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LHE Board Meeting
September 24, 2009 Unit #21
Minutes

Call to order

President Nancy Clarke called the meeting to order at 3:45. Present were Nancy Clarke, John Dolan, and Greg Lawn, Directors, and Midge Gibbons, clerk. Later joined by Julie Clattenburg.

Greg Lawn stated that a letter of agreement pertaining to the unit #9 window replacement has been written, and a formal letter of release will be hand delivered to the owners.

Also, a letter was placed on two cars asking the owners to please move their cars that have been parked at the mail kiosk for an extended period of time.

Maintenance

At the present time, John Norton is repairing posts on #17 with others to be done. Greg will ask John for revised bills on power washing and staining of decks. The bills will be charged back to the owners that he serviced.

The Directors were asked to take a look at the lawn work behind units 35 and 36. Perhaps reseeding needs to be done either by John Norton, or Dub's Shrubs.

Greg suggested the board keep a written log of maintenance requests to be able to have a paper trail regarding progress for all requests, and to help keep clear communication between John Norton and the board.

Nancy will follow up on owner maintenance requests from the board.

Painting, Siding, Windows and Doors

Greg will get together with Matt Harwood, our painter, to discuss details of painting project.

A preliminary report will be coming from Greg on window and door replacement. It looks like "Alliance" may become the standard for replacement.

Grounds and Landscaping

Nancy reviewed the fall maintenance contracts for Dub's Shrubs and Rainmaker to familiarize the board with upcoming projects.

John reported his progress with obtaining up to date insurance certificates for contractors. Almost all are current and will follow up on any that need it.

Treasurer's Report

Julie Clattenburg presented the board with update balances on the checking and working capital accounts. Julie requested a signature on the tax return, and as president, Nancy Clarke signed it. Miscellaneous bills were brought to the floor for payment.

A motion was made by Greg to authorize the treasurer to move \$3,740.00 from the capital reserve account to the checking account for work done by John Norton, invoices #548 and #549. Motion was seconded by Nancy, all in favor – motion passed.

In the interest of time, the meeting closed at 5:50 to be continued on October 1st.

LHE Board Meeting (continuation)
October 1, 2009 Unit #21
Minutes

The LHE Board meeting resumed at 3:35pm. Present: Nancy Clarke, John Dolan, and Greg Lawn, Directors, and Midge Gibbons, clerk.

Greg reported that one of the cars that was asked to move has moved, and no response on the other.

Painting

Greg presented the proposed contract from Matt Harwood which includes all of building #3, back and one end of building #5, touch up work, the peaks of buildings #8 and #9, mail kiosk, and back and one end of building #6.

Landscape Designer

John reported on his discussion with Deb Claffey, the landscape designer, regarding future plans. She would like to do a site proposal and then proceed from there. Deb would welcome input from residents as to preferences. All of Long Hill Estates residents would be included in any decisions if they would like. A tentative date was set for January to meet with her, and then a follow-up meeting with residents.

Insurance Certificates

John stated that all Insurance Certificates have been updated.

Maintenance

J.W. Cox of Dub's Shrubs spoke the owner of #4 about placing stone under the slider; he estimated the cost to be between \$75 - \$100. The association will pay one-half.

Greg reviewed the power washing invoice from John Norton. There were some questions, and once they are resolved, the invoices will be charged back to the owners involved.

Nancy spoke to Rainmaker about flushing the irrigation system; once the town takes out the water meters then we can schedule the flushing.

Nancy will ask J. W. Cox to trim the hillside along the approach road.

5 Member Board

It was agreed by all to consider a five-member Board of Directors in the "new business" part of the annual meeting in May.

Garden Committee

Nancy announced the garden committee was meeting at her house on October 1st. Ed Hampson is stepping down as chairman, and Ann Lammers will be taking his place.

Residents' Handbook Revisions

Greg will contact Marilyn Britton regarding changes to the Residents' Handbook and an update on a time line

The meeting adjourned at 5:30 pm

Next meeting will be Thursday Oct. 15th at unit #11

Respectfully submitted,

Midge Gibbons, clerk.