legal advice concerning encroachment.
3. On page 2, under "Garden and Landscape Committee," change the first bullet point to say that "Members should be encouraged to *reduce or level* the 'volcano' around their front yard trees."

President's Report

1. Allen expressed thanks to Marilyn Britton; Julie Clattenburg; Brenda Salmonson; Sharon Smith; Faith Hanson; Nancy Clarke; Audrey Carvalho; Diana Griffin; Marcia Pettee; Carle Partridge; and others who smile and wave, come to gatherings, and keep us all informed about deer and bobcat sightings. He noted that he is enjoying his role on the board.
2. The bank foreclosed on #27, the unit was subsequently sold, and all moneys owed to the Association—including legal fees—were collected.
3. All units are now owned and occupied.
4. At Allen's request, Virginia Peterson reported Heather Peterson's observation that Long Hill is more desirable than any of the other complexes in town.
5. There have been no insurance claims this year. Allen thanked everyone for being sure to clean chimneys and dryer vents and maintaining washer hoses and valves.
6. Finances
  - a. In May of 2011, our cash balance was \$71,553.07. In May of 2012, our cash balance was \$72,434.74. In May of 2013, our cash balance is \$110,112.86.
  - b. Realtors say potential buyers look at these numbers because they're wary of potential assessments.
  - c. A question was raised about whether we know how much we should have in savings. It was reported that Marilyn had looked into hiring a company to investigate this and found that it would take several thousand dollars to get a recommendation; the Board decided not to pursue hiring anyone to make recommendations at this time.
  - d. We will be hiring a bookkeeper, at an estimated cost of \$800 to work in conjunction with Marilyn, and we will also be investing in a new computer & related hardware/software for \$1,000.
7. Black stains on the roofs: These are caused by algae and won't damage the roofs. It would cost \$14,000 to remove the stains, and the stains would come back. Local real-estate agents advised against the idea of increasing the monthly fee in order to remove the stains with bleach, and when Allen polled unit owners, virtually all agreed. The Board decided not to treat the stains.
8. Irrigation: This has been discontinued. The system continues to need more expensive repairs and the cost of metered water has become too high since the town increased water rates. As a result,

our budget for irrigation has gone from \$1,200 to \$0 and our projected costs for water have gone from \$2,100 to \$320. The \$320 is for hydrant use.

9. Social gatherings: Audrey, Diana, Midge, and Allen helped pull these together in the past year, with pot-luck support from others. There will be more movie nights to come. Long Hill is getting a reputation as a fun community.
10. Buildings painted last year: south and east sides of #1 (units 1–4), south and east sides of #4 (units 13–16), all of #2 (units 4–8).
11. Buildings to be painted this year: north and west sides of #1 (units 1–4), north and west sides of #4 (units 13–16), all of #6 (units 21–24).
12. Private gardens: Carle, Allen, Diana, and Marcia have made particular efforts to enhance their gardens and thus the attractiveness of the area.
13. JW contract: Faith and Nancy have recontracted with JW for landscaping and plowing through April 2015.
14. Snow on roofs: We weathered the winter well, with no complaints of roof leaks. Owners were reminded not to get up on sunroom roofs to clear them. Instead, to avoid tearing the roofs, we'll wait for about 2 feet of snow and then the Association will clear them. On other roofs, the Association will take care of scraping if there are ice dams or 1.5–2 feet of snow.
15. Fire hydrant on the upper road: This is being repaired.

#### Abutment Committee Report (Glen Swanson)

1. Glen showed aerial photos of our property and noted the Association's continuing concern regarding the sand pit encroaching on our property.
2. Pam Brenner in the town office had the most recent discussion with the owner of the sand pit. Glen is waiting for Pam's report. Currently the town and the Conservation Commission are researching the issue.
3. A question was raised as to whether any information was available from legal work that was done on this issue earlier. Allen has the old files, so this can be checked.
4. A question was raised about the idea of selling house lots from the property the Association owns above the upper road. Allen noted that this was voted down at last year's meeting. Instead Sonya was going to look into possible sale of lumber from that land. Allen reported that Sonya checked with the Conservation Commission and we can't log parts that are categorized as conservation land. This encompasses most of our property.
5. There was some discussion of building additional units on that property and renting them. Marilyn mentioned the option of hiring a property manager. The consensus was that this is more than we want to handle at this time.

