

DRAFT 11/10/98

LONG HILL ESTATES CONDOMINIUM ASSOCIATION

Board of Directors Meeting

November 9, 1998

MINUTES

A Meeting of the Board of Directors of the Long Hill Estates Condominium Association was held on Monday, November 9, 1998 at the SDE Building, Route 202, Peterborough, NH.

Present: Jonathan Hampson, Amy Myhaver, George Austermann and Cal and Ted Davison of Cardiff Management, Inc.

Absent: Treasurer, Whalen Dunn

Call to Order

The Meeting was called to order at 5:02 p.m. by Jonathan Austermann.

Review/Approval of Minutes

September 14, 1998 BOD Meeting

A Motion was made and seconded to approve the Minutes of the September 14, 1998 Board of Directors meeting as drafted. All in favor: 3; opposed: 0. Motion passed.

October 14, 1998 BOD Meeting

A Motion was made and seconded to approve the Minutes of the October 14, 1998 Board of Directors Meeting, as amended. All in favor: 2; opposed: 0. Abstained due to not being present: 1, George Austermann. Motion passed.

Old Business

Election of Officers

A Motion was made and seconded to appoint Jonathan Hampson as President, George Austermann as Treasurer, and Amy Myhaver as Clerk. All in favor: 3; opposed: 0. Motion passed.

Gas Contract

Cal advised that in several instances, Keene Gas had been contacted and committed to faxing copies of the most recent contract, but it had not been received. The concern being that the Association not enter into a new contract until there was a certainty that

there was not one in place. Finally, that afternoon Cardiff had received (via fax) copies of two letters: one from Woodmaster to Keene Gas stating that they and the Association were accepting a contract with a term of April 1, 1997 to August 1, 1998 at \$.99.

Following a review of the current bidders, a decision was made to not go forward with any changes at this point. Rather, in April Cardiff will contact various providers to ask for quotes for a contract to take place effective June 1, 1999. In the interim, Cardiff will contact Keene Gas and ask for a letter of assurance that the terms and pricing of the recently terminated contract would remain until further negotiations might be successfully concluded in the Spring of 1999.

New Business

Morrissey - Review: Degree of Letters/Requests Received

Cardiff summarized the numerous letters and work requests submitted in the recent few weeks from Ms. Morrissey, including two which required Board review and decisions:

- a) The dumpster would be monitored over the next few weeks, we will check into the cost of having a 6-yarder picked up twice weekly vs an 8-yarder picked up once weekly, a newsletter article will ask people to break down their boxes, and we will check in to costs of having curbside pickup vs dumpster services.
- b) In regards to her claims of drainage issues behind her unit, Ted will review and if noted to be an issue, will present it to the Town to address with the Declarant.

Cardiff to write to her in this regard.

Capital Reserve Study

There was a brief review by Ted on how the information and data is obtained and used in doing a Capital Reserve Study and how it gives important information regarding how much should be transferred in any given year to insure funds are available when they are anticipated to be needed.

It was confirmed that the amount being transferred on a monthly basis was appropriate to insure, as best as can be determined at this point, funds required will be available when needed. It was noted in this regard, that the life time on some of the assets was entered short rather than long which would assist in this.

Other Business

Crack Filling

If possible, Cardiff will have crack filling done this year. If not, it will be scheduled for 1999. There is a particularly large area needing attention in front of #14.

Mail Box Light

Ted advised that rather than the light inside the mail box hut being out, it was working but just not on due to it being controlled by a photocell located on the outside. Therefore, Cardiff will coordinate installation of a battery powered light for use by the Postal carrier, as needed.

Numbers on Pole Lights

For ease of identifying those lights out on the Common Area, Cardiff suggested and the Board agreed, to number the poles for reference.

Directory

It was agreed that the unit numbers of each building will be posted on a sign to be installed on each of the buildings. Additionally, Cardiff will check on having a Directory of the property made, or having a sign on each of the access roads to the units indicating which units were on each of the access roads.

Chains Across Roads

Currently, there are ribbons to warn people of the chains. However, in darkness they are difficult to see. Therefore, Cardiff to replace the ribbons with some sort of reflector device.

Loam Pile

Mary Huot has advised that the Town is looking for a letter advising that once the pile is used by the Association, that the Association will grade the grounds appropriately. Cardiff will generate this letter.

Long Hill Sign at Entry

There is some concern that due to where the sign is located (well into the property), that it is difficult to know where Long Hill is until a driver would have passed it. Therefore, Cardiff will check with the Town regarding available options.

CPA Review of Records/Tax Year

Cardiff reviewed again that the change of the tax year with the IRS was done without the appropriate vote to change the fiscal year in the Bylaws. To note also is that there was an agreement recently by the Board to insure the fiscal year was January 1 - December 31 each year.

As it appears there has not been a audit of the Association's finances for sometime, once the fiscal year issue is resolved, Cardiff will obtain quotes from CPA's having condominium association experience.

Communications from Unit Owners to Board Members

Both Amy and Jonathan advised that they receive frequent calls or faxes from some unit owners. Such communications are becoming excessive and often place them in an uncomfortable position when the unit owner expects a response for which they do not have sufficient facts.

Cardiff will include an article/notice for the newsletter reminding people that it is inappropriate to communicate directly with a Board member to voice a concern or a dispute as only the full Board can address any such issues.

