

# LONG HILL ESTATES WORKING BOARD MEETING MINUTES

August 21, 2008 -- 7:15 pm @ Unit #16

Present: Marilyn Britton, President; Greg Lawn and Ann Lammers, Directors; Julie Clattenburg, Financial Administrator/Treasurer; Diana Griffin, Clerk, Nancy Clarke – Tree committee.

Called to order at 7:24pm

**White pine tree replacements:** After discussion, we decided by consensus: Instead of inviting owners to vote on replacement trees, Tree Committee and Board will choose trees to be planted. Nancy Clarke will ask George Lohmiller to meet with the Tree Committee on our property, for his suggestions as to tree placement, and will bring list of proposals to the Board for approval.

**Letter to owners:** Nancy presented her draft of letter. Board requested minor editing, dropping mention of voting for tree replacements,. Letter will be signed by Nancy and by Marilyn.

**Mailing:** Tree letter will go to all owners as a dedicated mailing, with enclosures: aerial view of property, marked with tree placements; a numbered list of replacement trees coinciding with map; and a page dedicated to the description of each tree.

**Minutes of previous meeting:** Amendments were discussed.

MOTION by Marilyn, second by Greg: To approve minutes of July 31st meeting as amended.

PASSED: All in favor. (Board asked to see copy of amended minutes.)

**President's Report:** Clarification made to indicate that only one garage door (#12) needs waterproofing. Information is needed from owners to upgrade property descriptions for use by insurance company. Marilyn to call Rich Newman of HUB.

**By-Law amendment:** For proposed annual meeting date change. Awaiting consultant report re wording. (Are we amending amendment, or amending By-Laws?). Board approved wording, pending clarification.

**Annual meeting forms:** to include Notification, Agenda, Proxy, Resolution for deposition of excess revenue, Financial form, Nomination form, previous annual meeting minutes. Forms for Annual Meeting records to include Clerk Affidavit, and Owner sign-in sheet. Mailing to 36 owners to be sent out 21 days in advance. Mailing to 17 mortgagees (re: By-law amendment) must be sent by August 28 to give them 30 days. Also, insurance handout for owners, to report unit upgrades (i.e. remodeling, carpets, cupboards, counter tops, toilets, floors, etc.). Necessary for Association insurance coverage in case of catastrophic loss.

In order to be eligible to vote at the Annual Meeting, owners must have all fees paid in full 3 days prior to meeting.

## **Financial Report:**

### **Bills:**

Rainmaker : \$184.00 for the back flow valve

\$179.50 for irrigation heads

Painting: \$7500.00 downpayment, from operating budget. Balance at completion.

### **Information:**

YTD Income \$17751.00

YTD Expenses \$15777.00

Operating Fund \$ 9809.00

Working Capital \$13552.00

Capital Replacement \$19086.00

Late Fee Unit owners #34 – \$272.19 now due

#12 -- \$75.00 balance due

#27 – Torla unit – almost time for next payment

MOTION by Ann, second by Marilyn: To approve Treasurers Report and payment of bills.

PASSED: All in favor.

MOTION by Ann, second by Marilyn: To purchase a no soliciting sign to be placed under 10 mph sign. PASSED: All in favor.

MOTION by Ann, second by Greg: To reimburse Marilyn \$99.58 for sign.

PASSED: All in favor.

Winer & Bennet contacted requesting an investigation into the Torla Unit happenings. An e-mail reports possibility of foreclosure soon.

Water Meters: work orders have been given to the town: Irrigation meters to be shut off by October 1st. Hydrant/garden meter by November 1st.

Rainmaker: Owner (Jim) gave Ann his working list of replacements for damaged irrigation heads as of June '08. He estimates that 80% of replaced heads were damaged by snow plow. Marilyn will refer to this list in discussion with JW, asking him to try harder this year to avoid plow damage. We will compare damage from last year and this. Rainmaker can tell causes of damage to heads. We would like to change JW's contract for following year (2009-10), to say we will back-charge for plow damage to irrigation heads. Board offers to meet with JW about this.

Maintenance:

Palladium Window Trim: cost for current repairs will be \$5400.00

Downspouts: cost of replacements is \$120.00 each – total \$1120.

White Pine Tree removal: Received bid from Robblee Tree Service LLC: \$2500.00 includes hauling away trees. Stump grindings to be dumped beyond garden. Board decided to accept bid, asking for October work date.