#### Garden and Landscaping Committee (Faith Hanson)

1. Currently 3 plots have been reserved in the garden for this year.
2. A question was raised about when anything was scheduled to be done on the area around LHE sign at bottom of the hill. Faith said that JW would clean up that area this year and the board could consider replanting in the future.
3. Another question was raised regarding the possibility of planting new trees. Allen responded that the board is not sure about that yet; there's always a debate between beautifying the area and saving for major expenses.
4. We will consider a plan for planting new trees. Marilyn, Diane, Marcia, and Ann expressed interest in being part of a committee to work on that.
5. A question was raised about whether we were still intending to follow the proposed landscaping plan from several years ago. The answer was that it is shelved for now, because it would have cost roughly \$1,500/unit. We still have the drawings that were done and could return to them later. However, we don't have a list of actual plants and shrubs that were to have been inserted.

#### Treasurer's Report (Marilyn Britton)

1. Fees are not being raised for the coming year.
2. Marilyn expressed thanks to Julie Clattenburg, former Association treasurer, for her support this year as Marilyn took over her duties as treasurer.
3. A question was raised as to whether we should move some money from the Association's checking account to the capital replacement fund. The Board will discuss.

Vote for Resolution for Disposition of Excess Revenue over Expenses for Fiscal Year Ending June 30, 2013 (IRS Ruling 70-064 inc.): Motion was made, seconded, and passed unanimously.

#### Timing of Annual Meeting

George Austerman asked that the record show that he feels holding the annual meeting 2 months prior to the end of the fiscal year is not wise; he feels New Hampshire statutes require that such a meeting be held within 3 months after the close of the fiscal year. Allen said he will research this and report back; if necessary, the timing of the meeting will be changed in the future.

#### Election of New Director

Nancy Clarke nominated Faith for another term as director. Faith accepted and was unanimously voted in. Several expressed their appreciation to Faith for all she does for Long Hill and the residents here.

#### NEW BUSINESS

##### Right of Way

1. Glen Swanson reports that the Association has a right of way to Old Jaffrey Road from an area beyond our upper (dirt) road, and folks from Performance Health & Fitness would like our permission to clear a path there.
2. The town code officer says they have no concerns about what we do with that right of way.
3. Some concerns were expressed over potential legal issues, lack of control over outsiders coming through our property to use a path, and potential negative reactions from the neighbors through whose property the right of way runs.
4. In an informal vote, most were in favor of the idea in principle.
5. Glen suggested that we need to get a legal interpretation of exactly what the right of way means, determine how we would control access to a potential path, and approach the neighbors whose property could be affected.
6. Glen volunteered to take on the role of trail manager and pursue these next steps.

##### Capital Reserve Investment

1. A question has come up regarding whether we invest some of our money, potentially getting a greater return but also incurring some risk.
2. After some discussion, the majority seemed to feel that the small potential gain would not be worth the investment risk.
3. A question was raised as to whether putting any of the money into a CD would be worthwhile. The Board will decide, based on the discussion.

##### Tennis Courts

1. William Lutz asked whether anyone was interested in playing tennis and whether it would help to erect a backboard.
2. It was suggested that the floor of the court might also need attention.
3. Several owners noted a preference that any backboard be mounted on the side of the fence that would avoid blocking the view.

4. William volunteered to talk with Doug Payne to find out what it would cost to install such a backboard.
5. Once that information is available, the Board will decide how/whether to proceed.

Community Yard Sale

1. Marcia asked whether anyone was interested in participating in a Long Hill yard sale and requested that interested parties get in touch with her.
2. Allen offered to send out an e-mail asking for people to call Marcia if interested.

The meeting adjourned at 8:45 p.m.

