

Long Hill Estates  
May 29, 2002

Present: Marilyn Britton, Rob Trowbridge, Bill Waters, JoAnn Hall, Clerk  
Visitors: Ann Thayer. Also, at 3:30, Owners Jane Morrissey, Midge Gibbons and Evelyn Morrison, and roofing contractor Tony Nichols

I. Meeting called to order at 1:40 p.m. Previous minutes: No questions, move to accept, seconded, approved.

## II Old Business

A. President's Report - Comments: Re May 13 note: Jeff C. said that since Steve V. (Unit #4) was under impression Jeff was still his lawyer on sun room, he (Jeff) could not act for either party on the general sun room issue. Re May 15 note: Jim Rymes has agreed to \$2.50 charge per meter rather than \$5.00, effective immediately. Re May 18: No repair work necessary on #1 crab tree.

B. Legal Issues - 1. Deed transferring road from LHE to Town - Jeff will get it for next meeting-needs to get correct measurements. 2. Sun room roof replacement and responsibility - Not dealing with Jeff (see II-A above). 3. bailment contract with Tony - Tony has signed form to be attached to contract. Contract allows for free storage for length of contract. Storage fee starts if contract broken.

C. Lights at bottom of hill - Rob has four reflectors to be put into road shoulder before entrance. He will ask State to put up light, change placement of speed limit signs so it will be 40 mph past the entrance/exit, and put up sign showing road entering, making entry/exit safer.

D. Well project proposal - Estimate from McKenna is c. \$10,000 + . Over summer will get some idea of amount (value) of water used as indication of feasibility. If logical, may get another estimate but will incur no expense and will take no further action until subject brought up at Annual Meeting.

E. Insurance claim policy draft - postponed until June meeting.

## III. New Business

A. Treasurer's Report. As of April 30, total liability and equity was \$73,651.04.

1. Decisions from meeting with Ed J. a. Transfers from capital reserve to checking will be made at time the expenditure is authorized. (Will ask Ed J. to show these transfers in monthly report as of July 1. b) As of July, reports will show annual, not to-date, budget figures.. c) Will continue cash, not accrual, reporting program, but Treasurer must tell Ed J. what period it is to be recorded for.

B. Reporting capital assets - Rob still concerned about how to report capital assets that are spent on capital improvements. No solution found other than in Treasurer's Annual Report.

C. Painting assessments - Necessary for painting schedule for budget planning to avoid special assessments if at all possible. Bldgs. 1 - 3 : Rob found nothing that needed touching up. Bldgs 4 - 6: Marilyn found a few traces on trim and some peeling on Bldg. 4 and near Unit #13. Some loose trim, some loose clapboards. Bldgs 7-8: Bill found one board (rot) on rear of #28 in trim near peak. Painting schedule: '03 - do east sides, '04 - do west sides, '05 - Bldgs 8 -9. Noted that painter will be one to replace rotted wood. Need exterminator for any carpenter ants.

Marilyn will ask Linda about responsibility for window sills.

D. Discussions on 1. Petitions (17 signatures on each) re a. Well - Honor the petition and (see decision in II-D above); and b. Sun room roofs - BOD agreed to recognize petition and state that matter will be taken under advisement and referred to lawyer for opinion on proper way to proceed re a by-law amendment for the Annual Meeting.

2. Sunroofs. a. Units 8, 11, 21, 28 - Need replacing, and 16, 25 and 26 need checking and possible replacement. Very long, involved discussion followed. Majority agreement eventually appeared to be reached that for the four now leaking, they should be told that they should have their own roof repaired, be given the specs the BOD has determined most likely to be leak-proof, and if /when the legal issue is resolved with the Ass'n's being responsible for the replacement, the owners will be reimbursed. Proviso added that the repair/replacement/removal of skylight is each owner's decision/responsibility. Final approval tabled until end of meeting. At request of Rob and Bill, Tony arrived to discuss roofing contract for Bldgs 4 and 5. Bill also gave owners of Bldg. 3 permission to ask questions of Tony about Bldg. 3 shingling work.

Shingles coming next week. Form to be added to bailment contract reviewed: Storage fee applies to square footage in use as of certain date if contract for 4 and 5 is broken. Weight of shingles is c. 40,000+ lbs. Tony said it takes 14-15 working days per roof at 8-9 hrs/da., then explained how workable hours are determined by warranty requirements re temperature, etc., limitations that have delayed work on Bldg. 3. Discussed process for doing Bldgs 4 and 5-e.g., storage of equipment, shingles etc. while work in progress.

