

# LONG HILL ESTATES at PETERBOROUGH, A CONDOMINIUM ASSOCIATION

## BOARD MEETING AGENDA for

### August 15, 2024, 5:00 PM

Location: 6 Long Hill Road and online Google meeting. Link: <https://meet.google.com/wqj-nixn-wvv>.

#### Community Comments

The first 15 minutes of the meeting is open to community comments. No minutes will be taken. No board decisions will be made. The Community Comments section of the meeting is closed when there are no further comments or at the 15-minute mark.

#### Old Business: Completed

1. Updated Treasurer Role and Responsibilities document.
2. Updated Board of Directors' Operating Rhythm and Responsibilities document.
3. Determined last catch basin cleaning was done in April 2021 and that spring 2025 is a reasonable next time (4-year interval). Added to the *Directors' Responsibilities* document.
4. *Save the Date*. Fall Block Party scheduled for 28 September from 1-3 PM with a rain date of 29 September.
5. M&T Bank signatories updated for three bank accounts and the safety deposit box.  
Note: LHE has only one of the two standard keys for the safety deposit box. Ray found a document dating from 2011 that there was already only one key at that time.
6. M&T online banking access updated.  
Note: There is only one user ID with access to the accounts online. Ray now has that access.
7. Secretary of State registration information updated.
8. Tax information reviewed and sent to tax preparer.
9. Maintenance and painting task list updated and discussed with contractors.

#### Old Business: In Progress

1. Review crack sealing quotes received.
2. Review what is required for the Non-Profit Report for State of NH in 2025. (*pending Treasurer discussion with accountant/tax preparer*)
3. Updated per-unit propane usage spreadsheet (*pending info from SuperiorPlus*)
4. Review board and treasurer fidelity bonding (*pending rgac discussion w/counsel*)
5. Door replacement committee.
6. Chimney inspection/cleaning.
7. Dryer vent inspection/cleaning.

#### New Business

1. Request to improve tennis court as a pickleball court from Mike and Patti Lindert (#19):  
*I propose working on the tennis court to allow for pickleball. It will require weeding, etc. so the court can be used along with outlining the court for play. I tape out the lines initially and then use yellow paint as humidity and rain affect the tape. The white tennis lines remain in place, along with the net. I've talked with the neighbors in unit #14 and they would welcome the opportunity to learn the game. I feel it would be beneficial for the court to be used and available for any of our residents. Thanks for your and the boards consideration.*
2. Review and update the Capital Improvement documentation in the M&T Bank safety deposit box and the spreadsheet.

*Planned August Tasks*

3. Contracts for grounds keeper, maintenance contractor, roofer, lawn care. Ensure COIs are up to date.

*Planned September Tasks*

4. Assess any pre-winter maintenance.
5. Email and post Fall Newsletter.

**Queued Business**

1. Patio settling and flooding. Tabled 2024-07-18 for spring 2025 capital expense.
2. Improvement to entrance at bottom of hill. Tabled 2024-07-18
3. By-law change: non-owner-occupied restrictions. Tabled 2024-07-18 until a fall 2024 meeting.
4. By-law change: Fiscal year. Tabled 2024-07-18 pending other by-law changes.
5. Review of Capital Reserve accounts. Tabled 2024-07-18 until Sept/Oct meeting.

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