

Documents Included in Annual Meeting Packet

1. Notice of Meeting
2. Agenda
3. 2017 Minutes
4. Profit & Loss Budget Performance 2017-2018
5. Budget for 2018-2019
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

NOTICE OF ANNUAL MEETING

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

**Friday, May 25, 2018
at 7:00 p.m.**

**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, 2018

LONG HILL ESTATES at PETERBOROUGH, A CONDOMINIUM
ANNUAL MEETING
Friday, May 25, 2018
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 24, 2017 Annual Meeting (minutes included)
- E. Mandatory Vote of Resolution for Disposition of Excess Revenue Over Expenses For Fiscal Year ending June 30, 2018 (*IRS Revenue Ruling 70-064 included*)
- F. President's Report
- G. Finance Report (Income/Expense Report included)
- H. Committee Reports
- I. Election of Director (1 position: 3 years)
- 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
ANNUAL MEETING MINUTES
May 24, 2017**

**PETERBOROUGH TOWN LIBRARY
2 CONCORD ST., PETERBOROUGH, NH**

The meeting was called to order at 7:00 p.m. by Allen Hollander, President.
A quorum was met with 18 units represented by 15 owners present and 3 proxies.

The president introduced Directors Faith Hanson and Sharon Smith, and noted that Treasurer Marilyn Britton was unable to attend.

Minutes from last year's annual meeting were accepted as submitted.

RESOLUTION FOR DISPOSITION OF EXCESS REVENUE Over Expenses for Fiscal Year Ending June 30, 2017 (IRS Ruling 70-064 inc.): Motion was made, seconded, and passed unanimously.

PRESIDENT'S REPORT & FINANCE REPORT

1. Allen expressed thanks to Treasurer Marilyn Britton, and Board members Sharon Smith (who also serves as the Association's Secretary) and Faith Hanson for the support, care, and love they give to this community. He also thanked the LHE community for the cheerful cooperation and support individuals provide throughout the year, which makes living here so pleasant. Allen also noted the effort we put into keeping our porches, lawn, and patios neat and tidy.
2. 35 of 36 units are occupied. #10's Laura Lavigne has moved. The new owners are Joan Jansen and her husband. Unit #7 has a new owner: Lee Charlton. #33's Scott Abrams has moved out, and his unit is vacant. Monadnock Developmental Services, the unit owner, is keeping an eye on it. Len Myhaver, a longtime owner (unit #36), passed away this year, as did Betty Austermann from unit #29. May their memories be a blessing to all who knew them.
3. There were no insurance claims this year. Allen thanked the community for maintaining dryer vents and washer hoses, as well as keeping chimneys clean.
4. Buildings' roofs and clapboards are holding up well. We had 6 leaks reported. They were fixed or will be shortly. We will assess all our roofs this year.
5. The Board did not require driveway sealing this year. This process, which is the responsibility of the owners, is due to be done at some point in the near future. It may be required for the coming year.
6. Budget highlights for 2016-2017:
 - a. Our cash on hand has increased over the past 5 years as follows:
 - i. April 22, 2013: \$110,112
 - ii. April 23, 2014: \$128,732
 - iii. April 23, 2015: \$143,800
 - iv. April 25, 2016: \$165,340
 - v. April 27, 2017: \$214,678