Respectfully submitted,  
Sharon Smith, Clerk

Long Hill Estates  
President's Report  
May 30, 2013

- Thanks:

- Marilyn
- Julie
- Brenda
- Sharon
- Faith
- Nancy
- Audrey
- Diana
- Others who smile & wave, come to gatherings and keep us informed about deer and bobcats

- I am loving my role here on the board

- Unit #27 was foreclosed., subsequently sold. Our attorney filed a lien on monthly assessments due us (approx.. \$6,000, of which \$3,000 are legal fees). All was collected.

- **Fully owned & occupied.**

- Peterson's say we have done better than the other Peterborough HOA's during the recession

~~- Roofs: no complaints~~

- **NO INSURANCE CLAIMS: Thank you for making sure you clean your chimneys, dryers vents and maintain your washer hoses and valves**

- Finances

- \$71,553.07      May 2011 Cash Balance
- \$72,434.74      May 2012 Cash Balance
- \$110,112.86      May 2013 Cash Balance

~~- Bookkeeper vs HOA bookkeeper/new computer \$1,800~~

- Roofs stain (\$14,000, just to remove from affected sides): advised to keep and not raise monthly fee

- Irrigation ended \$1,200 -> 0    water: \$2,100 -> \$320

- **Social?** Audrey, Dianna, Midge, Allen, ~~pot luck support by others at brunch.~~ More movies to follow...getting a reputation as a fun place

~~- Buildings painted: S/E #1 (1-4); S/E #4 (13-16); #2 ALL (4-8)~~

~~- Buildings to be painted: N/W #1 (1-4); N/W #4 (13-16); #6 ALL (21-24)~~

- Private gardens Carle, Allen, Diana, Marcia

- **JW contract new contract for 2 years?**

- Snow on roofs – we weathered well, no complaints of leaks

○ ~~Rubber roofs: wait for about 2' of snow! Avoid tearing~~

▪ ~~JW says that's a lot to pull~~

~~○ Other roofs: scrape if Ice dams or 1.5 - 2' snow~~

- **Fire Hydrant - will be repaired**

~~- Road wash? SONYA? Water bar to be installed/maintained~~

~~- **Glen:** Abuttment report~~

~~- North American Power (save about \$200/year)~~

~~- **Invest funds in Franklin U.S. Government Securities Fund**~~

- Capital Reserves Fund study: On hold

~~- Fertilization over budget due to lime application~~

## **2012 Annual meeting President report notes**

- Our irrigation system was repaired, thus ending the water leak. Here's the history on the decision to repair:
  - At last year's Annual Meeting, a majority of owners were in favor of discontinuing irrigation in order to save money on water use, the cost of the irrigation contractor's annual fees, and the cost of the repair of the system.
  - The water was turned off and irrigation ceased.
  - After 6 weeks on the job, I had three complaints of weeds taking over.
  - I learned that James Stacy, our "weed and feed" contractor, won't do treatments without irrigated lawns.
  - I also checked with Rain Maker (our irrigation contractor) about the long-term effect of not repairing the broken system.
  - Rain Maker said that the system will decay if not maintained and used.
  - JW, our landscape contractor, confirmed what Rain Maker said about the future of our system.
  - Being concerned about protecting our investment in the irrigation system, plus a concern over weeds, I argued for the repair of the system and the Board so approved it.
  - The cost of the repair was \$3,000. Apparently it should have cost \$4,000 but Rain Maker under-quoted the price and was kind enough to stick with the original quote.
- Nancy Clarke facilitated a three-year renewal of our Master Insurance Policy with CAU.
  - Cost is 25% more than last renewal.
  - The increase in cost is due to two claims in 2010 (one fire damage, one water damage), and the increase in value of our buildings from \$7,300,000 to \$8,494,200 since last renewal (replacement cost).

### **Looking towards our July 2012 – June 2013 Fiscal Year:**

- Mark Cassidy will be inspecting all roofs and doing light repairs each spring at an estimated cost of \$105/building, or \$945/yr. This is a new annual cost to the Association and it is expected to help extend the life of our roofs.
- Matt Harwood, our painter, will paint all of building #2 (units #5-#8); half of building #1 (units #1-#4); and half of building #4 (units #13-#16). He will also paint all our red doors and all garage doors.
- Doug will do repairs and paint touch ups to other buildings as needed around the property.

