

LONG HILL ESTATES at PETERBOROUGH, a CONDOMINIUM

NOTICE OF ANNUAL MEETING

The Annual Meeting of the Unit Owners' Association
will be held on

**Wednesday, May 24, 2017
at 7:00 pm
Peterborough Town Library
Peterborough, NH**

Members in good standing will be allowed to vote. Good standing means that all monies currently due the Association must be paid in full at least three (3) days prior to the meeting date.

Should you be unable to attend, it is very important that you complete and submit the enclosed proxy form to the Board prior to the meeting, OR it may be submitted by your assigned proxy at the meeting.

You may assign your proxy to an individual or to the Board.

Signed: The Board of Directors
Long Hill Estates at Peterborough, a Condominium
May 1, 2017

Documents Included in Annual Meeting Packet

1. Notice of Meeting
2. Agenda
3. 2016 Minutes
4. Profit & Loss Budget Performance 2016-2017
5. Budget for 2017-2018
6. IRS Resolution for Disposition of Excess Revenue
7. Nomination and Proxy Forms

Note: This packet also contains your payment slips for next year's condo fees.

LONG HILL ESTATES at PETERBOROUGH, A CONDOMINIUM
ANNUAL MEETING
Wednesday, May 24, 2017
7:00 PM
Peterborough Town Library, Peterborough, NH

AGENDA

- A. Call to order
- B. Roll Call (to be taken via check sheet at door)
- C. Introduction of directors and officers
- D. Acceptance of Minutes of May 22, 2016 Annual Meeting (minutes included)
- E. Mandatory Vote of Resolution for Disposition of Excess Revenue Over Expenses For Fiscal Year ending June 30, 2017 (*IRS Revenue Ruling 70-064 included*)
- F. President's Report
- G. Finance Report (Income/Expense Report included)
- H. Committee Reports
- I. Election of Directors (1 position: 3 years; 1 position: 2 years remaining of 3-year term)
- J. New Business *
- K. Adjournment

* New business may be brought before the body by any unit owner. Should any votes be taken on any new business, the results are non-binding because of certain statutory requirements re. notification for annual meeting business.

Long Hill Estates at Peterborough, a Condominium
Cover Letter for 2017 Financial Report

For Easy Identification of a specific dollar amount

Columns are Labeled F – P

Lines are Numbered

Explanation of each column:

F – Apr '17 Actual

Amount actually spent or earned during April

H – Apr '17 Budget

Amount budgeted for this month.

Sometimes this is 1/12 of the annual budget.

Sometimes the annual budget is spread over just a few months.

J – Jul '16 – Apr '17 Actual

Amount spent or earned from beginning of our fiscal year through April.

L – YTD Budget (year to date)

This is the budget for this fiscal year to date (July through April)

N – YTD Actual Minus YTD Budget

This is the difference between what was budgeted and what was
spent or received so far this year (column J minus column L)

Numbers in parentheses are a negative.

P – Annual Budget

Amount budgeted for whole fiscal year (July '16 through June '17)

Long Hill Estates Condominium Association
Profit & Loss Budget Performance
April 2016

