

LONG HILL ESTATES CONDOMINIUM ASSOCIATION

Minutes of February 14. Board of Directors Meeting

Present: Marilyn Britton, Tom Forman, Ted Davison of Cardiff Management and Grace Jarest representing T.J. Jarest

Absent: Rob. Trowbridge

Call to Order

The meeting was called to order at 2:05 P.M. by Marilyn Britton

Reviews/Approval of Minutes

December 8, 1999 B.O.D. Meeting

A request was made to have amended minutes that were voted on at the 1/10/00 meeting.

Jan. 10, 00 B.O.D. Meeting

A Motion was made and seconded to accept these minutes as written. Motion passed unanimously.

Old Business

Review and revise summer landscaping contract with T.J. Jarest

The contract was discussed in detail, changes were noted by Marilyn and Grace Jarest. She will provide revised contract to Marilyn for signature with the week. A Motion was made and seconded to accept the contract and sign it, provided the changes are incorporated as discussed. Motion passed unanimously

Review of January Expense Register

Several questions were discussed, including the expiration date of the insurance contract with Hanover Insurance. Ted was unable to answer any these questions and the matter was deferred for the next meeting.

Winter Storage of Tennis Court Net.

Rob. had determined that the net is better served by leaving it extended on the tennis court.

Review of Generator Installation Procedure Revision

We were unable to review this revision as it was unavailable for the meeting. Cardiff was asked for a procedure covering a single unit without reference to kind or size of generator. We were told that this had been promised for a later date at the 1/10/00 meeting.

Review of specific bid specifications for roof replacements - decision where to send.

Specified bid specifications and name of Goffstown Co. had been asked for for this meeting. We were unable to review these as they were unavailable. Cardiff was asked to to supply this for the next meeting.

Review for fireplace/chimney yearly inspections

This was deferred to the next revision of the "Rules to Live By" handbook.

Review of Trash Pick Up contract

We were unable to review this contract as no copy of the present one was available. Cardiff was asked to supply us with a copy. Our copy was given to Cardiff by Amy Myhaver at the end of the tenure by the board.

Review of unauthorized persons using dumpster.

A discussion of this resulted in no action.

Review of Sewer Backup Insurance for Association or Unit Owners

Cardiff advised us that that no such thing exists for unit owners or for the association. If it did it would cover only damage that the back up caused, not the sewer repair itself.

Review of package submitted to Mary Huot re: broken sewer pipe.

Action Ted was asked to check if a letter had been written to the insurance company as identified by Mary Huot in her letter to the board of 1/24/00.

December management report

Cardiff had promised this report later in January, the delay supposedly caused by press of work due to busy year and activities. Cardiff refused to comply. We asked for the report again.

Review of Whalen Dunn's work with Cardiff re: Sun room Ownership

Whalen Dunn will work with the mortgage holders on the sun room issue when the amendment is written and enough owners vote in the affirmative. Cardiff had not heard from him

Status of amendments

We asked for the status of the last two amendments to the by-laws, found by Mary Huot, bringing the number of units up to 36. Had they been recorded in Hillsboro as Cardiff had agreed to. We received no answer to this question

New Business

Determine hour of March 13th BOD Meeting

It was decided to hold the March BOD meeting on the 13th of March at 10:30 AM when nobody had a conflict

Annual meeting date

This was changed to the 9th of April at 2:00 PM. Place to be determined.

Contract Offer for Management

Cardiff refused the board's offer to use them in a consulting role when renewing the contract. A Motion was made and seconded to terminate negotiations and to confirm this in writing. All in favor, motion passed. We suggested to Cardiff that we needed to plan for the transition of all records, Ted will speak to Cal.

Management Report Presented

The January management report was presented.

Adjournemnt

Meeting adjourned at 4:00 P.M.

Next Board of Directors Meetings

March 13. 2000 at 10:30 A.M. at unit 15.

