

LONG HILL ESTATES CONDOMINIUM ASSOCIATION

Board of Directors Meeting

June 10, 1998

MINUTES

A Meeting of the Board of Directors of the Long Hill Estates Condominium Association was held on June 10, 1998 at the Granite Bank, Peterborough.

Present: Tom Forman, George Austerman and Cal and Ted Davison of Cardiff Management, Inc. Also present were Unit Owners Lynn Campbell (#24), Berton George (#36) and Ed Hampson (#18).

Absent: Amy Myhaver.

Call to Order

The Meeting was called to order at 5:15 p.m. by Tom Forman.

Opening Remarks

Tom opened the Meeting by telling all present that Unit Owners Lynn Campbell, Berton George and Ed Hampson were in attendance by his invitation.

Tom then indicated that he had concerns about communications from Cardiff Management, particularly Cal Davison, stating that he felt that conversations were too long and included issues not relevant, or that Cardiff did not immediately respond to his calls or written/fax inquiries. Ted responded by advising that there were many times we were not in the office or were otherwise engaged and that it was unreasonable for any Board member to expect that we would be immediately available at all times to any Board member who called or fax'd, that this had been reviewed prior to award of the management contract and that it disallowed for Cardiff to appropriately prioritize responsibilities we had for all associations, including that of Long Hill. He further reminded that Cardiff was not an employee of the Association, but rather was retained to do defined tasks.

Review/Approval of Minutes

A Motion was made by Tom to approve the Minutes of the April 232, 1998 Board of Directors Meeting, as amended, seconded by George. All in favor: 2; opposed: 0. Motion passed.

Old Business

Declarant Punch-Out List/Actions

Tom advised that Whaland Dunn had recently spoken with the Peterborough Code Officer and had received letters from the Town relative to the Town's expectations from the Trust and that on June 9, 1998, the Trustee had agreed to meet all Town requirements.

Cal advised that she had a meeting scheduled at the Attorney General's office on June 24 and would be reviewing the files on Long Hill retained there stating that these files often had references as to what the conditions of registration were. Upon completion of this review, Cal will write to the Town to ask that they keep the Association, via Cardiff, up to date regarding their communications with the Trust. Cal will also ask that a meeting be scheduled between appropriate Town officials, the Board and Cardiff.

New Business

Annual Meeting - Schedule

Upon review, it was felt that September 27 would be an appropriate date for the Association Annual Meeting.

Late Charges - Policy

Cal advised that while the Association did not have a severe delinquent problem, there would be a risk if any single owner became serious delinquent. Therefore, it would be appropriate to have a rule regarding late charges. It was agreed that the 'grace' period would terminate monthly as of the close of business on the 15th, with a \$15 late charge being assessed on any unit account having an outstanding balance as of that date. This will be published in a newsletter to be published by Cardiff Management.

Budget - Schedule Preparation Meeting

The Board and Cardiff will meet at Tom Forman's unit on June 22, 1998 at 5:00 p.m. to review a budget to be drafted by Cardiff. Additionally, it is anticipated that the budget will be finalized at that time.

Liscord - Request for Step Installation at Mail Boxes

It was decided that Cardiff will review with the Post office to determine what steps might be appropriate to take.

Satellite Dishes

Cal advised that a new unit owner had recently asked for approval to install a satellite dish and that while they understood the issues, it was something for the Board to begin considering what they might do regarding enforcement of the documents.

Capital Reserve Transfer

It was agreed that there will be a \$9000 transfer from the Operating Account to the Capital Reserve account, so long as funds allow after the year end.

Other Business

Newsletter

Cal advised that a draft of a newsletter was just about complete and asked for other suggestions as to inclusions, as space allows. The late charge rule will be included, as well an article on appropriate insurance coverage for unit owners, if space allows.

Hampson - #18 Room

Mr. Hampson raised concerns that his roof was not repaired during the rain, or that a tarp was not put over it. Cardiff reviewed previous conversations with him at which time they had advised that due to safety reasons, no roofer would be expected to be on a roof or ladder during high winds or rainy conditions. When Mr. Hampson persisted, Cardiff advised they would not risk the safety of any contractor in this regard.

Mr. Hampson advised further that his insurance carrier was considering opening the walls due to a mildew smell that had apparently developed due to repeated leaks over the years. Cardiff suggested that his agent contact Cardiff to review for any action, as appropriate.

Management Report

The Management Report was reviewed without further comment.

Adjournment

There being no further business before the Board, the Meeting was adjourned at 7:38 p.m.

Respectfully submitted,

Cal Davison, Scribe

Date

Date: June 10, 1998

To: Board of Directors
Long Hill Estates Condo Association

Fm: Cardiff Management, Inc.

Ref: **Management Report**
Financial: EOM 05/998
Property/Admin:

Financial

We now have the Association in our system so that all entries are computerized. However, the year-to-date data could not be entered due to being so many months into the fiscal year. Our data, therefore, is only that which we have entered. For budget purposes, we will have to manually do a spread sheet on expenses year-to-date by month, and then add in those months since April to give us the full year, by month.

Capital Reserve

We would suggest a transfer from the Operating Account to the Capital Reserve Account in the amount of \$9000, leaving approximately \$2000 to cover expensed, but not yet invoiced/paid FY98 costs.

For FY99, we will be including a value to be transferred in increments during the year into the Capital Reserve account.