15-16 Budget

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2						Apr '16 Actual	April '16 Budget			Jul '15 - Apr '16 Actual		YTD Budget	YTD Actual Minus YTD Budget			Annual Budget	
3				Income													
4				Assessments													
5				Owner Base Monthly		8,250.00	9,000.00			87,470.00		90,000.00	(2,530.00)			108,000.00	
6				Total Assessments		8,250.00	9,000.00			87,470.00		90,000.00	(2,530.00)			108,000.00	
7				Investments													
8				Interest Earned		0.00				62.35			62.35				
9				Total Investments		0.00				62.35			62.35				
10				Total Income		8,250.00	9,000.00			87,532.35		90,000.00	(2,467.65)			108,000.00	
11				Gross Profit		8,250.00	9,000.00			87,532.35		90,000.00	(2,467.65)			108,000.00	
12				Expense													
13				Administrative													
14				Accounting Services		0.00	50.00			400.00		500.00	(100.00)			600.00	
15				Bank Service Charges		0.00	5.84			15.00		58.32	(43.32)			70.00	
16				Bookkeeper		0.00	20.84			50.00		208.32	(158.32)			250.00	
17				Insurance		321.00	1,584.00			15,244.00		15,832.00	(588.00)			19,000.00	
18				Legal Fees		0.00	8.40			0.00		83.20	(83.20)			100.00	
19				Miscellaneous		16.99	21.25			188.60		212.50	(23.90)			255.00	
20				Office Supplies		0.00	25.00			110.21		250.00	(139.79)			300.00	
21				Postage		0.00	4.18			49.00		41.64	7.36			50.00	
22				Taxes		0.00	2.10			0.00		21.00	(21.00)			25.00	
23				Total Administrative		337.99	1,721.61			16,056.81		17,206.98	(1,150.17)			20,650.00	
24				Buildings													
25				Painting		0.00	708.40			8,000.00		7,083.20	916.80			8,500.00	
26				Pest Control		0.00	104.10			0.00		1,041.80	(1,041.80)			1,250.00	
27				Repairs/Maintenance-Labor		0.00	666.60			5,642.00		6,666.80	(1,024.80)			8,000.00	
28				Repairs/Maintenance-Materials		0.00	316.60			2,196.71		3,166.80	(970.09)			3,800.00	
29				Total Buildings		0.00	1,795.70			15,838.71		17,958.60	(2,119.89)			21,550.00	
30				Funding of Funds													
31				Capital Replacement Fund		0.00	1,750.00			0.00		17,500.00	(17,500.00)			21,000.00	
32				Total Funding of Funds		0.00	1,750.00			0.00		17,500.00	(17,500.00)			21,000.00	

Long Hill Estates Condominium Association
Profit & Loss Budget Performance
April 2016

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2						Apr '16 Actual		April '16 Budget		Jul '15 - Apr '16 Actual		YTD Budget		YTD Actual Minus YTD Budget		Annual Budget	
33					Grounds Maintenance												
34					Bed Maintenance	0.00		354.10		7,077.50		3,541.80		3,535.70		4,250.00	
35					Fall Cleanup	0.00		128.40		1,540.00		1,283.20		256.80		1,540.00	
36					Fertilization	0.00		180.90		2,510.00		1,808.20		701.80		2,170.00	
37					Mowing	0.00		666.60		6,900.00		6,666.80		233.20		8,000.00	
38					Spring Cleanup	0.00		275.00		3,300.00		2,750.00		550.00		3,300.00	
39					Tree/Shrub Maintenance	0.00		166.60		4,022.50		1,666.80		2,355.70		2,000.00	
40					Total Grounds Maintenance	0.00		1,771.60		25,350.00		17,716.80		7,633.20		21,260.00	
41					Roads & Winter Maintenance												
42					Other Winter Maintenance	0.00		225.00		1,611.50		2,250.00		(638.50)		2,700.00	
43					Plow, Sand & Shovel	560.00		833.40		5,135.00		8,333.20		(3,198.20)		10,000.00	
44					Roads & Driveway Maintenance	0.00		500.00		6,295.00		5,000.00		1,295.00		6,000.00	
45					Total Roads & Winter Maintenance	560.00		1,558.40		13,041.50		15,583.20		(2,541.70)		18,700.00	
46					Utilities												
47					Electricity	0.00		91.60		810.30		916.80		(106.50)		1,100.00	
48					Trash Removal	295.00		295.00		2,950.00		2,950.00		0.00		3,540.00	
49					Water - Hydrants	0.00		16.60		120.00		166.80		(46.80)		200.00	
50					Total Utilities	295.00		403.20		3,880.30		4,033.60		(153.30)		4,840.00	
51					Total Expense	1,192.99		9,000.51		74,167.32		89,999.18		(15,831.86)		108,000.00	
52					Net Income	7,057.01		(0.51)		13,365.03		0.82		13,364.21		0.00	
53					ASSETS												
54					People's United Checking			64,807.51									
55					Capital Replacement			83,868.45									
56					Working Capital			16,664.53									
57					TOTAL CHECKING/SAVINGS			165,340.49									

Long Hill Estates at Peterborough, a Condominium
Budget for 2017 – 2018

Income

Assessments	
Owner Base Monthly	\$250.00
Total Assessments/Income	\$108,000.00

Expense

Administration	
Accounting Services	600.00
Bank Service Charges	70.00
Bookkeeper	250.00
Insurance	17,500.00
Legal Fees	100.00
Miscellaneous	255.00
Office Supplies	300.00
Postage	50.00
Taxes	25.00
Total Administration	19,150.00

