

LONG HILL ESTATES CONDOMINIUM ASSOCIATION

Minutes of Board of Directors Meeting

1/10/00

Accepted 2/14/00

A Meeting of the Board of Directors of the Long Hill Estates Condominium Association was held on Monday January 10, 2000

Present: Directors Marilyn Britton, Tom Forman and Rob Trowbridge, Cal and Ted Davison of Cardiff Management.

Absent: None

Call to Order

The meeting was called to order at 9:45 P.M. by Marilyn Britton

Reviews/Approval of Minutes

December 8, 1999 B.O.D. Meeting

A Motion was made and seconded to accept the minutes with addition of the discussion regarding roof specification and other minor changes. Motion passed unanimously.

July 6 and 27 B.O.D. Meeting

A Motion was made and seconded to accept these minutes as no word to the contrary from John Hampson. Motion passed unanimously.

Old Business

Report on Tennis Net Storage

Rob. Trowbridge reported that he will do this as soon as he has a key to the court. Marilyn informed him where to get such a key.

Defer to future date

Discussion on L.H. records being housed in Peterborough

Discussion of sun rooms - process of changing to unit ownership

This discussion took place. Whalen Dunn promised to help complete this process by working with Cardiff.

New Business

Caroline LaBossiere's request for rodent control

After thorough discussions a motion was made to deny the request of Mrs. LaBossiere's. Interpretation of By Laws and precedent indicate that this is not an Association concern. A Motion was made and seconded to inform Mrs. LaBossiere of this decision. Motion passed unanimously. Action Cardiff will so inform the unit owner by drafting a letter for board approval. Jane Morrissey's 12/15 letter with 4 requests.

Each request was discussed with the following decisions on each

1). Request for installing retractable awning over concrete pad at back of unit.

After discussion a Motion was made and seconded to deny the request. Motion passed unanimously. Action Cardiff will inform the unit owner giving the rationale for the decision by drafting a letter for board approval.

2). Request to permit painting a panel next to the door in a color, identical to one of the other units which the owner preferred.

After discussion a Motion was made and seconded to paint the one discrepant unit like all the others and to keep uniformity and to deny the request. Motion passed unanimously. Action Cardiff will inform unit owner of this.

3.) Request to plant shrubs at edge of pad behind unit and for the B.O.D. to furnish specifications for this. Discussion resulted in a Motion to deny the request as it would interfere with mowing the grass. Motion accepted and seconded, passed unanimously. Action Cardiff to inform the unit owner of this decision.

4.) Request to be personally informed of date of unit # 10 to be painted. After discussion Motion was made and seconded: to ask the unit owner to give the name of the person in charge of the unit in her absence to the BOD (according to the instructions on page 4 of "Rules to Live by" of January 200). The board will notify that person when that information is known. Motion passed unanimously. Action Cardiff Management will inform the unit owner of this decision.

Review of the specifications for roof replacement request for bids

The specs. are to be sent out to the board members next week .

OK Generator installation procedure for future use

After Cardiff explained that they made only minor changes to Tom's text. A Motion was made and seconded to accept the procedure and refine it if necessary at the 2/14/00 meeting. Motion passed unanimously

Decisions on tasks assignments as result of preceding open information and exchange of view meeting

The following items were noted during the preceding open meeting:

- 1.) Inspection of chimneys and fireplaces in addition to that of furnaces
- 2.) Question of whether the Association has a sewer back up insurance of any kind available for unit owners.
- 3.) Possibility of improving excess accumulation of trash by increasing frequency of pick up and/ or improving schedule of same, especially at Christmas and Thanksgiving.
- 4.) Unauthorized persons using our dumpsters.

It was decided that Cardiff Management will take care of item 2.) and 3.) and that the other items will be addressed at the February meeting.

Other Business

Preparation prior to February 14. meeting

- 1.) Finalizing TJ's summer contract - the president will ask them to discuss this with the board at the 2/14 meeting at 2:15 P.M.
 - 2.) Items to be included in new Cardiff management contract.
- Board members will prepare inputs for the 2/14 meeting.

Management Report Presented

The Dec./ year end report will be sent to the board members within the next few days.

Adjournment

Meeting adjourned at 10:20 P.M.

Next Board of Directors Meetings

February 14. 2000 at 2:00 P.M. at unit 16

Respectfully submitted

Tom Forman , Clerk

T. H. Forman

Date

01/12/2000

Date: January 10, 2000

To: Board of Directors
Long Hill Estates

Fm Cardiff Management, Inc.

Ref: Monthly Management Report

Financial: EOM 12/99
Property/Admin: to 01/10/00

Financial (six month period ending 12/31/99)

Revenues

Association fees:

YTD Budget	27,000	
YTD Actual	<u>26,399</u>	
YTD Variance	601	2.2% under budget

Special assessment:

YTD Budget	18,000	
YTD Actual	<u>17,060</u>	
YTD Variance	940	5.2% under budget

Primarily due to how payments are applied to oldest unpaid assessment first.

Total revenues:

YTD Budget	45,000
YTD Actual	<u>43,864</u>
YTD Variance	1,136

Primarily due to how funds received were applied during the change from the calendar to the fiscal year.

Expense

YTD Budget	52,132
YTD Actual	<u>53,933</u>
YTD Variance	1,801

Delinquencies

Basically, none except for some late charges.

Admin

None

Letters to, Letters from

Fm Britton, 1/4/00 many questions. To her in response, 1/6/00.

Fm Britton, 1/8/00 budget and other issues.

Fm Britton, 12/16/99 Morrissey's letter.

Fm Britton, 12/15/99 LaBossier's letter

Fm Britton, 12/13/99 LaBossier - mice

Fm Britton, 1/14/00 copy of letter to Hanson.

Fm BOD to Cardiff advising of intent to enter into new contract as of 3/31/00.