E. Re sunroom roofs: Motion: Until a vote at annual meeting clarifies who is financially responsible for replacement of sunroom roof, Ass'n should remain responsible and replace some that are now leaking, especially in light of petition: Yes - 1 (Marilyn B.), No - 2 (Rob T. and Bill W.). Motion defeated. Instead,

Motion: Any owner must pay for own repair and may or may not be reimbursed depending on annual meeting vote; BOD will suggest materials and method that it has researched and each owner may hire his/her own contractor. Yes - 2 (Rob T. and Bill W.), No - 1 (Marilyn B.) Motion approved.

Re contract for Bldgs 4 and 5: Motion: Change roofing contract for Bldgs. 4 and 5 (previously approved at earlier meeting) to obligate only to Bldg. 4 and re-assess situation on Bldg. 5 later. Yes: - 2 (Rob T. and Bill W), No - 1 (Marilyn). Motion approved.

IV. Next meeting: June 19, 9:30 a.m., Bill W.'s condo.

Respectfully submitted,



JoAnn Hall, Clerk

President's report for 5/16 BOD meeting.

4/12,13: Picked up all loose limbs and bark from fallen tree behind bldg.9 and many golf balls all over property in preparation for MJS coming to do spring clean-up. Added the tree trash, along with a dead Christmas tree discarded beside the upper dirt road, to our burn pile in center of field beyond dumpsters. Put mail kiosk sand bucket in the building.

4/16: Called Jeff Crocker. Set up a 5/16 10 a.m. mtg. for whole board at his office. Alerted his secretary that subject of mtg. is Sunroom roof replacement and maintenance. Could he be prepared to give us an answer to: "according to our by-laws can the association file a by-law amendment for a vote to have the 17 sunroom owners fund this work, or is the association solely responsible. Informed Rob and Bill of date and time. BOD mtg. that afternoon.

Rob will also get information from Tony, roof contractor, for Jeff asking Jeff to prepare a bailment contract for our shingles that will be stored on Tony's property for Tony's signature. The purpose of which is to prevent us having a legal hassle to get our property if something happened to Tony. Tony suggested including financial worth also.

Called Tony to give #4 sunroom roof replacement priority over bldg. 3 main roof during this unusually warm, clear weather for the next few days. He gave me two pictures of what he found when he removed main roof covering...unacceptable roofing practices used in two places and they could have been the cause of reported leaks. Consequently, owner must pay for roof out of his escrow money. I reported this to owner and he and Tony will be in immediate direct contact.

Thanked Tony for restoration of our unit signs...he planed on painting backs after they were up.

Walked around property with Phil Goldthwait (McKenna Well Drilling). He will prepare a basic proposal for us in the next week. He said, based on figures given us by Anrik, that we do not need any kind of retention device. Pump could handle what we'd need, especially if we stagger use of zones over course of several days. He also advised we put well much nearer buildings as: 1) need power source, 2) installation much cheaper if on similar level to need and closer to where we have to bring the water. Gave him MJS number for contact.

Following board majority decision, I wrote and mailed out memos to owners of units #1, #5, and #8 informing them that the time limit on getting in furnace reports had been forgiven. Also told #5 and #8 that this year's fireplace inspection report is forgiven, but that in the future it must be done yearly. Called #12 owner for status of her furnace report update. (She was going to have her plumber check with Rymes on crack that was found in heat exchanger.) She had had another plumber check and would send me report as soon as she got it.

4-19: Left proxies and prepared recording document with J.Hall, clerk, for 4/20 association meeting on transferring ownership of Long Hill Rd to town. Picked up key for meeting hall.

4-20: Held duly called association meeting at 7:00 in Town Recreation Conference Rm. Minutes attached. 100% vote in favor of transferring ownership of main hill to town. All voting material will be held on record in file "Road Vote".

4-22: Returned key for conference room to Town Rec. Dept.  
Gave 911 keys to Formans to hold until 5/8 while I was on vacation.

Pg 2...president's report for 5/16 BOD meeting.

