

**LONG HILL ESTATES CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTOR'S MEETING MINUTES**  
**APRIL 2, 2009**  
**UNIT 16**

Present: Directors Nancy Clarke, Ann Lammers; President, Marilyn Britton, Treasurer Julie Clattenburg, Owners Ed Hampson, Dave Clarke

4:45: Ed Hampson & Dave Clarke presented their findings on unit attic insulation – Marilyn to draft a statement to owners about this project for Annual Meeting packet with assistance of Ed & Dave.

Opened meeting @ 5:15:

Reviewed previous minutes of 2/25 & 3/5 plus president's report. Motion made and seconded to approve minutes, after correcting spelling of "Dub's Shrubs." Passed unanimously.

Treasurer's Report: As of March 31, 2009: Capital Replacement - \$21,494.85; Working Capital Savings - \$11,969.31 and Ocean Nat'l Checking - \$11,910.96. Discussed late fees & interest for owner who still owes \$10 for July 08 condo fee. Motion to send completed statement of account to #12 owner that totals \$393.24 as of April 2009 failed. President stopped discussion as more information was needed to make a decision as to correctness of this statement. President also sent an e-mail to Gary Braun asking for advice. Garden account added to Budget Forms as line 56620 under Utilities. One owner hasn't paid.

JW has asked BDM to sweep sand from our roads on Sunday, April 5<sup>th</sup>.

Annual meeting set for Wednesday, May 27 @ 7:00 p.m.; Greg Lawn to check Monadnock Congregational Church for availability, or President will ask for Recreation Dept Building.

Set working meetings for preparation of budget & mailing for Annual Meeting: (10:00 a.m. on Thursday the 16, and Friday the 17<sup>th</sup>.)

Policy Statement Relative to Enforcement of Rules & Regulations: A motion made, seconded and unanimously passed that the Board officially accept this policy, which will be marked as being in force starting on April 1<sup>st</sup>. Notice of policy was posted from 2/25/09 through 3/25/09, so owners could offer comments and questions (none did). This finalizes the enforcement policy to be included in our Updated Handbook for Residents. (President to begin work on this after annual meeting.)

Dryer Duct Final Inspection: Fire Chief suggested we call our Insurance Company to have them do this inspection. Marilyn called HUB's Chris Snow for him to ask CAU about this. Chris sent Marilyn an email copy that he sent to CAU with our request.

(Point of interest: Both Servpro and our Fire Dept. had OK'd the dryer duct system at unit #22. We now learn that this system was below-standard and unsafe.)

Declaration Amendment for Annual Meeting on new description of a unit: Motion made, seconded and unanimously passed that the corrected Amendment be part of the material that is sent to owners for annual meeting accompanied by a brief summary statement for owner's understanding. Ann to draft a summary to be included in annual meeting packet.

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Nancy to arrange with Atlas's Steve Pelky to walk around our property with us, concentrating on the landscaping directly around all buildings (including shrub screen behind building 8) for a three year project. We need to learn prices for all their services.

Dub's Shrubs contract: eliminate landscaping services. Walk-around on Wednesday, April 8 early evening (5:00) so as to advise JW on our wishes about fallen branches from Dec. 08 storm.

Annual Garage Sale: Nancy to ask Welcome Committee (Ann Thayer & Diana Griffin) to set date, put ad in local paper, post info on bulletin board.

Discussion about unknown vehicles seen recently: Concerned owner will be asked to make note of license plate/make of car/etc. if concerned about similar vehicles in future.

Dead End Sign: coming soon. (Sign had been posted as of Sunday, Apr 5.)

Volunteer Release of Liability: We discussed the form sent by Gary Braun. Noted one small addition. Ann to send an email to Gary re this and a few queries.

Insurance Coverage for Owners: Gary Braun advises the Board to draft a rule saying – "Any worker invited onto LHE property must have proper forms of insurance (casualty, liability, Worker's Comp, Auto Ins.)." This rule would apply to owners, as well as to the Board.

Meeting with John Norton: Ask him to come between 10:00 a.m. and noon on Friday the 17<sup>th</sup>.

Planting Trees: Contact George Lohmiller - Plan which ones to plant this year .

Minor variations in storm doors and windows: Board discussed pros and cons of some recent decisions by owners concerning replacement of doors and windows. Place on Annual Meeting agenda a discussion of how much variety is acceptable for unit windows and storm doors.

