

**Longhill Estates Condominium Association**  
**Board of Directors Meeting**  
**MON,Jan 15th,2001**

**Call to Order:** The meeting was called to order by MB at 1:30pm.  
**Present:** Rob Trowbridge, Marilyn Britton, Tom Forman.  
**Guest:** Anne Thayer,unit #28,Jeff Balcom  
**Minutes:** Sandhy Kale,clerk

**Review of previous minutes:**

- 12/18/2000: Reviewed & Approved as written with minor word changes.

**Old Business:-**

- Review of President's report-Approved and accepted,with [Attachment #1,1a,1b, 1c,1d]  
1-copy of president's report.
- 1a-Landscaping maintainance schedule,Quotations from Jeff B.  
Meeting with Jeff B.  
Issues discussed -i]Spring cleaning ,summer work, fall cleanup with timetable for the activities, Prices for the work, Coordination with other contractors.  
ii]Sprinkler System:- Taken care of by Anrik (1-877-662 6745 Rick Nantel).  
Landscapers to coordinate work with Rick so his system's turning 'on or off' or 'repairs' will not interfere with lawn mowing etc...  
iii] Fertilizer/Weed Control Applications :- Managed by TrueGreen ChemLawn.(603-437 2360 Mark Vaillancourt )  
{Attachment1b}  
Landscapers to coordinate work with them so as their applications donot interfere with with mowing etc...  
iv]Pricing :- discussed in details.  
Contractor to provide : All equipment and tools.  
Certification of insurance.  
Contractor or his designated Foreman -with crew while working.  
Jeff Balcom's contract was agreed upon by the Board.  
He is to coordinate with other contractors and report the timings to the president
- v]Enlarging the Board membership: To aviod the possible delay Ed will be given privilages to sign the checks,Rob carrying the responsibilities of treasurer . He will look into signature card formalities for the bank.

- viii]\*Annual meeting date :A letter from a unit owner was presented re the concerns about the legalities of \*AMD\*. [Attachment1c] Marilyn had consulted Linda.  
Fiscal year being from July 1st to Jun. 30th. meeting will be arranged some time in sept. according to the ByLaws[Attachment #1d -within 60 to 120 days]. We do not have to register with the Hillsborough county but will inform unit owners officially about the AMD in advance.
- ix]Insurance Contract Decision [Attachment# 1e] is made in consultation with Bill Waters(#19) whose expertise in the matter is greatly appreciated.LHE now has package policy from CAU Ins.thru' Westford Ins. Company.

**New Business:**

- a]Treasurer's Report-Reviewed and Accepted as of Jan 15th.  
[Attachment # 2 ] Current assets at \$53492.79
- b]Meeting time with consultant for Bylaw change discussion.  
SB 105  
Rule Enforcement  
Fiscal year  
Annual year  
We will invite Linda for BOD's March meeting on Mar.12th or during that week ,her schedule permitting to help us with legal wording, with appropriateness of LHE's amendments.etc. etc.
- c]Tonight's special association meeting (jan 15th ,01) on financial issues: discussion,notices, Handouts,Treasurer's comments, Q&As. General basic discussion

**Other Business:-**

- 1]Make unit owners aware that Keene Gas Co has some changes with their billing process so if you did not get a bill from them call them.
- 2] Soil sample report revealed that LHE area soil is 'acidic'. Once a year ' Lime treatment' will be good . Approximate expenses \$570.

Meeting adjourned at 3:00pm  
and next meeting on Mon.Mar 12th.

*Attachment #1*

President's Report for 1-15-01 BOD Meeting

Called MCH to rent a conference room for an association meeting on 1/15/01...gave a copy of notice I had prepared for meeting to accountant with \$25 charge to be paid, and 36 copies to include in each owner's invoice mailing.

Gave all owner keys I have to T.Forman while I was away for a week at Christmas.

Asked treasurer to have our accountant get copies of Tom Keenan's bills to me for our records. Have rec'd the first two...12/12/00 for \$1150 and 1/3/01 for \$2300. - copy in Grounds file.

