

**MINUTES
BOARD MEETING
OCTOBER 28,2004**

The meeting was called to order at 11:05 am.

Present were Liam Kelly, President; George Austermann, Director/Treasurer; Jane Morrissey, Director/Clerk, Lesley Loke, Assistant Treasurer, and 1 unit owner.

MOTION by George Austermann, Second by Liam Kelly: To approve the minutes of Board Meetings of July 1st, September 10th and 25th and October 8th. To additionally accept the following emergency action agreed to via phone on Oct. 19th: to cancel the Special Association Meeting scheduled for October 20th at 7:30 pm at the Peterborough Library and to notify all unit owners who have not submitted a proxy, by phone.

PASSED: All in favor

George Austermann reported that the Association's regular checking account at Ocean National Bank has been changed from a personal account to a Basic Business Account effective October 1st. The change was made in order to avoid certain fees. The account number remains the same.

MOTION by Jane Morrissey, second by Liam Kelly: To transfer \$3056.40 for September and \$295 for October from the Capital Replacement Fund to the Regular Checking Account for the purpose of roofing and wood replacement costs.
PASSED: All in favor

MOTION by George Austermann, second by Jane Morrissey: To approve an expenditure not to exceed \$2000, for the purpose of purchasing a laptop computer and necessary software. The specific computer and needed software is subject Board approval.

PASSED: All in favor

MOTION by Jane Morrissey, second by George Austermann: To enter into a 2 year combined Landscape/Plowing Contract with Dub's Shrubs the cost of which is not to exceed:

Year 1 (Nov.1, 2004- Oct. 31,2005)	Plowing \$10,000
	Landscape 16,400

Year 2 (Nov 1,2005-Oct.31,2006)	Up to an additional 4% of the Year 1 figures
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PASSED: All in favor

MOTION by George Austermann, second by Jane Morrissey:

To establish a committee of unit owner volunteers to review the Handbook and rules and to make recommendations with respect to process and procedures by which new rules are developed and implemented.

To notify unit owners, in writing, of the need for owners to assist the Board in varying capacities and avenues open to us in order to achieve effective management of the Association.

To ask for volunteers.

Target date for establishment of the committee and owners assisting in other capacities is January 1,2005.

PASSED: All in favor

The meeting was adjourned at 1:50 pm following a short Executive Session.

Respectfully submitted,

Jane Morrissey, Clerk

Long Hill Est Condo Assoc Transfer Record

Dated: 09/09/2004

Amount: \$3,056.40

From Bank: 10200R - Cap Replacement Savings

To Bank: 10000C - Ocean Nat'l Checking

To Fund: 25030 - Cap Replacement Ckg Fund

Electronic Transfer: Yes

- PRS Services – Invoice #868 of 8/7/04
Materials & labor for replacing rotted wood at Unit 12 garage and Unit 21 window. Cost of \$86.50 (\$0.10 already available in fund)

- John Norton – 2 Invoices of 9/7/04
Materials & labor for replacing sunroom roofs and offsetting valleys at Unit 9 and Unit 12. Cost of \$1,485 per unit, total of \$2,970.00

Long Hill Est Condo Assoc Transfer Record

Dated: 10/08/2004

Amount: \$295.00

From Bank: 10200R - Cap Replacement Savings

To Bank: 10000C - Ocean Nat'l Checking

To Fund: 25030 - Cap Replacement Ckg Fund

Electronic Transfer: Yes

PRS Services

170 Hunt Road
Peterborough, NH 03458

Phone # 603-924-6219

Bill To

Long Hill Estates
Liam Kelly
34 Long Hill
Peterborough, NH 03458

Invoice

Date	9/21/2004
Invoice #	920
Terms	Net 30
Due Date	10/21/2004

Serviced	Item	Description	Quantity	Rate	Amount
9/15/2004	labor	investigated problems at Unit #9 and picked up debris at rear of unit #9	0.5	25.00	12.50
9/21/2004	labor	installed two sets of gutters and tie them to underground drain.	6	25.00	150.00
	Materials	Gutters, downspouts, sewer pipes, mounting hardware	1	145.00	145.00
9/21/2004	labor	picked up debris in field and set up cone over hole near garage #12.	0.5	25.00	12.50
9/22/2004	labor	completed underground drain for gutters and filled in holes in grass	3	25.00	75.00
9/23/2004	labor	unit #9 - Caulk and paint five rows of clapboards above sunroom that were torn apart during roofing and roof modification,	1	25.00	25.00
9/23/2004	labor	start painting of mail house	1.5	25.00	37.50
9/23/2004	labor	power washed Mail house to remove dirt and old chipped paint.	1	25.00	25.00
9/29/2004	labor	unit 20 leak in sunroom. sealed break in the side roof shingles. The seal is a temporary fix. I approached Jane and recommended that John extend the corner and roof the side roof, she agreed, and I called John.	1	25.00	25.00
9/29/2004	labor	Made four trips to the dump with the brush pile only eliminating 1/3 of the pile.	3	25.00	75.00
9/29/2004	Millage @ .36	use of equipment / truck 43 miles	43	0.36	15.48
10/1/2004	retainer	retainer for month of October 2004	1	200.00	200.00

APPROVED FOR PMT
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Capital Expense = 295.00
Operating Expense = 502.98

	Total	\$797.98
	Payments/Credits	\$0.00
	Balance Due	\$797.98