Buildings	
Painting	8,500.00
Pest Control	1,250.00
Repairs/Maintenance/Labor	8,000.00
Repairs/Maintenance/Materials	3,800.00
Total Buildings	21,550.00

Funding of Funds	
Capital Replacement Fund	21,000.00

Grounds Maintenance	
Bed Maintenance	5,750.00
Fall Cleanup	1,540.00
Fertilization	2,170.00
Mowing	8,000.00
Spring Cleanup	3,300.00
Tree/Shrub Maintenance	2,000.00
Total Grounds Maintenance	22,760.00

Roads/Winter Maintenance	
Other Winter Maintenance	2,700.00
Plow/Sand/Shovel	10,000.00
Roads/Driveway Maintenance	6,000.00
Total Roads/Winter Maintenance	18,700.00

Utilities	
Electricity	1,100.00
Trash Removal	3,540.00
Water – Hydrant	200.00
Total Utilities	4,840.00

Total Expense	\$108,000.00
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RESOLUTION FOR DISPOSITION OF EXCESS REVENUE OVER EXPENSES

FOR

FISCAL YEAR ENDING JUNE 30, 2017

RESOLVED: That any excess of membership income over membership expenses for the year ending June 30, 2017 shall be applied against subsequent tax year member assessments as provided by IRS Revenue Ruling 70-064.

LONG HILL ESTATES at PETERBOROUGH, a CONDOMINIUM

NOMINATION FORM

At the Annual Meeting on May 24, 2017, the membership will be
electing the following to the Board of Directors:

ONE UNIT OWNER TO FILL A THREE-YEAR TERM

**ONE UNIT OWNER TO FILL THE REMAINING TWO YEARS OF
A THREE-YEAR TERM**

Should you wish to nominate someone prior to the meeting,
please do so by using this form and submitting it to the
Board before the meeting.

This same form may be used for self-nomination.

Nominations may also be submitted on the floor,
at the meeting, verbally or in writing
up until the time the election takes place.

Nominators must be unit owners.

NOMINEE FOR 3-YEAR TERM:

_____ UNIT # _____

NOMINATED BY:

_____ UNIT # _____

NOMINEE FOR REMAINING 2 YEARS OF 3-YEAR TERM:

_____ UNIT # _____

NOMINATED BY:

_____ UNIT # _____

PROXY STATEMENT
ANNUAL MEETING
Long Hill Estates at Peterborough, a Condominium

I/We _____ and _____ of
Unit # _____, being member(s) in good standing of Long Hill Estates at
Peterborough, a Condominium, under the provisions of the duly recorded legal
instruments governing the community, do hereby grant my/our proxy to:

(name)

(address)

For the purpose of establishing a quorum and for any other business that
may come before the Association at the Annual Meeting of Long Hill
Estates at Peterborough, a Condominium on **May 24, 2017 at 7 p.m. at the
Peterborough Town Library, 2 Concord Street, Peterborough, NH.**

This proxy carries full right for the proxy holder to cast his/her vote(s) as
he/she feels fit. This proxy revokes any and all proxies previously assigned;
personal appearance at the Annual Meeting will negate this proxy.

Date Signed _____

*NOTE: In the event more than one individual appears on the deed, ALL such individuals must sign this
proxy form.*

Unit Owner Signature

Unit Owner Signature

Unit Owner Printed Name

Unit Owner Printed Name

Unit address _____

*Note: ONLY this EXACT FORM can be used for a proxy from your unit. Copies will not be
accepted.*

UNIT OWNER CHECK SHEET
LONG HILL ESTATES at PETERBOROUGH, a CONDOMINIUM
May 24, 2017 – ANNUAL MEETING

Verification – delivery of annual meeting packets to owners
(All addresses are unit # Long Hill Estates -- Exceptions listed)

