

LONG HILL ESTATES at PETERBOROUGH, A CONDOMINIUM ASSOCIATION

BOARD MEETING AGENDA for January 16, 2025, **7:00 PM ET**

Location Remote: <https://meet.google.com/inu-dgmm-mjb>

Community Comments

The first 15 minutes is open to Community Comments. No minutes are taken. No board decisions are made. The Community Comments section of the meeting is closed when there are no further comments or at the 15-minute mark.

Open Board Meeting

- 1) Welcome.
- 2) Accept minutes of 2024-10-17 meeting.

Completed Since Last Board Meeting

- 1) M&T Bank CDs: First bimonthly CDs investment (November and January)
 - a) \$3,000.00 from Capital Replacement account/CD.
 - b) \$10,000.00 from Working Capital account/CD.
- 2) M&T Checking account additional security:
 - a) *Reverse Positive Pay*: Allows Board to review all checks submitted to bank before payment.
 - b) *ACH Lock*: ACH payments are blocked.
- 3) Reviewed pre-winter maintenance with contractors. All in hand. Discuss major focus on eight building sides most in need per year, selected during spring walk-through.
- 4) Fall/Winter newsletter posted and emailed.
- 5) Pre-winter maintenance tasks completed.
- 6) Gutters cleaned (Doug).
- 7) Reviewed emergency access information. Ensured all board members have a copy.
- 8) Snow removal reviewed w/contractor. JW to text Beth prior to plowing.
- 9) Master Insurance Policy renewed w/HUB. HUB letter sent to all unit owners.
- 10) Review and update the Capital Improvement documentation in the M&T Bank safety deposit box and the spreadsheet (*Ray and Beth*)

In Progress

- 1) Set date and time for Annual Meeting in July 2025 19th or 26 pending Library availability (*Ray*).
- 2) Door replacement committee forming (*Maura*).
- 3) Issue 1099s (All W9's are received). (*Bookkeeper and Accountant*)
- 4) Contract for painting contractor (*Maura*)
- 5) By-law changes:
 - Non-owner-occupied restrictions committee is meeting monthly. Next meeting is February 6 at 7:00 PM. (*committee*)
 - Change fiscal year to 1 July through 31 June (*Ray*)
- 6) Request *No Parking* signs from Town for Long Hill Road, particularly at the dead end (*Beth*)
- 7) Add *No Parking* signs at top of Long Hill Road off Town property.
- 8) HUD/FHA conciliation process.
- 9) HUD/FHA training for Board Members.

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New Business

Planned February Tasks

- 1) Add HUD/FHA process to Handbook.
- 2) Confirm any needs for crab apple tree pruning.
- 3) Get quotes/contracts for pavement crack sealing.
- 4) Collect Certificates of Insurance from all contractors.

Planned March Tasks

- 1) Confirm SuperiorPlus Propane commercial rate for next May thru April.
- 2) Work with landscape contractor on plans for the season.
- 3) Roof Replacement: Firm up start date for Building #1 with Guyer Roofing.
 - a) Order Port-a-Potty for roofers
- 4) Get quote for catch basin cleaning
 - a) Last done April 2021. Recommendation is every four (4) years.
 - b) Schedule for May/June.
- 5) Review bids for lawn care (currently using Surf n Turf)
- 6) Confirm pest control spraying and inspection with contractor (currently Monadnock Pest & Wildlife).
- 7) Workers Comp policy renewal for April.
- 8) Spring newsletter.
- 9) Quotes for road patching.

Planned April Tasks

- 1) Maintenance "Walk Around" with contractor.
 - a) Association fixes needed
 - b) Unit owner fixes needed
 - c) Notify unit owners as needed
- 2) Painting "Walk Around" with contractor.
- 3) Confirm with landscaper regarding spring cleanup, any spring planting.
- 4) Schedule all-unit fire alarm review.
- 5) "Knox Box" key box at kiosk for Peterborough Fire Dept access to units.
- 6) Get quotes for fixing patio leveling and settling. Determine multi-year budget for improvement.

Queued Business

- 1) Improvement to entrance at bottom of hill. Tabled 2024-07-18

Next Meeting

Thursday April 17th, 2025.