Called Tom Keenan for Certificate of Insurance...

Asked our consultant to send her bill to accountant so to be included in our 2000 final report.

Gave Jeff Balcom a spec sheet for landscaping – copy attached to Agenda.

He was asked to use this in preparing a landscaping proposal to give me prior to our 1/15 board meeting.  
He agreed to attend the 1/15 meeting to discuss it with us.

Received TruGreen ChemLawn soil test report dated 12/12...they had lost the first one so did the test over again...copy in Grounds file. Called for "layman's" interpretation: "To assist our fertilizers in getting to the roots, we should lime once a year...\$approx. \$546 for all property excluding large field...not uncommon for NE. Decision at BOD meeting.

Received a call from Sandy James for Mrs. Green owner of units 9&12re: forms and furnace inspections (mortgage, fireplace, furnace). Checking on what was needed and will comply.

Received a 12/20 letter from J.Morrissey questioning our bulletin board notes from 12/15 BOD meeting. In particular a possible summer annual meeting. She questions that our by-laws will let us do that. Called our consultant who said we could do it unless we had a challenge and then should follow our by-laws until they are amended. Copy of letter with Agenda.

- ✓ Received a letter dated 12/22 from TILL (unit 33), per request, assuring assoc. of TILL's responsibility for any future problems related to their installation of sump pump, ETC. Asked accountant to release \$300. Copy attached to secretary copy and in file #33.
- ✓ Drafted a letter 12/31 in reply to last group (5 people) letter of 12/14 rec'd minutes prior to our 12/15 BOD meeting re: financial concerns – Copy attached including \$95/fee for additional meetings with accountant on association matters and in file of unit #8.
- ✓ Received the court findings of 12/29 that said we owed Cardiff \$415.49. Immediately shared them with other board members. This figure was in the range of our original compromise amount. Treasurer to give copy to our accountant for check preparation. However, for the record, I drafted a request for a motion to reconsider to Justice Howarth and checked it out with consultant and treasurer. It was based on three specific items: (1) allowing Cardiff's retroactive mngrt. fee increase, (2) denying our legal expenses and (3) denying our Tax preparation expenses...Copy attached. Also included IRS late penalties of \$423.63.

Called Adelphia on 1/3 re: meter/cable box on side of bldg. #5 found with doors open, closer unhooked, and their "meter" boxes open. Asked T.Forman to check it with me. Adelphia called back on 1/5 to report it appeared to have been telephone workers and that it had been taken care of. They did not know why telephone workers were there.

✓ Prepared, and reviewed with treasurer and accountant on Jan 4, a more detailed budget (line item figures) as a handout for 1/15 meeting. Copy attached.

Called Hanover Ins for a copy of their 200 proposal. Rob and I asked Bill Waters (#19) opinion on Hanover and CAU's insurance proposals. Bill's review included a call to CAU rep. Chris Snow. The premium also decreased at Bill's request from \$7882 to \$7492. He recommends CAU...much better coverage and now less money. Westford Ins. of CAU is Triple A company. President asked for a binder on 1/9/00. Down payment invoice of \$2500 being sent to our accountant and balance due monthly after that...but accountant may pay ahead and they will bill us when next payment due. They do not formally do quarterly bills.

CAU will send us a 2 page blurb to go to each owner...we can send it out in next invoice.

1/8 and 1/9 called Tony Nichols re:

Roof leak at #18. Taking snow off each storm now until he can fix it in spring.

Ice build-up worked screen off slider at rear of #32.

Plug holes around cables into building from meter box at bldg #4 near unit #13...mice have damaged wires to furnace.

Spoke with Mr. Lee of unit <sup>4</sup>#3 re three months of back condo fees...he also came by #16 and we made out his mortgage and furnace forms and we made an appointment to get his furnace checked.

I also have asked Keene Gas for verification forms on furnace inspections at #13, 17, and 19.