<u>UNIT #</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>SIGNATURE</u>
1	Bethann SanMartino		<hr/>
2	Virginia Peterson	PO Box 775 Pet. 03458	<hr/>
3	Ed & Jean Wright		<hr/>
4	Marcia Pettee		<hr/>
5	Diane Buchholz		<hr/>
6	Carole Reid	47 Kendall Road Keene, NH 03431	<hr/>
7	Elizabeth Charlton		<hr/>
8	Carle Partridge		<hr/>
9	Glen & Annagreta Swanson		<hr/>
10	Joan Jansen		<hr/>
11	Miriam Gibbons		<hr/>
12	Maura Scanlon		<hr/>
13	Allen Hollander		<hr/>
14	Martha Price		<hr/>
15	Brenda Salmonson		<hr/>

16	Carl Sr. & Marilyn Britton	_____
17	NH Ball Bearings	Attn: Emma Johnson 175 Jaffrey Road Pet. NH 03458 _____
18	William Lutz	PO Box 2100 Peterborough, NH 03458 _____
19	Matthew Farhm	_____
20	Emil & Alverta Petrovick	_____
21	Nancy Clarke	_____
22	Faith Hanson & Joan Butler	_____
23	Richard White	_____
24	Sonya LeClair	_____
25	Sharon Smith	_____
26	Carol Petersen	_____
27	Eric & Jessica Walter	_____
28	Ann Thayer	_____

29	George Austermann	_____
30	Linda Buxton	_____
31	Julie Clattenburg	_____
32	Diana Griffin	_____
33	Monadnock Developmental Services Attn: Joel Fitzpatrick 121 Railroad Street Keene, NH 03431	_____
34	Alejandro & Regina Andres	_____
35	Ann Lammers	_____
36	Bessie Myhaver	_____

**AFFIDAVIT
ANNUAL MEETING
May 24, 2017**

We hereby certify that notice of the Annual Meeting of Long Hill Estates at Peterborough, a Condominium was mailed to all unit owners at their addresses of record via 1st class mail

OR

handed directly to owners at the direction of the Board of Directors by an owner who concurrently received a signature of acceptance from each recipient; both methods according to the requirements of RSA 356B and the By-Laws. The list of owners and addresses is attached to this affidavit.

Signed _____
Allen Hollander
President of the Board of Directors

Date

Signed _____

Date

Witness _____

Date

UNIT OWNER CHECK SHEET
LONG HILL ESTATES at PETERBOROUGH, a CONDOMINIUM
May 24, 2017 – ANNUAL MEETING
Sign-in sheet to verify quorum
(All addresses are unit # Long Hill Estates -- Exceptions listed)

<u>UNIT #</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>SIGNATURE</u>
1	Bethann SanMartino		<hr/>
2	Virginia Peterson	PO Box 775 Pet. 03458	<hr/>
3	Ed & Jean Wright		<hr/>
4	Marcia Pettee		<hr/>
5	Diane Buchholz		<hr/>
6	Carole Reid	47 Kendall Road Keene, NH 03431	<hr/>
7	Elizabeth Charlton		<hr/>
8	Carle Partridge		<hr/>
9	Glen & Annagreta Swanson		<hr/>
10	Joan Jansen		<hr/>
11	Miriam Gibbons		<hr/>
12	Maura Scanlon		<hr/>
13	Allen Hollander		<hr/>
14	Martha Price		<hr/>
15	Brenda Salmonson		<hr/>

16	Carl Sr. & Marilyn Britton	_____
17	NH Ball Bearings Attn: Emma Johnson 175 Jaffrey Road Pet. NH 03458	_____
18	William Lutz P.O. Box 2100 Peterborough, NH 03458	_____
19	Matthew Farhm	_____
20	Emil & Alverta Petrovick	_____
21	Nancy Clarke	_____
22	Faith Hanson & Joan Butler	_____
23	Richard White	_____
24	Sonya LeClair	_____
25	Sharon Smith	_____
26	Carol Petersen	_____
27	Eric & Jessica Walter	_____
28	Ann Thayer	_____

29	George Austermann	_____
30	Linda Buxton	_____
31	Julie Clattenburg	_____
32	Diana Griffin	_____
33	Monadnock Dev. Services Attn: Joel Fitzpatrick 121 Railroad St. Keene, NH 03431	_____
34	Alejandro & Regina Andres	_____
35	Ann Lammers	_____
36	Bessie Myhaver	_____