

LONG HILL ESTATES  
Board of Directors Meeting  
Monday, January 14, 2002

Present: Marilyn Britton, Bill Waters Rob Trowbridge

Guest: Fran Huntley

I. A. The meeting was called to order at 1:45.

B. It was decided that although the minutes of Dec. 10 were literally correct as quoted in III-A, it would be substantively more accurate to remove the last sentence—"Absolutely no one else must use it" (since one of the reasons for getting the long ladder was so that it would be available to residents), and to replace that sentence with "The resident must obtain the BOD's permission, get key for the storage shed from them and must give an oral statement releasing BOD from any liability; a written release will be required if there is any question in the BOD's mind."

II. Old Business:

A. President's Report - Approved as reported.

1. Discussed the truck and jeep-type parked up at end of road by the chain and seen early one morning by # 32; the truck was seen later by #11. MB called Cutter Construction, who owns truck, but no reason given. Called again, no answer given. Will report it to the police. Any owner who sees vehicles improperly parked should report license numbers immediately to police.

B. Outstanding Issues

1. Anrik Irrigation - Repeated requests from MB for estimate on water usage have produced no answer. Letter has also been sent, but still no answer—may not come into the office in the winter.

2. Insurance Renewal Notices - Sent out to every resident.

3. Revisit of Insurance Procedures - Bill W and Rob T. insisted that, for damage purposes, it is owner's responsibility to call both his own insurance company and Association's insurance company. Marilyn B. maintained that, on advice from both our consultant, Linda, and Association's insurance agent, Chris, the owner should call his own insurance company and the BOD, which should then report to the Association's insurance company. Rob and Bill did not want the Association in the middle of it but did agree that owner should give BOD a *pro forma* call after having reported to the Association's insurance company. The 2 to 1 vote on the underlined portion above therefore stands as the official written policy.

4. Greene Certified Notice - MB sent her certified letter with request for amounts due, furnace reports, lease for # 12, etc., etc., with copy to her attorney. Got call from Mrs. Greene last week, all cooperation. After discussion with MB, all papers finally sent in, corrections made except that fines were supposed to be reduced, not increased, so that correction still needed. Got her agreement on furnace inspection.

5. By-Law Books - Being passed out slowly but surely.

6. Boston Building Consultants Bill - Rob T was to see about getting reduction from \$2500. He did - - they settled on \$1500 as payment.

### III. New Business

A. Treasurer's Report - Total liabilities and equity on Comparative Balance Sheet = \$69,456.61. Rob also noted for the record that although it doesn't show on the financial sheets, we really have greater equity in amount of \$42,000 because of two new roofs. As of July, he and Ed will work on getting financial records on an accrual basis—actual date of an action will be shown. Under Pest Control unidentified \$1865 item was questioned. MB thought it might be from Tru-Green's treatment for grubs, etc. Rob will check on it.

B. Main Roof Bids - Decided to postpone the subject until next meeting, at which time a decision must be made.

C. Review MJS Proposal - Last proposal dated Dec 19. Many things most costly than we're spending now and more costly than seem appropriate. At Landscape Comm. meeting after last BOD meeting (Rob not present), Bill and Marilyn agreed they liked his approach to things, his versatility (pruning, fertilization, irrigation, fall and spring cleanups, turf management), long experience, good crew with experts in all areas. Basic irrigation cost about what we pay now. Some dickering to do over prices. Finally decided to tell him that we can budget \$15,000 and ask what he can do for that for one year contract. Then will discuss individual prices and get something in writing about what is covered.

D. Review of J. Morrissey's request for awning installation over patio: January 18, 2002 did a lot of detailed, very good homework and the BOD has approved her request. MB is send her a letter so advising her and also telling her that they are using her research as policy guidelines for anyone else who wants to put up an awning. She chose a lovely, muted color that will also set the general criteria for the material. (Doesn't need to be same colors or pattern, however.)

E. BOD Written Policy for Handling Insurance Claims- Did not go into subject—no time—but will put on agenda for next meeting. Linda (consultant) had sent MB a copy of letter on the subject (requirements, suggestions, etc.) that will be used as a guide. Suggest at least \$10,000 for dwelling, liability for own property and special assessment clause. By-laws don't require insurance, but people should have coverage. People must be encouraged to take care of interior problems promptly rather than wait until it gets worse waiting for it to go above the deductible and therefore covered by Association insurance.

