

**LONG HILL ESTATES at PETERBOROUGH, A CONDOMINIUM
ANNUAL MEETING MINUTES
MAY 30, 2012**

**UNITED METHODIST CHURCH
43 CONCORD ST., PETERBOROUGH, NH**

The meeting was called to order at 7:02 p.m. by Allen Hollander, President. A quorum was met with 23 units represented by 18 owners present and 5 proxies.

The President introduced Treasurer Julie Clattenburg, Directors Marcia Pettee, Faith Hanson, Clerk Nancy Clark and Clerk pro-tem Brenda Salmonson.

LAST YEAR'S MINUTES:

Motion was made by Marcia Pettee to accept the June 1, 2011 minutes of last year's annual meeting, and was seconded by Ann Lammers. Motion passed by unanimous vote.

PRESIDENT'S REPORT:

The President's report written by Allen Hollander described many of the Board's activities for the past fiscal year as well as future plans. A copy of the President's report is attached hereto. Marilyn Britton thanked Allen for a job well done, which was echoed by others. Allen asked that when members e-mail him, to please be aware of the tone, as there should be 5 uplifts to every 1 downdraft. He also thanked the members who respond to his e-mails when he is seeking information.

TREASURER'S REPORT:

Julie Clattenburg disbursed an updated treasurer's report. Some discussion ensued regarding future expenses in relation to the dues increase. The Board explained that the Capital Replacement Fund was very low, and that we had had to make roof repairs this past year, which depleted the Fund. Julie explained that our tax accountant has to assist when determining the difference between repairs and maintenance versus a capital replacement expense, and gave the example that a shingle is considered to be a permanent thing rather than a repair. Julie also explained that the "other income" was an insurance overpayment that was reimbursed from last year. Members brought up the following concerns.

1. Bob Price inquired as to where the advance dues are accounted for when units changed hands. Julie explained that this money is accounted for as income, deposited into the Working Capital Account, and that in the past year, two units changed hands, and two are on the market.
2. Allen mentioned that #27 was foreclosed upon and that the unit is under agreement. Longhill will be likely reimbursed for our legal fees and the overdue monthly dues will be paid.
3. Glen Swanson inquired as to why there were insurance claims on Longhill's master insurance policy due to the water issue in #2, and the fire damage in

#12, as he sees these as “internal” individual issues rather than association issues. Allen will get back to the members as to why these two instances constituted a claim on the association policy.

4. The Board explained that our increase in our master insurance policy expense was due to cost associated with building replacement, and that we have signed a three year commitment.
5. Several members voiced a concern over dryer vent and fireplace inspections. Unfortunately the Peterborough Fire Department will not assist in this regard. Allen “encourages” members to have these inspected, but cannot “enforce”, however, our insurance company would like validation that these areas are cleaned and inspected. Ann Lammers pointed out that an inspection of #12 would not have discovered the issue that lead to the fire.
6. Audrey Carvalho inquired as to whether our monthly dues fee could be based on the square footage of individual condos, as some owners have patios. Marilyn Britton pointed out that all members must be charged the same monthly fee, as it is in our declaration and bylaws, and is based upon the expenses and divided by the number of units.
7. Bob Price pointed out that the dues increase this year is considerable. Nancy Clarke stated that our monthly fee has been \$230 for 3 years, and prior to that it was \$235, and due to the fact that our buildings are getting older and were not top construction to begin with, that the increase was reasonable. Allen stated that the Capital Replacement Fund should not be as low as it is, and that there are areas of concern, such as our road system that will need repair in the future, as it was only patched five years ago. Glen Swanson reminded owners that the Board has the authority to institute a special assessment if need be.
8. Annagreta Swanson expressed her concern regarding the black areas on our roofs. Doug Payne, our maintenance man has assessed the situation and states that it is not structural. Allen stated that he will have our roof expert, Mark Cassidy, check the stain in the spring when he conducts the annual inspection.
9. Glen Swanson wanted to be sure that the Board was continuing with the painting procedure that was established at the 2010 meeting, wherein the boards would be scraped, primed and painted with all oil based paint. Allen stated that the Board was continuing with that plan and that Matt would be painting the red doors and garage doors this summer. Marilyn stated that the metal didn’t need to be painted, however some of the garage doors do not match the existing gray. Annagreta Swanson stated that the red doors did not need painting but the white trim needed to be. If owners did not want their red doors to be painted, Allen instructed them to keep their storm doors locked when Matt was painting, and owners should schedule with Matt as to when they would be available in August regarding garage door painting.
10. Allen mentioned that we were under budget this past year. Julie explained that we had a good winter, but that we missed our “weed and feed”, so we do have money left over.

Allen explained that according to the bylaws, we did not need a vote to accept the Treasurer’s Report.

**RESOLUTION FOR DISPOSITION OF EXCESS REVENUE OVER EXPENSES
FOR FISCAL YEAR ENDING JUNE 30, 2012 (IRS Ruling 70-064 inc.):**

Motion was made by Nancy Clarke, which was seconded by Ann Lammers that any excess of membership income over membership expenses for the year ending June 30, 2012, shall be applied against subsequent tax year member assessments as provided by IRS Revenue Ruling 70-064. Motion passed by unanimous vote.

COMMITTEE REPORTS

WELCOMING COMMITTEE:

No written report. Diana Griffin has offered to welcome new members with baskets with items from the Peterborough Chamber of Commerce. Annagreta has asked that new members be told that the speed limit is 10 mph. Allen will send out an e-mail to all members to remind them, as well.