- Marilyn Britton has volunteered to serve as our new Treasurer/Bookkeeper. I will nominate her to this position at the Board's organizational meeting that follows soon after the Annual Meeting. Thanks for stepping up Marilyn!
- Regarding our Capital Replacement account (cash savings as a reserve for repairs and replacements of roofs, sidings, roads, etc.)
  - July 1, 2011 balance was \$34,289.83
  - April 25, 2012 balance was \$21,802.31
  - This is a 36% decrease in our cash reserves, in one year, and due mostly to roof repair costs.
  - This Spring, two realtors remarked that our current balance is dangerously low, and detracts from the value of a unit for sale,
  - Our current state of cash on hand, and the amount we currently allocate from our monthly fees to cash reserves will likely be insufficient to cover big, capital expenses over the next 2 years. Our roofs, roads and sidings will naturally require repair/replacements over the years to come.
  - To address this problem, we need to beef up our Capital Replacement account. The Board discussed this at length and our recommendation is reflected in the 2012-13 budget.

Glen W. Swanson (Unit #9) to Members of the Condominium Association Board

May 29, 2013

Subject: Abutment Committee Report

Dear Members of the Board,

I submit below a committee report for 2013 as well as notes dating back to the annual meeting of 2012. With the exception of maps and contour sheets, normal reports and communications relating to the 2012 meeting were lost when the original computer died and the new computer (with data) imploded while at Staples in Keene.

**Review for Annual Meeting of 2012:** Presented maps and data concerning the gravel pit issue, with particular attention to the supportive actions of the town's government and conservation commission, and subsequent plans for town follow-up. In its approach to the issue the town accepted responsibility for costs involved in developing pertinent maps and contour data research. Communications with John Hanson continued to be weak, or negligible as far as realistic results were concerned. Also covered in discussion was possible usage of property for commercial or pleasure purposes - one thought being that of a walking path through the forest to connect with Old [Upper] Jaffrey Road.

**Review for the 2013 Annual Meeting:**

A. Gravel pit issue continues at a slow pace. I am expecting an update report from Pam Brenner on her (or her office's) latest discussion/communication with John Hanson, owner of the gravel pit property that adjoins us.

B. Potential walking path to connect with Old [Upper] Jaffrey Road.

1. The town Code Officer informed me that the town has no legal bearing on this matter.

2. The pertinent boundary data below are from the Association's "Exhibit A" relating to tax map R-3, Lot 25:

"Beginning at a point on the southerly side of Old Jaffrey Road at the end of stone wall and at land now or formerly of Eleanor Moore; thence.. [42 direction measurements follow]

"42. ...feet to an iron pipe on the southerly side of Old Jaffrey Road, thence

"43 ...by the southerly side of Old Jaffrey Road, 63.43 feet to the point of beginning."

3. Just below the above data is the following entry:

"Together with a right of way from the east line of the above-described tract across land now or formerly of A. W. Noone to the bridge on the Jaffrey

Road as now used. Being a portion of Parcel # 1 and Parcel #2 in deed of Archibald R. Giroux, et al. recorded in the Hillsborough County Registry of Deeds, Volume 1305, Page 354."

4. Items 2 and 3 above indicate that the Association may need a legal interpretation of property rights, especially right-of-way through or alongside properties of neighbors.

5. If we do plan to build a walking path, then we must consider cost of labor and materials, as well as insurance coverage.

6. Once constructed, do we set this as a walking-path open only to residents and recognized guests of the Association? If so, what happens when NHBB and/or Fitness people walk the path?

7. If the path is truly restricted only to Association residents, then we are talking of a very small number of people during the course of the year. The number expands as other people are added.

8. In any case, if we proceed with the path, I suggest that we establish proper communications with our neighbors - before, during construction, and after - so that everyone has a clear idea of what might be involved, especially regarding use or abuse of our legal "right-of-way".

Respectfully submitted,

Glen W. Swanson

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