

**LONG HILL ESTATES BOARD OF DIRECTORS MEETING
AGENDA
FEBRUARY 25, 2009
4:30 p.m.**

Review previous minutes
Board personnel matter
Treasurer's Report
Plan dryer duct final inspection
Finalize wording for by-law amendment re owner maintenance responsibility of Limited
Common Property items
Finalize wording for enforcement policy resolution meant to amend 11/01 policy
Finalize meeting date with John Norton
Review fireplace inspection resolution of 11/2000 and revocation of same on 11/03 with
accompanying amendment
Review feeding of wildlife board resolution 10/04
Plan a survey for owners re board activities
Discuss financial responsibility for clearing patios following roof snow removal
Review material from Atlas Property Management
Give three days to John Norton for a meeting on chronic roof leaks

LONG HILL ESTATES CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
2-25-09 - Unit 21

- 4:30: Two owners spoke to us re need for more attic insulation in all units. We asked them to get back to us with a proposal before annual meeting.
- 5:40: Official meeting opened. Present: Marilyn Britton, President, Julie Clattenburg, Treasurer, Nancy Clarke and Ann Lammers, Directors.

Motion made & seconded and unanimously passed to approve minutes of 1-14-09.

Treasurer's Report:

Gardener's water bill was \$83.92. Several payments have come in leaving a balance of \$37.17. Ann will remind delinquent gardeners.

New association checks were ordered by pre-pay.

Sent Form 1096 to IRS. Sent completed change of address form to IRS.

Checking Acct \$11,781.23. Cap Replacement \$20,231.09. was Working Cap \$11,467.12.

Total Assets \$43,479.44.

Mail found under our mail box in the mail kiosk. Suggested that we tape box in place so it cannot be moved by accident.

Insurance Bill: Down payment (of which we were not aware) wasn't paid in full by our quarterly payment. \$1564 is due by March 13. (Balance of down payment plus monthly amount (\$781 + \$783 = \$1564.)

HUB's proposed quarterly payment schedule given to Julie.

Dryer Duct Final Inspection

Fire Chief to speak with fire code officer re inspecting first few units chosen by Board. Inspection of remaining units could be done by building inspect. contractor, etc. after training with fire code officer. More investigation needed.

By-Law Amendment re: owner responsibility for items in Limited Common Area (LCA) Motion made, seconded and passed to give our draft to legal counsel for advice.

Enforcement Policy Resolution amending 11/01 policy.

Board agreed to post new wording for a month giving time for owner input required by 11/2000 Resolution. Copy has been posted on bulletin board and sent out by e-mail

Meeting planned with John Norton re chronic roof leaks. Give him 3 dates in late March.

Review fireplace inspection policy. Mandating or Strongly Recommending? Pending.

Plan a survey for owners on board activities: Nancy to suggest 9-10 questions.

Responsibility for clearing patios following roof snow removal. ...

Contractor should make sure back door of each unit is clear for fire safety.

Patio owners responsible for clearing patio or hiring someone to do it.

Review Atlas Property Management – checking company/personnel now. We have asked Atlas to review our property after snow melts.

Next meeting Wednesday, March 18 @ 4:30 – Unit 16. May need to complete this agenda prior to that date.

Respectfully submitted, Marilyn Britton

Opened @ 4:30 Present: Marilyn Britton, President, Ann Lammers & Nancy Clarke, Directors.

Dates for ROOF MTG with John Norton: We offered him Wednesday, 3/12 @ 4:30, 3/18 @ 5:00 and Thursday 3/19 @ 10:00 am. Marilyn to send a letter.

Response to Glen Swanson, Unit 9, re his request for some reimbursement on his window replacement project. Having now received the labor costs itemized for window and siding work that we'd asked for, we felt we now had all the information available in order to decide if the association should assist this owner financially. We discussed the owner's request in detail and concluded that 1) we could not consider any costs for the window installation and 2) all the secondary costs were the result of the original developer's errors.

Motion made, seconded, and passed unanimously that we send the following response to the owner: "The association is not financially responsible to pay for developer error or any subsequent consequences of such. The Board's decision then, at this time, is that we will not reimburse the owner for any of his costs. However, in bringing this issue to our insurance company and our maintenance contractor, if we learn anything that could change our opinion, we will revisit this decision.

Response to Unit Owner #28 re roof leak and garage door in need of spot painting. John Norton will be called re leak and we will notify owner of our painting schedule and that when our painter is next here, we will ask that he spot paint her garage door.

Atlas Property Management: Nancy to check on personnel. When they are able to survey our property, we will ask for prices on all their work, but concentrate on using their services for landscaping and shrub work.

Dubs & Shrubs: Inquire about any price changes for this coming year.

Survey: Nancy to send draft of 9-10 questions to us prior to next BD mtg.

Volunteerism of Owners: Ann to request a release form from Gary Braun for our use.

We also need to ask Gary to clarify the need for liability insurance. Do Contractors hired by an owner need to show the same kind of liability insurance as those hired by the Board?

Next meeting: Changed to Thursday, April 2 @ 4:30.

Respectfully,
Marilyn Britton

Items not discussed or not finalized:

Dryer duct final inspection

Call with Gary Tues, 3/10 @ 1:30 for final wording on By-Law re LCA responsibilities

Fireplace inspection discussion

Finalize feeding of wildlife resolution

Next Mtg items:

Budget

JW contract

Continuation of Norton contract to 8/2010 decision

Annual Mtg Date, etc.

Dead End sign at foot of Long Hill Rd.

President's report for January/February

Drafted minutes of 1/14/09 along with drafts called for in the minutes: revision of enforcement policy, owner maintenance responsibility of Limited Common items, and letter to John Norton to accompany his check for three invoices.

Called Electrician re mail kiosk light socket ... he will give it a thorough check when it is warm enough to work without gloves. Replaced burned out bulb in the meantime.

Draft of letter to John asking for meeting on roof trouble spots.

Took care of owner request re loose roofing ... called John.

Worked with title companies for several owners refinancing

Requested painter's sign be removed at #19

In Ann's absence spoke with John re #34 leak and dates for a roof meeting with him

Posted a note to owners re: bulletin board and email re final inspection for dryer duct

Called our bank's loan dept re inspector that could help with final inspection

Worked with Julie re financial matters

Met with manager of Monadnock Disposal re repair of dumpster fence in Spring