### IV. Other Business

A. Town Takeover of Long Hill Rd. - Fire Chief, Road Agent and Selectman must make the decision on whether to assume responsibility for road. Two out of three have agreed to support the warrant article. BOD assured Town that plowing needn't go up to chain—can simply be pushed off to side above second street so that people can get by. Rob was taking this notice back to Selectmen. Hope to have decision soon. All safety issues (light, blinker, etc.) at the bottom depend on Town's taking over. Need to stress to the people that we'll be saving money (e.g., on plowing, road maintenance) that can be put into enhancing the property. Town takeover may or may not affect our taxes.

Respectfully submitted,

JoAnn Hall, Clerk

Next Meeting: February 18, 2002  
1:45, # 16 (Marilyn's)

**Attachments: Treasurer's Report**

Letter from Rob T. to Selectmen re Road Takeover  
Copy of Pam Brenner's Letter to Town re Takeover  
Notice to Unit Owners re Insurance from Chris Snow  
Memo from Marilyn to Rill and Rob on Sunroom Roofs  
MJS Lawn Care Proposal for Long Hill  
Memo from Jane Morrissey re Awning w/att'd specs  
Worksheet Showing Lawn Care Expenses

## **President's Report for 1-14-02 Board of Directors Meeting**

- 12/11:** Called Tony and asked him to replace sunroom roof of #4 as soon as weather permitted according to method discussed and agreed upon at the 12-10 BOD meeting. We agreed he also would be looking for the reason(s) it leaked after the owner's contractor repaired it. Also told him that the board would again be asking for bids for main roofs so we'd hold off ordering more shingles at this time.
- 12/11:** Mailed certified ltr to Greene (9&12) re: last request for long overdue forms and fines...copies to both attorneys. Gave notice that all outstanding items had to be turned in or our enforcement policy would go into effect on 1-15-02...\$25/day fine until compliance with the by-laws is achieved. These included professional inspection reports for fireplace chimneys, copy of lease for new tenants in #12, and fines of \$50/unit for no fireplace/chimney inspection reports for over a year. Also mentioned current furnace reports are now due. Sent copies to Jeff Crocker with background info. (fyi) and Green's lawyer.
- 12/12:** Rec'd keys, phone numbers, etc. for new unit #34 owners: Liam Kelly & Lesley Loke and called Ed Juengst with that info. They will be moving in in late February. Until then address is in NY.
- Wk of 12/17:** Held phone conversations with our ins. agent, Chris Snow, and our consultant, Linda Fisher, on proper condo procedures for reporting insurance claims. Both indicated that the board should do it. According to by-laws, board responsible for repairs (pg 31) and for contacting insurance agent (pg 20). Some insurance companies won't even take calls from individual owners, only the board. Also board then has record.
- Began handing out new by-law books...having owner sign for it and keeping notation as to whether the old book was turned in or kept.
- 12/24:** Gave 911 keys to Rob T. while I was away three days for Christmas.
- 12/28:** Reported to police plate numbers of two vehicles seen backed up to chain fence at top of hill very early morning of 12/27. Officer gave me registration info...cutter construction co. I called and reported it to the owner and gave him the plate numbers. He'd check on it.
- Saw Ed Betz measuring our side roads...re: our petition and ltr. Told him it was just the main hill we were asking about.
- Saw tree workers at top of hill...they were just finishing up. Had already felled the dead tree by the dumpster, and cut dead branches off the oak.
- 12/29:** Prepared a notice for all owners to go out in next condo fee mailing re: status of furnace/fireplace reports now overdue.
- Wk of 1/1/02:** Rec'd copy of Dec plowing for \$900 and copy of Wright's tree work for \$750.
- Wrote to Anrik, asking again for estimate of our irrigation system's water use.

**Pg 2 of 1-14-02 President's report**

**Jon Hampson, owner of #18, asked if he could bring his dog (spaniel) on property as he'll be leasing unit #2 for a year while building a new home. Board decided we could give permission to a current owner on a temporary basis.**

- 1/7/02: Rec'd from Bill Waters a synopsis of insurance proposals from CAU, Hanover, and Peerless. Also, a copy of a proposed ltr from CAU agent to send out to all owners. Board decided by phone that we would renew with CAU and send out ltr from Chris Snow to all owners with certificate of mailing. I prepared a brief memo to attach to ltr.**
- 1/8/02: Mailed insurance ltrs to all unit owners. Will put the memo and certificate of mailing in each owners file.**

**Any more notations for president's report will appear on 1-14 BOD minutes.**