1999 Budget

We will be reviewing the full YTD for 1998 to develop a preliminary budget for FY99. We hope there will be no need for a fee increase, but do not know at this point. If there is a need, it could easily be accomplished by it being effective at a later month (August or September), again, if necessary.

Expenses that will have to be included are possible legal for Declarant issues, and for painting during the later part of calendar 1998 and 1999.

Delinquency

Lee, #4, \$125. Not a concern at this point.

Pettee, #28, \$250. Final demand sent. We then received notice that she had sold the unit! She, however, was going to pay the delinquency and, in fact, has now done so.

Property

Painting

Have asked a painter we work with on a regular basis to review the property. He has now done so and given us his verbal opinion; written to follow. His recommendation is that the Association not go forward with painting all trim work on selected buildings. Rather, this year do touch up on all buildings where needed. Then, he will give us a recommendation for an anticipated plan for painting over the next year or so which would include painting the entire building of any buildings to be done, including trim work.

Roof Leaks

With the high wind and rain storm of May 29, and the exceptionally severe rain and wind storm of May 31, there were reports of roof leaks, most specifically #1, #18. And then, unfortunately, during the entire week of May 31, there were very high winds and wind gusts which prevented any roof work due to safety (and OSHA) reasons. Additionally, there were so many roof leak reports due primarily due to the May 31 storm, roofing contractors were very backed up and could not immediately get to all the problems. On Wednesday, June 10, however, Sunbow was scheduled to be at the property to begin the repairs.

Lawns

With the continual rain during the first two weeks of May, lawn maintenance contractors all became very much behind. Then, areas of ground remained extremely wet preventing mowing until it dried out.

In other areas of the property, it is noted that there are drainage concerns. These will be addressed with the current Declarant. And, as there are Town requirements associated with the builder of the Declarant, we will insure the Town is brought into the communications asking for correction.

Admin

Budget

While the budget/fiscal year for the Association begins July 1, we will finalize a budget for the year following the June 10 meeting with the Board at which time we would review possible project costs. Fee increases, would, therefore, begin either August or September - if required.

Woodmaster, Inc./Fezette Trust

Unit #34 was turned over to the Association when the building was turned over. Payment of Association fees commenced at that time. The ownership of the unit transferred from Woodmaster to Fezette. Indications were that this was a title

transfer and so there be no authority for the current owner, Fezette, to put an addition to the unit on the limited common area patio. In this regard, we wrote to Mary Huot, President of the Trust, to advise her of our concerns and, in that regard, to cease construction pending legal review.

She has now contacted us advising that Fezette was registered as the Successor Declarant with the AG's office and that, therefore, there has actually not been a title transfer. In this regard, we are scheduled to go to the AG's office on June 24 to review all AG records to confirm.

We also spoke with her regarding initial working capital contributions. We had been advised by recent purchasers that she was telling them that while they had to pay into this fund, it would be reimbursed when they later sold. We advised her that this was not the case and so should discontinue any such communication to buyers.

Hampson, #18

He is a new unit owner within the last month or so. He called in a roof leak on June 1; followed up in writing on June 3. In the 6/3/98 communication, he stated he was also angry that we had not immediately repaired his roof. Before we could respond, he phoned Tom Forman to voice his anger and then called us. When we explained we could not have a roofer do any work due to the continual high and gusting winds, he stated he was a contractor and that that was what roof racks and staging was for. Several times I stated that while he might do so, I would not ask a roofer to risk his safety and OSHA requirements by doing roof work in these conditions. When he then stated that his insurance carrier was demanding immediate attention, I suggested he ask his carrier or agent to call us so that we could review the safety concerns which, I was certain, they would be sympathetic to since they likely also carried worker's compensation insurance which must address OSHA regulations. He would not respond to this request. To note is that between June 1 and June 5, he spoke with our office not less than six times... yet, he said we had not been in touch with him.

Letters to, Letters from...

Fm Reid of NHBB, 5/19/98 regarding satellite dish installation. To her in response, 5/25/98.

To Pettee, #28, 6/1/98 final demand for payment due to delinquency.

To Liscord, #25, 5/31/98 advising we were returning there check to be re-issued payable to Long Hill rather than Cardiff Management as it had been.

To Unit Owners, 6/1/98, pre-addressed envelopes and work request forms.

Fm PSNH announcing that they were continuing with a Retail Electricity Competition Pilot Program.

To Huot, Fezette Trust, 6/2/98 advising we were concerned about the construction of a sunroom on the limited common area - the patio - of unit #34 and asking that we hear from their attorney.

Fm Liscord, #25 asking that we install some sort of a step at the mail box so that she could reach it To her advising we would review with the Board.

To Proux, 4/26/98 thanking her for all her help in the transition.

Fm Miley, #20, 4/14/98 advising she would still like to have someone look at her roof. Note: she later acknowledged that even with severe rain, there had been no evidence of further leakage subsequent to the repairs done by Sunbow. To her, 4/26/98 regarding discussion/decision of BOD,

Fm Morrissey, #10, 4/24/98 advising downspout in need of repairs, asking that her door be painted, and of snow plow damage needing repair. To her, 4/26/98 welcoming her to the community and advising downspout repairs had already been scheduled for throughout the community, snow plow damage was about to be repaired, and that the painter would be doing touch up later in the season.

Fm LaBossier, #35, 6/1/98 advising of dead bushes needing attention, wasp nest around front entry porch, and asking for mulch around downspouts.

Fm Hampson, #18, 6/3/98 reporting roof leak called in the day before and saying he was disappointed we had not immediately repaired his roof. See above.