GARDEN AND LANDSCAPE COMMITTEE:

A written report was given by Faith Hanson. A copy of the report is attached hereto. Faith added that when Deb Claffey does the trimming, she uses scissors, when JW does it he uses machines, but JW is really not a “landscaper”. The following discussions ensued:

1. Ann Lammers mentioned that Deb Claffey and Sara Cox have mentioned that JW over-applies the mulch. Members should be encouraged to create a low “volcano” around their front yard trees, or the bark will become mushy. Marilyn Britton reminded members not to use a sharp object to do this, as this would damage the trees.
2. Beth Martino asked what had become of the landscaping master plan that Deb Claffey had drawn. Faith’s feeling was that the Board had not proposed using the plans at this time because it would cost the association \$2,000 per garden, and that Deb’s green philosophy would be difficult and expensive to coordinate with the gardens we already have. Nancy Clarke added that future generations could use the plan and that the ideas are wonderful.
3. Members felt that JW should handle cutting the rhododendrons back again, as some were dying.
4. Marcia Pettee advised members not to get rid of the cloth under the mulch, and that “clump” plants worked best.
5. Annagreta Swanson inquired as to the proposed planting of trees between the units. Allen responded that this plan was placed on hold.
6. Allen reminded members to be careful when planting perennials due to the constant care future members would need to do while maintaining.

Faith will be happy to consult with members about their own ideas about landscaping. Diana Griffin volunteered to be on the Landscape Committee.

ABUTMENT COMMITTEE:

Glen Swanson did not submit a written report, however, he stated that he would submit one in the future which shall be attached hereto. Glen thanked Ed Hampson and Sonya

LeClair for their assistance. Glen displayed an aerial 2010 property map of Longhill and the immediate surrounding area. Some key points that Glen reported are:

- Future proposed forest management for financial return, to reduce fire risk and view enjoyment
- Older maps suggest Longhill is 99 acres, however it is approximately 73
- We have approximately 38 acres of conservation easement
- Gravel pit had encroached on Longhill property, but had rights to do so beginning in 1984, but it was only a 10 year slope easement
- Committee is working with Town, Conservation Commission and gravel pit owner to address issues
- Longhill has not obtained legal advice concerning encroachment
- Gravel pit was to either vegetate or spread wood chips to prevent erosion after the close-out of the pit in 1994
- There will be limited excavation, no further encroachment and restoration will begin this summer

ELECTION OF BOARD MEMBERS:

Allen nominated Nancy Clarke to take the three year term position that Marcia Pettee was vacating, which Diana Griffin seconded. Motion passed by unanimous vote.

NEW BUSINESS:

- Discussion was held in regards to income possibilities. Allen thought perhaps we could sell a house lot, as there was already town water and sewer installed above the upper row of units. Members objected to this idea.
- There is an issue with how proceeds would be divided if income possibilities existed, would each owner receive a share, or would the income be the property of the association?
- Members seemed open to the suggestion of selling timber. Sonya LeClair will look into forest management.
- Some members would like managed trails on our property.
- We revisited the dog ownership situation. After much discussion, we had a straw vote and there were only 3 in favor of reinstitution of dog ownership at Longhill.

MEETING ADJOURNED at 9:35 by unanimous vote.

Respectfully submitted by clerk pro tem,

Brenda L. Salmonson

Long Hill Estates – Annual Meeting
Landscape Report 2012
May 30, 2012
Faith Hanson

Last fall, removal by JW of overgrown trees from the sides of three garages (units 4, 8, 32) paved the way for three green-thumb owners to create perennial beds, and two such gardens have already taken shape. Thanks, Dianna, Carle, and Marcia for wanting to do this and for assuming the costs of these attractive additions to the LHE landscape.

Pruning of other garage-side trees is scheduled for this fall, by JW. He did a nice job last fall with the trees at unit 9, and other owners have said they would like this done.

General fall maintenance of the landscape proved difficult after the huge October snowstorm, but JW managed clean up our property before winter really set in.

This spring Deb Claffey (Artful Gardener) pruned and weeded the front beds and Sara Cox pruned the crabapple trees. We also requested Deb to give us more details on possibly remaking two front gardens, as *idemosí* to show owners how her Master Plan gardens would actually look. Her estimate was \$1,500 per garden, but she also needed JWís help for the more *íheavy liftingí* involved. He has estimated his work at \$750-1,000 for the two gardens. This brings the total to \$3,750 to \$4,000, which the board thinks we cannot spend at this time.

JW is open to the idea of working piecemeal to improve the gardens under the direction of the board, as follows:

1. Remove some shrubs from the most overcrowded gardens.

2. Replant some of them in sparse gardens or add new shrubs where needed.

This follows Deb Claffey's plan and could begin this fall, to be continued next spring.

Where the plans differ:

- * JW does not think removing black plastic is necessary or a good idea.

- Deb would remove it entirely.

- * Deb would bring in new soil and compost to refresh the beds. JW says why not add 10-10-10 to feed the plants? (Deb would never do this.)

Working with JW is no doubt the cheaper option and seems to be a possible plan for LHE at this point.

The board suggests that we go back to having JW maintain the front gardens, as well as all other beds, shrubs, and trees. He would also gradually work on improving the front gardens under the direction of the board and with input from owners on their preferences.

Another plan might be for owners who are eager for a remake to pay for it themselves and contract with Deb Claffey or another professional landscaper to do this. (This idea has not been discussed at all with Deb Claffey.)

Or perhaps owners could remake their own gardens themselves, to reflect their own tastes. Many owners have added plants over the years anyway, and there is not a uniform look to the gardens at LHE.

The board would like to hear discussion of this possibility.

If there is anyone who would like to be part of a landscaping committee, please let us know.