Meeting adjourned @ 7:00 p.m.

Respectfully,

Marilyn Britton

Agenda must be continued, for work on:  
fireplace inspections,  
wildlife feeding  
rule regarding "appropriate insurance coverage for any contractor coming onto property"

Pg 3 of Director's Meeting Minutes for April 2, 2009  
COPY OF E-MAIL MOTION MADE, SECONDED, AND PASSED UNANIMOUSLY RE:  
PAYMENT OF JOHN NORTON'S RECENT INVOICE.

**From:** sonnetrnr@earthlink.net [mailto:sonnetrnr@earthlink.net]  
**Sent:** Sunday, April 05, 2009 1:18 PM  
**To:** clarke21@comcast.net; brittons  
**Cc:** jcattlibrary 06  
**Subject:** Re: Your permission

I also vote in favor.

Ann Lammers -- Southern New Hampshire  
[sonnetrnr@earthlink.net](mailto:sonnetrnr@earthlink.net)

----- Original Message -----

**From:**  
**To:** brittons  
**Cc:** jcattlibrary 06; sonnetrnr@earthlink.net  
**Sent:** 4/5/2009 12:49:51 PM  
**Subject:** Re: Your permission

I will vote in favor, too  
Nancy

----- Original Message -----

From: "brittons" <brittons@worldpath.com>  
To: sonnetrnr@earthlink.net  
Cc: clarke21@comcast.net, "jcattlibrary 06" <jcattlibrary\_06@yahoo.com>  
Sent: Sunday, April 5, 2009 10:35:18 AM GMT -05:00 US/Canada Eastern  
Subject: RE: Your permission

We need to preface this with:

Motion to pay a bill for \$7660 from John Norton for installing dryer duct roof vents [cost of \$2160 (\$120 x 18) to come from Capital Replacement Fund] and the balance for snow removal roof work. We will deduct John's retainer for Jan. and Feb. (\$360 x 2 = \$720) bringing the total owed to \$6940 to be paid in three equal parts:

April	\$2,313.34	May	\$2,313.33	June	\$2,313.33
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We need to specify exact funds to come from Capital Replacement Fund to give Treasurer the OK to transfer them to checking.

I will second and vote in favor of this wording for this motion.

Marilyn

## Blue Skies Roofing &amp; General Contracting

ACV ✓

John Norton  
91 Kimball Rd.  
Hancock, NH 03449

## Invoice

Date	Invoice #
4/2/2009	531

Bill To
Long Hill Estates Association PO Box 415 Peterborough, NH 03458

2843  
31540  
Julie's service payments  
Please make payments  
3 months at \$2513 each  
fridays

Agree to  
Julie

Terms
Due on receipt

Description	Qty	Rate	Amount
12-23-08 Shovel snow off sun rooms 2 workers x \$40.00 5.5 hrs		220.00	220.00
1-20-09 Shovel snow off sun rooms 1 worker x \$40.00 4 hrs		160.00	160.00
1-20-09 Shovel snow off sun rooms 1 worker x \$40.00 4.5 hrs		180.00	180.00
1-24-09 Remove ice around sky lights buildings #2, #4, #6 1 worker x \$40.00 3.5 hrs		140.00	140.00
2-4-09, 2-5-09, 2-6-09 Shovel Main roofs, dormers, ground areas and pathways		1,680.00	1,680.00
2-4-09 6 workers x \$40.00 7 hrs		1,440.00	1,440.00
2-5-09 6 workers x \$40.00 6 hrs		1,600.00	1,600.00
2-6-09 5 workers x \$40.00 8hrs		80.00	80.00
2-10-09 shovel rear slider doors and patios 1 worker x \$40.00 2 hrs		120.00	2,040.00
Install new dryer vents #'S 36,35,33,23,20,19,16,15,14,13,10,9,7,6,5,4,3		120	120-

140  
120  
160  
2553

Thank you for your business.	<b>Total</b> \$7,540.00
	<b>Payments/Credits</b> \$0.00
	<b>Balance Due</b> \$7,540.00

Phone #	Fax #	E-mail
(603) 525-4777	(603) 525-9990	JPN3@verizon.net

Pg 3 of Director's Meeting Minutes for April 2, 2009

**RE: PAYMENT OF JOHN NORTON'S RECENT INVOICE:  
MOTION MADE, SECONDED, AND PASSED UNANIMOUSLY  
(copy of emails, after April 2 meeting:)**