Jonathan Hampson - Pending Resignation from Board of Directors

Jonathan advised that responsibilities as a member of the Board have become a concern, particularly due to so many unit owners writing or faxing to him. Therefore, he feels he must consider resigning in January and asks the Board and Cardiff to begin considering a replacement.

Management Report

The Management Report was reviewed without further comment.

Adjournment

There being no further business before the Board, the Meeting was adjourned at 6:04 p.m.

Respectfully submitted,

Cal Davison, Scribe for
Amy Myhaver, Clerk

Date

Date: November 9, 1998

To: Board of Directors
Long Hill Estates Condominium Association

Fm: Cardiff Management, Inc.

Ref: **Monthly Management Report**
Financial: EOM 10/98
Property/Admin: 10/15-11/09/98

Financial

Revenues

Association fees:

YTD Budget	18,000	
YTD Actual	<u>17,745</u>	
YTD Variance	255	1.4% under budget

Primarily due to a change in ownership for which we have only this month (11/98) become aware.

Total revenues:

YTD Budget	18,000	
YTD Actual	<u>17,865</u>	
YTD Variance	135	.8% under budget

Expenses

YTD Budget	17,545	
YTD Actual	<u>18,325</u>	
YTD Variance	781	4.4% over budget

Primarily due to unbudgeted payment to Declarant, per Agreement.

Delinquencies, by more than one month

Halefli, #8, \$280. We have only this month (11/98) learned that this unit transferred title. The old owner felt we had been notified, but we had not.

Property

Fall Cleanup

Jarest indicated they were starting the Fall cleanup and would be returning periodically as leaves continued to fall.

Gutter Cleaning

Gutters were cleared of debris by the Painter when on site. Note: While gutters at Long Hill do not historically collect a lot of debris, even when they are cleared, there are instances where they again become clogged when leaves and pine needles continue to fall or blow around.

Painter

The painter completed his touch up during the last of October. The tasks were delayed due to rain earlier in the month, or high winds which would present a danger to those on a ladder.

Admin

Declarant Issues

Upon review of the Agreement drafted by Mary Huot's attorney, it states that by signing, we are acknowledging receipt of the \$5000. In fact, we have not yet received this payment.

We met with her on Friday, November 6 to exchange the payment for the Agreement, but while she showed us the check, she would not relinquish the payment until all three Board members signed the Agreement. However, she took back one of the three copies.

We had also received an invoice from her for the agreed to 25% for some tasks, but asking for 100% of the cost for another based on new requirements of the Town. We generated the check, however, for the 25%, not the 100% and at the meeting on November 6 reviewed that the 25% was for the task without any avenue for reconsideration based on additional requirements of the Town.

Newsletter

Generated the newsletter with most, but not all of the issues from the Annual Meeting due to limited space. Those left out were those associated with Spring activities.

Have had positive feedback from unit owners regarding the newsletters sent out thus far.

Gas Contract

We have contacted Keene Gas several times regarding obtaining 1) the dates of the current contract, if any; or the date on which a previous contract terminated, and 2) a copy of the most recent contract whether it be expired or not. We continually receive promises, but nothing else. Today, we again contacted them, again received a commitment that the contract would be fax'd, but it was not.

We have now generated a letter to them advising that as it appeared they were unable to provide a copy of any existing or previous contract, we assumed no such agreement was in place.

Treasurer's Association Participation Concerns

We continue to be concerned that despite being the Treasurer, Whalen Dunn does not attend Board meetings, has not participated in the budget development or meetings, has made no comment on the Capital Reserve Analysis sent, and did not attend the Annual Meeting, send in his proxy or prepare a Treasurer's Report, as required or offered any commentary as to why.

Letters to, Letters from...

To all owners and tenants, Newsletter was sent on 10/31/98.

To Morrissey, #10, re BOD decision regarding her account, the purchase charges, etc.

Fm Whipple, asking when fees are due as he had lost his records. To him, 11/3/98 in response.

Fm Morrissey, #10, 10/22/98 asking that we do something about the dumpster she feels is often overloaded. To her, 11/4/98 advising her request would be reviewed by the BOD.

Fm Morrissey, #10, 10/23/98, asking us to do something about the ground around her unit claiming that a "ditch-like" pattern is forming. To her, 11/4/98 advising her request would be reviewed by the BOD.

Fm Morrissey, #10, 11/1/98 claiming she mailed two checks dated in August and wondering why they were not processed until mid-September. To her, 11/3/98 advising what while her checks were dated in mid-August, the envelope used to mail them was not dated until September 4, 1998 and that we only make a few deposits a month, but always for those received prior to the grace period, due to costs charged by banks for commercial accounts.

Fm Morrissey, #10, 11/3/98 advising we should not pay the painter because he missed a spot. To her, 11/6/98 advising the painter was not asked to paint all trim work, but only to do touch up as we had advised in the newsletter.

Fm George, #36, copy of letter to Declarant, 10/18/98 advising of his concerns relative to the very poor drainage. He also copied the Town.

Fm Hafeli, #8, 11/4/98 advising we kept sending delinquency notices to her and that Peterson's had advised us in October that she had sold the unit. To her advising that the last we heard was that it was listed for sale, but we had had no word that it had sold or who a new owner was. We then called the Peterson's and asked them for the date of sale and new owners name. They acknowledged they probably had not told us as they thought the old or new owners would tell us.