Weeding: Currently not included in JW's contract. Timing and cost unclear this year. We think monthly weeding around buildings is sufficient. One more weeding needed before fall. Weeding will be specifically included in next year's contract.

Crab Apple Trees: Ann to consult with Sara Cox of Francestown (referral by Swift Corwin) on spraying, pruning, treatment of tent caterpillars, etc. We need info re: timing, cost, etc.

Water drainage @ 12: Cost could be \$200.00+. Unit owner will be notified that he cannot deduct lawyer's fees from Condo Fee. Marilyn has written a letter to be sent to #12 owner detailing work already done on his property. The letter was approved by the board and will be sent to the owner with copy to his attorney.

Fall clearings: JW will clear south slope of Long Hill Rd, fields beyond #28, hillside above bldg. 9, and upper dirt road. All this work to be done at the same time, to make best use of equipment.

MOTION by Greg, second by Ann: To adjourn meeting. PASSED: All in favor.

Meeting adjourned at 9:55 pm.

Respectfully submitted,  
Diana Griffin, Clerk (with revisions by Board)

LONG HILL ESTATES  
WORKING BOARD MEETING AGENDA  
AUGUST 21, 2008  
7:15 Unit 16

White Pine Tree issue (letter edits, voting, distribution) Tree committee invited Marcia and Nancy

Review minutes from previous meeting 7-31-08.

Treasurer: Bring financial 2-sided form for 2008-2009. Any late owners?

Review President's report

- 8/7 - Worked with Jim of Rainmaker who came to replace back-flow valve re: list of non-working heads from JW. Some clogged, some car damage, some mower damage. Sent notice to board and JW. With Ann we discussed whole system.<sup>i</sup>
- 8/8 - Received ltr from #12 attorney giving end of month deadline for ending water problem.]
- 8/9 - Sent all annual mtg forms to Diana
- 8/9 - Reviewed all Glen's material; filed or discarded
- 8/9 - Checked bills re: JW and Disposal – JW's weeding was OK. Board needs to decide how often to have him weed and add to contract.
- 8/11 - JW to call dig safe as need to use tractor to dig @ #12 – too many roots
- 8/11 - Conversed with Greg Lawn re: proposed amendment to annual mtg date change..
- 8/11 - Called Keene Door re materials to waterproof garage doors  
(storm shield and new seal est.under \$50.)
- 8/11 – Called HUB (Rich Newman ext12) owners reporting updates so Assoc Ins covers in case of fire replacements – need list from all owners
- 8/12 - Spoke with John Norton and Rob Morris re: replacing down spouts with PVC. Price installed is \$120. List (11, 18, 27, 23, 22, 8, 6, 3, 2, 35) = \$1120.
- 8/12 - Faith Hanson of #22 asked if their arch window trim was on list, or could it be rechecked and be done this year. John checked and it should be done so 22-23 has been moved to current list making total of \$5400.
- 8/12 - Told John Norton #32 owner home so he could plug hole around pipe in crawl space. Still need to find #30 and #31 home.
- 8/14 - Ordered No Soliciting Sign for mpg sign post – red letters, non-reflective = \$99.58
- 8/16 - Sent e-mail to Linda Fisher (consultant) with 3 questions ... window sill ownership, dispersing annual mtg notices, amendment

By-Law Amendment proposal (Greg, could you e-mail us your draft)

Insurance discussion at annual meeting owners need to submit ALL updates/changes SO Association policy would cover them in replacement following fire if HUB doesn't have these changes on file, they will only replace as it was originally built. Items to submit: (i.e. floors: carpet upgrade, carpet to wood or tile, etc; upgrades or additions of cupboards, shelves, toilets, chair lifts, counter tops, lighting, etc. Appliances in question at current time.

Annual Meeting forms

- a. Diana to bring copies of all forms for approval
- b. Agenda finalized
- c. Mailing times, etc.

Approval of expenditure for sign "No Soliciting" 6x12 non-reflective, aluminum, red/white with hardware for \$99.58

White pine removal bids

Weeding: how often, how complete, etc. What to add to contract?

Irrigation - Town has stop order for Oct 1 for irrigation meters, and Nov 1 stop order for hydrant meter. IF we don't change head placements, we need to plan for conversation with JW on damaged heads.

Clearing slope of main hill planned for same time as beyond 28 and above bldg 9.

Water drainage/deflection @ #12 cost, next action, etc.

Owner not paying condo fee

Other:

---