Respectfully submitted

Tom Forman , Clerk

T. H. Forman

Date
02/21/2000

Date: **February 14, 2000**

To: **Long Hill Board of Directors**

Fm: **Cardiff Management, Inc.**

Ref: **Management Report**
Financial: EOM 01/00
Admin/Property: 02/14/00

Financial

Revenues

Association fees:

YTD Budget	4,500.00
YTD Actual	<u>4,740.00</u>
YTD Variance	240.00

5.3% over budget

Primarily due to payment in January for some delinquent fees from February.

Special assessment:

YTD Budget	0
YTD Actual	<u>1,334.00</u>
YTD Variance	1,334.00

100% over budget

Primarily due to two unit owners paying the special assessment up front in its entirety.

Total revenues:

YTD Budget	4,500.00
YTD Actual	<u>6,229.00</u>
YTD Variance	1,729.00

Primarily due to collection of special assessment prior to due date as well as a partial payment of the costs due from #8 associated with the steps replacement.

Expenses

YTD Budget	5,179
YTD Actual	<u>16,155</u>
YTD Variance	10,976

211 % over budget

Primarily due to the sewer line break of which the cost was \$6310. Of this, \$5900 was borrowed from Capital Reserve. Due to this loan, we did not make the Capital Reserve transfer in January made it and February's in February.

Delinquency

Morrison, #8, \$102. Had been given months to restore the front steps when she first stained them red and then painted over them. Did not do so or comment. Therefore, the Board authorized us to replace. After work was completed, she asked for a full accounting of all associated costs including how many nails were used, etc. Was advised at that time with Board agreement that such a request would have been within her control if she had contracted for the work. However, as it was contracted for by the Association when she failed to respond to the numerous communications, there was no such authority. Later she apparently approached the new Board with the same request. The information was provided to the new Board, but she still has not made the full payment required.

Hampson, #18, \$140. Missed payment.

Lethco/McDowell, #28. \$140. Missed payment.

Admin

Listing of Unit Mortgage Holders

We have called and left messages for Whalen Dunn who had volunteered to get a listing of all mortgage lenders for the Association. He has not returned the calls.

Sewer Line Break

The cost for the work to repair the sewer line break was extensive. Accordingly, \$5900 was borrowed from the Capital Reserve fund. This amount must be paid back not later than June 30, 2000. Additionally, the budgeted transfer to the Capital Reserve account must be made as published. The Board needs to determine how they are going to repay this \$5900 in the time required.

Insurance Claim, #4/3

The night of January 26 we were advised that a pipe in #4 had broken causing water damage to that unit as well as the one adjacent to it, #3. The following morning we called in the claim to the insurance agent for the Association and asked that the adjuster contact us when he could schedule the property review. When we did not hear from him by the following day, we sent a fax. Still we did not hear from him. We later learned that he had been told by Marilyn Britton that she was the contact person and to not contact Cardiff Management.

As of this date, we have no estimates of damage and so assume that they have been forwarded to Ms. Britton. Note that no work can be scheduled except the emergency work as we have no knowledge of coverage specifics.

Insurance Claim, #9

We had called in a claim for water damage in #9 some time ago. We have now received a payment in the amount of \$458. However, again we have no written estimates regarding what the carrier is covering. As it is the same adjuster as is working on the above, we assume that Marilyn Britton has received the estimates. Note that no work can be scheduled since we have no knowledge of coverage specifics. And, note that we have written to Mrs. Green (the unit owner) asking that she forward the \$500 for the deductible at her earliest convenience so that work can be scheduled once we have the estimate.

Cardiff Management - Payment for Services

On February 7 we forwarded the beginning of the month checks for signature to Rob Trowbridge. They included the Long Hill capital reserve transfer check as well as the check for Cardiff for February services and to reimburse for expenses paid out on behalf of Long Hill in January. On February 12 we received the Long Hill Capital Reserve check back signed, but not the payment to Cardiff or any explanation for its absence. As this is the second time in the past few months that Rob has decided with or without approval from the balance of the Board, we are concerned. This is an even greater concern in that Marilyn Britton assured us that this would not happen again under any circumstances. Therefore, as of this date Long Hill Estates is again in default of its contractual obligations to Cardiff Management.