- 5-8: Returned from vacation. Answered several phone messages... Answered an e-mail from T.Forman (21). Gave copy (including my response) to Rob and Bill. Called Jane asking again for copy of petition going around re: sunroom roofs and well. She gave me a copy and will get signed form to me by end of week. Returned call from #12 property manager re: smoke detector. Called Tony as one phone message dealt with #4 sunroom roof leaking again. He had investigated the roof, thought it could be faulty skylight, called owner and they decided to try looking at problem from inside through ceiling. Owner paying, but knowing solution will help association in future. A leak from bldg #3 main roof under construction over unit #11 had occurred. Tony will be responsible for cost of repair. Tony had put new truckload of shingles on hold until issues with Bill were resolved.
- 5-9: Met with Ed Juengst (accountant). We decided to:  
1) use annual rather than "to date" figures for budget column on board reports.  
2) transfer capital reserve funds into checking when money for project was obligated to always keep capital reserve figure unencumbered. Treasurer will see that Ed gets a copy of transaction document.  
3) stay with cash reporting instead of accrual... but have more communication so monies are reported appropriately in end-of-month board reports and especially in year's end reports.
- Showed Bill and Matt (MJS) the retention pond.
- 5-10: Many e-mails with Bill (copies fwd. to Rob) re: reason for mtg. with Jeff, roofing contractor, bldg 3, etc. Spoke to Tony by phone. Had been ill for two days. He will be bringing me a written description of our shingles, including cost, that can be attached to a bailment contract. We agreed I would be the board contact. Will reorder shingles for bldgs. 4&5.
- Spoke with Chris Snow re: completing Liberty Mutual's liability ins. audit report. Didn't want to ask Ed for any unnecessary reports. For now only need to attach copies of certificates of insurance and Tax form 1120H. Sent.
- Checked bldg. 3 while doing paint check on bldgs. 4-6 for 5/16 BOD mtg.
- 5-11: Rec'd call from unit #36 re: unleashed dogs from unit #33 in his driveway barking at company. Went to #33 and spoke with tenant Linda King. Her son is visiting "for a while" with two dogs. Told her that every minute the dogs are out they had to be leashed and must be walked on dirt road above and picked up after. She agreed. Then I reported back to unit #36 owner.
- Rec'd two signed petitions from Jane re: well and sunroom roofs. To be on 5/16 agenda.

Any other items will be brought up at 5/16 BOD meeting for those minutes.  
Marilyn

*clerk*

Addendum to President's report for May BOD meeting...5/16 meeting postponed to 5/29...same time and place.

5-13: Spoke to Vanni's(M/M and Steve)...Tony had not come to check on sunroom roof ceiling so see if he could find leak from inside...(found out later he had a family emergency). Also, Steve still was under impression Jeff Crocker was his lawyer because roof had not been totally fixed yet. Spoke to Jeff Crocker (attorney)...he didn't agree, but Jeff said that if there was the impression of a conflict then he could not serve either of us on that roof issue.

Also, Jeff's secretary had given him an incorrect message so he had done no work on sunroom roof issue and thought we were all to discuss it at 5/16 mtg. I told him about the petition from 17 or 18 owners that had been delivered to me over the weekend stating the wish that the whole association be responsible for the sunroom roofs. He recalled that our by-laws were silent on sunrooms (probably not in original plan) and so no matter what we did it would be good to have a vote and add something to the by-laws for future reference.

He is working on our deed transferring ownership of road to town...\$90-\$150.

I told him that we were also going to speak to him about a bailment "contract" in regards to our shingles, etc. that were stored off long hill est. He said what we were planning on getting from Tony was correct and would be attached to this bailment document and would be all we'd need to get our property anytime without going through probate.

Soooo....I canceled our 5/16 meeting...we owe him nothing for any work on sunroom roof issue. I will bring Jeff the paperwork from Tony as soon as I get it so he can prepare this bailment document. Did not ask about cost for that, but will when I bring it in.

Called Bill and Rob...we would meet anyway at 10:00 a.m. to get Rob's opinion's on agenda matters, as Rob could not attend the 1:30 BOD mtg. THEN, Bill had to cancel for personal reasons. Sooo, we agreed on 5/29, 1:30 postponement and JoAnn (clerk) could also free herself.

5-14: Tony reported that he had made two attempts to see Vanni's to work on sunroom ceiling. No answer or no one home. Asked him to put a note in the door.

Jane left note that Dr. Hernandez of #4 had died. I called his daughter, Patty Wheeler, P'bro. I also told JoAnn and asked Helen Liscord to notify others about services or cards.

5-15: Spoke with Jim Rymes, Jr. Re: \$5.00 monthly meter reading charge. Had rec'd no notice, was not part of our contract, and as we were a concentrated community it was a reading of 36 owners in one stop. He apologized for no notice, said it was being added to all customers, contract was only for price and inspections, BUT, he would speak to his dad and brother at noon meeting about us only paying \$2.50 per month. I agreed. He will call with answer.