- b. Insurance expense was less than expected (\$15,306 instead of \$17,500). We over-budgeted, expecting a bigger increase. We were able to get a slight discount for paying up front, versus monthly.
 - c. Painting: Cost came in at \$0.00 instead of \$8,500. We were planning on just doing touch ups all around, but that didn't happen. Thankfully, no serious consequences resulted.
 - d. Repairs expense will likely come in close to what's budgeted.
 - e. Winter snow, plowing, sand, & roof clearing expenses came in at about \$4,000 over budget. The back end of the winter needed a lot of attention from our budget. JW, our landscape and plowing contractor, applied herculean effort to keep up with snow removal from our roofs.
 - f. By fiscal year end, Roads & Driveway maintenance, budgeted at \$6,000, will cost us \$2,500. The bill for the expanded dumpster area came in after the April report came out. The \$860 expense was for cleaning out the storm drains, which is done every other year.
7. Budget highlights for coming year 2017-2018:
- g. No change in monthly fee of \$250.
 - h. No change in the budget.
 - i. Regarding exterior painting, we plan to paint:
 - i. Dormers on: #6, #7, #30, #31, #34, #35.
 - ii. Gables over garage on #5; gable on east side between #30-#31.
 - iii. West side gable: #14-#15.
 - iv. East sides (with dormers and gables) of building 4 (#13-#16); and building 6 (#21-#24).
 - j. No increase in funding of Capital Replacement Fund. The Board is hoping that in the event we come in under budget next year, we will spill that money into the Cap Replacement account (as we did in FY 2016-2017).
 - k. Roofs will be inspected and repaired as needed. Nothing major is expected, but you never know.
8. We expect to begin recycling July 1.
9. As reminders to the community: In order to keep the look, feel, safety, and ambience we are famous for:
- l. Cats are to be kept indoors (LHE rule).
 - m. Keep the car speed down to 10 mph on our LHE roads.
 - n. For those who have wood burning stoves or fireplaces—Remember to get your chimney cleaned.
 - o. Clean your dryer vents annually.
 - p. Garage doors should be kept closed when not in use.
 - q. If you have weeds growing in the cracks on your patio or driveway, you need to remove them.
10. Allen asked for comments and questions, noting that anyone who proposes that LHE take a particular action should be prepared to be the one to follow through and take the lead on that action, if the community approves it.

QUESTIONS/COMMENTS REGARDING PRESIDENT'S REPORT & FINANCE REPORT

1. What should an owner do if unsure whether a contractor is aware of a particular problem?
Answer: E-mail Allen, including the unit number and contact phone number. If the contractor is not already aware of the problem, Allen will forward the e-mail and copy the unit owner.
2. What's the status on dealing with sucker shoots on crabapple trees? Answer: Faith has talked with John Trautwein about this and will follow up with him again, finding out whether attention is needed.
3. The Board was thanked for taking down the old red pines at the upper level last year.
4. Monadnock Appliance Repair told Lee that if several people want their dryer vents cleaned, they would schedule those units together and offer a discount. It's possible that Neatly Done would offer something similar. Ann Lammers and Lee Charlton will coordinate to see if a group schedule and discount can be obtained.
5. Concern was expressed about the invasive growth on the side of Long Hill Road.
Answer: This is the town's responsibility, not ours.
6. Because interest in the community garden has declined, we're not having the town turn on the water in that area this year.

ABUTMENT COMMITTEE REPORT (Glen Swanson)

1. Glen consulted with Rodney Bartlett again regarding the Han-Sul Gravel Pit. We await further developments.

ELECTION OF DIRECTORS

1. Diana Griffin was elected to a 2-year term on the Board of Directors.
2. Allen Hollander was elected to another 3-year term on the Board.

NEW BUSINESS

1. Recycling.
 - a. There will be 2 boxes. One will be for zero-sort recycling and the other for ordinary household trash.
 - b. It was suggested that residents pack paper to be recycled into brown paper bags, so that if the wind lifts the lid on a bin, the loose paper doesn't blow all over.
 - c. The group agreed that it would be helpful to have one person who was present at the meeting speak to other residents in his/her building, sharing the recycling handout, explaining the process, and answering any questions. The explainer volunteers were as follows:
 - i. Units #1–4: Marcia Pettee
 - ii. Units #5–8: Joe Hanlon
 - iii. Units #9–12: Glen & Annagreta Swanson
 - iv. Units #13–16: Brenda Salmonson
 - v. Units #17–20: Allen Hollander
 - vi. Units #21–24: Faith Hanson
 - vii. Units #25–28: Carol Petersen
 - viii. Units #29–32: Diana Griffin
 - ix. Units #33–36: Ann Lammers
 - d. The goal is to have all residents contacted by the end of June.