Cardiff Obligations to Long Hill Estates

We continue to be increasingly concerned about the level of expectations from the Long Hill Board of Directors regarding services provided by Cardiff Management. The excessive amount of e-mails and calls from the Board (sometimes several each day), significantly interferes with our ability to meet our other contract obligations or even to Long Hill. We are further concerned that without knowing if Cal or Ted will be in the office, there is an expectation that we will return or respond to e-mails within hours.

Meeting with Conservation Commission

Ted met with the Conservation Commission as well as with Marilyn in January regarding the removal of sand from what appears to be Long Hill property by Han-Sul, Inc. Marilyn then committed to writing to the principal of Han-Sul and then did so, asking that he advise of his intent, etc. We have no knowledge of any response.

Rules to Live By Books

The covers were purchased, copies made and books assembled. They were passed out at the January 10, 2000 open meeting with others provided to Marilyn for hand delivery to those not in attendance. Marilyn sent us a list of who she wants additional books sent to (absentee owners) and so they have been forwarded.

Open Meeting of Unit Owners, January 10, 2000

There was an open meeting of the unit owners held at the Library on January 10. This was an informal meeting at which time the budget was reviewed as well as other current events. The booklet, Rules to Live By, was handed out. There was also a review of the document developed by Cardiff at the request of the Board. Marilyn was going to insure copies were made to be distributed to the membership.

Summer Lawn Maintenance Contract

Marilyn forwarded the bid for the summer grounds care contract to us. We then made some recommendations and forwarded them back to Marilyn. Note that one thing we had not previously picked up was that TJ had titled the document the "Year Round" contract. This needs to be changed to "2000 Grounds Maintenance".

Long Hill Management Contract

We received a letter signed by all three Board members that the Board had voted to continue with Cardiff as the management agent for at least another year under basically the same terms. The Board announced to the membership at the January 10 open meeting that the committee to review management had recommended continuing with Cardiff and the Board had then voted to do so.

Prior to this, Cardiff had advised the Board that to provide the same level of services as was contained in the existing contract, the basic management rate would have to be increased to \$900/month. The Board then budgeted for only \$700/month effective with the new management contract term. At that rate, Cardiff advised they would have to reduce the extent of services included in the base per month charge. This was to be worked out at the February and March Board meetings.

At a meeting between Marilyn and Ted held on February 9, however, she advised that the Board wanted to change the contractual agreement to Cardiff providing only consulting services, apparently unlimited, for a rate of \$150/month. This would not be acceptable to Cardiff Management.

Amendments

The package of the amendments being proposed was sent out. Thus far, we have received 16 responses (1, 6, 11, 13, 16, 17, 20, 21, 23, 27, 29, 30, 31, 32, 33, 36). One is invalid as it was signed by an individual who is not an officer of the company that owns the unit (#17). Of the 15 valid responses, all are in favor of the first two and all but 3 (6, 13, 33) are in favor of the last.

Property

Snow Storm of January 25, 2000

We received no complaints relative to the plowing of this storm or the smaller storm of a week earlier.

Letters to, Letters from

To all owners, 1/26/00, proposed amendments to Bylaws.

To BOD, 1/18/00, roofing specs.

To BOD, 1/18/00 draft letter to LaBossier and Morrisey.

To LaBossier, 1/24/00 as approved by Marilyn Britton regarding critters.

To Morrisey, 1/24/00 as approved by Marilyn Britton regarding her many requests.

To ServePro and Insurance Exchange, 1/28/00 fax approving work at #4/#3 from pipe break in #4.

To Hanover Insurance, 1/24/00 re #9 advising we had that day received a check in the amount of \$458, but did not as yet have a written estimate of what damage was covered.

Fm Huot, 1/24/00 advising the sewer lines were completed in 1988 and suggesting we file through the Association carrier who would then file through Woodmaster's insurance carrier.

To Ferdinando Insurance Association, 2/08/00 advising of sewer line break and asking that they process a claim.

To Cheshire Sanitation, 2/8/00 advising that their invoices showed a balance forward when, in fact, we had cancelled checks validating payments made. Also, asked for copy of a current contract (not provided to Cardiff when we assumed management).

Fm Britton, 38 e-mails (Dec/Jan).