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Marilyn

## Statement of Account

David L. Poirier  
 12 Long Hill Estates  
 Peterborough, NH 03458

For Inquiries:  
 Long Hill Est Condo Assoc  
 100 Long Hill Estates  
 Peterborough, NH 03458

Account # 1054

Date	Item	Debit	Credit	Balance
07-01-08	*** Carry Over from Prev		0.00	0.00
07-01-08	Basic Monthly Fee - Jul 2008	235.00		235.00
07-26-08	Payment: check 5666		235.00	0.00
08-01-08	Basic Monthly Fee - Aug 2008	235.00		235.00
08-08-08	Payment: check 5679		160.00	75.00
09-01-08	Late Fee - Aug 2008	15.00		90.00
09-01-08	Interest on Late Fee - Aug 2008	3.53		93.53
09-01-08	Basic Monthly Fee - Sept 2008	235.00		328.53
09-16-08	Payment: check 5697		225.00	103.53
10-01-08	Late Fee - Sept 2008	15.00		118.53
10-01-08	Interest on Late Fee - Sept 2008	3.53		122.06
10-01-08	Basic Monthly Fee - Oct 2008	235.00		357.06
10-17-08	Payment: check 5712		235.00	122.06
10-28-08	Payment: check 5721		75.00	47.06
11-01-08	Late Fee - Oct 2008	15.00		62.06
11-01-08	Interest on Late Fee - Oct 2008	3.53		65.59
11-01-08	Basic Monthly Fee - Nov 2008	235.00		300.59
11-18-08	Payment: check 5730		235.00	65.59
12-01-08	Late Fee - Nov 2008	15.00		80.59
12-01-08	Interest on Late Fee - Nov 2008	3.53		84.12
12-01-08	Basic Monthly Fee - Dec 2008	235.00		319.12
12-30-08	Payment: check 5750		235.00	84.12
01-01-09	Late Fee - Dec 2008	15.00		99.12
01-01-09	Interest on Late Fee - Dec 2008	3.53		102.65
01-01-09	Basic Monthly Fee - Jan 2009	235.00		337.65
01-20-09	Payment: check 5770		235.00	102.65
02-01-09	Late Fee - Jan 2009	15.00		117.65
02-01-09	Interest on Late Fee - Jan 2009	3.53		121.18
02-01-09	Basic Monthly Fee - Feb 2009	235.00		356.18
02-19-09	Payment: check 5787		235.00	121.18
03-01-09	Late Fee - Feb 2009	15.00		136.18
03-01-09	Interest on Late Fee - Feb 2009	3.53		139.71
03-01-09	Basic Monthly Fee - Mar 2009	235.00		374.71
03-27-09	Payment: check 5810		235.00	139.71
04-01-09	Late Fee - Mar 2009	15.00		154.71
04-01-09	Interest on Late Fee - Mar 2009	3.53		158.24
04-01-09	Basic Monthly Fee - Apr 2009	235.00		393.24

Total Due: \$393.24

Copy to Association Board 4/2/09

LONG HILL ESTATES BOARD OF DIRECTOR'S MEETING  
AGENDA  
APRIL 2, 2009

Review previous minutes

Treasurer's Report

Upcoming expenditures – painting, spring clean up, landscaping, arch window trim  
Dryer duct final inspection

Finalize Declaration Amendment for vote at Annual Mtg

Finalize Enforcement Policy for Resident Handbook

Annual Mtg Planning

Date

Agenda

Place

Budget work meeting date

Contract for Dubs & Shrubs

Date for annual garage sale – see welcome committee

Plan on work mtg for:

Roof mtg with John

Wildlife feeding resolution

Fireplace inspection resolution

Survey

Review owner's concerns re "strange" vehicles at mail kiosk

*Volunteer workers*

*Assess skipping for SW - walk around*

PRESIDENT'S REPORT

March 2009

Worked with HUB and CAU to correct our Name and address on our Insurance Documents

Called Electrician re report of light out at unit #4-9. I'll get back to him if it needs more than a new bulb. We also spoke of light at mail kiosk that appears to be working well.

Spoke with Fire Chief re final inspection of our dryer duct systems

Sent questions to Gary Braun re our Declaration Amendment

Forwarded calls re roof leaks to Ann to call John.

Reminded John to have invoice items correspond to number of maintenance request.