2. Lawn mowing. There was concern that the lawns have gone too long without mowing. It was noted that this period without mowing was an exception and that the grass will probably be cut on May 25.
3. Parking by the kiosk. A proposal was made to purchase and install a sign, asking that the parking space closest to the kiosk be reserved, when possible, for those picking up their mail. After some discussion, the group decided not to proceed with this. However, Ann Lammers will send the proposed wording for the request to Allen, and Allen will send out an e-mail with this request to all residents.
4. Discolored water following the recent water-main breaks. Glen will find out from the town where the town's responsibility for underground piping ends and our responsibility begins. He'll let Allen know what he finds out, and Allen will report back to all.
5. Propane.
 - a. In 2011, Sonya LeClair negotiated with Allen & Mathewson a group rate of 45¢/gallon over Allen & Mathewson's base cost. This rate was good for 5 years.
 - b. Brenda contacted Allen & Mathewson re. a new plan. They offered 2 options, saying that although they'd prefer that all owners go with the same plan, they would accept different choices from different owners. The choices they offered were:
 - i. 40¢/gallon over their base cost, with no ending date specified
 - ii. \$1.599/gallon fixed rate until 4/30/18
 - c. After some discussion, it was agreed that the group present couldn't speak for all owners. Brenda will ask A&M to send a letter to each owner individually, explaining the options in more detail.
6. Invasive species on the upper dirt road. The Board will look into this.
7. Bears. Fish & Game says that once a bear has become socialized, as is the case in our area, people should no longer feed the birds there. Allen will remind people of this when cold weather returns.
8. Social events. Midge will talk with Allen re. a potential game night or other social gathering.

The meeting adjourned at 8:10 p.m.

Respectfully submitted,
Sharon Smith, Secretary

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 at Peterborough, a Condominium
Budget for 2018-2019**

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	11,000.00
Pest Control	1,250.00
Repairs/Maintenance/Labor	8,000.00
Repairs/Maintenance/Materials	3,800.00
Total Buildings	24,050.00

Funding of Funds

Capital Replacement Fund	21,000.00
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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	3,500.00
Total Roads/Winter Maintenance	16,200.00

Utilities

Electricity	1,100.00
Trash Removal	3,540.00
Water – Hydrant	200.00
Total Utilities	4,840.00
Total Expense	\$108,000.00

RESOLUTION FOR DISPOSITION OF EXCESS REVENUE OVER EXPENSES

FOR

FISCAL YEAR ENDING JUNE 30, 2018

RESOLVED: That any excess of membership income over membership expenses for the year ending June 30, 2018 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 25, 2018, the membership will be
electing the following to the Board of Directors:

ONE UNIT OWNER TO FILL 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 # _____

**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 25, 2018 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 25, 2018 – 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		_____
2	Virginia Peterson	PO Box 775 Pet. 03458	_____
3	Ed & Jean Wright		_____
4	Marcia Pettee		_____
5	Diane Buchholz		_____
6	Carole Reid	47 Kendall Road Keene, NH 03431	_____
7	Elizabeth Charlton		_____
8	Carle Partridge		_____
9	Glen & Annagreta Swanson		_____
10	Joan Jansen		_____
11	Miriam Gibbons		_____
12	Maura Scanlon		_____
13	Allen Hollander		_____
14	Martha Price & Sharon Stout		_____
15	Brenda Salmonson		_____
16	Carl Sr. & Marilyn Britton		_____

<u>UNIT #</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>SIGNATURE</u>
17	NH Ball Bearings	Diane Page 175 Jaffrey Road Pet. NH 03458	_____
18	William Lutz	P.O. Box 2100 Peterborough, NH 03458	_____
19	Bill Anderson		_____
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 Estate Susan Kemp & Dick Clattenburg		_____
32	Diana Griffin		_____
33	Monadnock Dev. Services Attn: Joel Fitzpatrick 121 Railroad St. Keene, NH 03431		_____
34	Alejandro & Regina Andres		_____

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

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	_____