Tony gave me signed, written description of shingles and rubber for #4&5 main roofs.

Ed Juengst called to report that he'd rec'd bank notice for \$12,820 transfer from cap. res. savings to checking and the \$14,621.80 currently in capital reserve savings (0200072050) is unencumbered. He also said he'd copied last two month's bank statements for me so we'd have record of transfers...he doesn't put them into our report documents.

- 5-15: Bill gave me pictures and lengthy written dialogue from Jane on bldg #3 roof replacement including blown shingles due to recent windstorm. I also was given a written estimate on her car damage caused by flying shingles. I gave it to Tony.
- 5-16: Attended the Hernandez funeral service at St. Peter's. Jane turned in a rental car fee for the two days her car will be in service. I also gave that to Tony. He will pay the body shop directly and give Jane a check for the rental car fee. As she had spoken to her insurance company, I thought it best to call our insurance rep. to tell him we were not filing a claim and neither was Tony. Tony was paying for damages.
- Rec'd a call from owners of #36 and #1 to report that while walking on the dirt road above they had encountered a young man (20's) walking an unleashed dog and carrying a gun. I called Bill. We agreed I call the police to check on legality of carrying a gun... (not unlawful whether loaded or unloaded as long as owner not threatening). The dog's description sounded like Linda King's son's dog (unit #33). I called there. Yes, her son was out walking with a gun and a dog. At my request, he called back when he got in. He had a beebe gun and thought it OK not to use a leash on upper dirt road. I informed him that even though we had no by-law forbidding guns, I was asking him not to carry it on property, and this being the second notice about dogs on leashes meant another report of no leash would require us to have dog removed from the property. I put that in a note to Linda King with cc to Rob and Bill.
- 5-17: Calls from owners of #3 and 10 re birds making mess on patios... Tony found no trace in gutters.
- 5-18: Broken branch from #1 crab apple tree... heavy snow. Cut off and dragged to burn pile. Shook snow off all the rest. Asked Bill to notify MJS to check it (for rot, etc.) at next visit. Call from #36 re: gutters leaking.
- 5-20: Called Tony re gutters, and 4 lights out plus mail bldg and spotlight at foot of hill. He began replacing on evening of 21<sup>st</sup>.
- 5-22: Suggested to Bill that irrigation system seemed to be on... and I didn't think we needed it yet. Asked him to have MJS mow N side of main road and around back and side of bldg 9... looking very shaggy. Also F.Huntley reported broken pine branch near mail bldg for MJS to remove. More shingles off Bldg #8. Told Tony. Passed on question to Tony about his coming later in a.m. "leaving black shingles on warms up roof quicker than bare roof so rubber adheres better."
- 5-23: Tony cleaned gutters on Bldg #9 and replaced missing roof shingles for bldg 7&8. Sandy Eneguess, in assisting #2 new owner (V.Peterson) move in, drove over sewer grate next to dumpster while turning around a large truck and trailer rig at the end of the lower road. He moved the sewer grate off side and broke the cement collar around it. I spoke to him about it... "he'd fix it". In taking a closer look at it the next day, I believe we should call Mr. Betz to check it out as I believe it belongs to the town. If he says they fix it, then we'd need to call Sandy and send him the bill. Will ask Rob and Bill at 5/29 mtg.
- 5-25: Spoke to Tony about Jane's 24<sup>th</sup> note about her car repair. He had already spoken to her about it.
- 5-27: Owner of #36 explaining no irrigation at bldg #9. Bill and I went to investigate. Bill turned on one zone by bldg 8. I marked three heads that were either broken or not working properly. Also marked a larger head on side of hill between bldg 8 and 2 that had come on and not entirely

Pg 3 of President's addendum report for 5/29 BOD mtg.

- 5-27: Tony called to say he would attend the 5/29 BOD mtg as Bill and Rob had requested to talk about the roof contract for Bldgs 4&5. He could be there at 3:30.
- 5-28: Bill called to say several owners were coming to meeting about bldg #3 roof. I questioned this not being on agenda. Owners would have to wait until the contract for 4&5 was discussed. He also said Rob would be late.
- Added note: Approx date wk of 5-20<sup>th</sup> ...scratched skylight from blown shingles were reported from #11 and much later from #10. Reported it to Tony. We both thought of calling Monadnock Auto Glass (Mark Russo proprietor) to see if he could do a repair as he does with windshields. He plans on checking it out with Tony.

Copy of this addendum to be handed to Rob, Bill and Jo Ann today.

Marilyn Britton