

Longhill Estates Condominium Association
Board of Directors Meeting
MON,Mar 12th,2001

Call to Order: The meeting was called to order by MB at 2:10pm.

Present: Rob Trowbridge, Marilyn Britton, Bill Waters.

Guest: Jane Morrisey unit #10,Anne Thayer,unit #28 and Joann Hall unit # 32.

Minutes: Sandhy Kale,clerk

Review of previous minutes:

- 1/15/2001: Reviewed & Approved as written .

Rob Trowbridge presented a resolution that Our dear friend and a long time-board member Tom Forman, be appriciated for his moratorium service to the BOD of 'LHE' association. It was passed unanimously. BOD will send him a 'thank you' letter.

Old Business:-

- Review of President's report-Approved and accepted,with
Attachments:-
 - 1] A letter to absentee unit owners re. Jan. 15th 2201 LHE special meeting about finances-5 pgs
 - 2] Responce letter to Judge Howorth re cardiff case-9pgs
 - 3]Report of special BOD meeting re Tom Forman's rsignation.2pg
 - 4]Corrospondance with Linda Fisher.3pgs
 - 5] corresondance with dist engr re ice accumulation at the entrance on 202 s to LHE.

• **Additions:-**

- i] M. Britton as a president has okayed
On 03/05/01- snow removal and
Checking of six more sunroom roofs .
On 03/08/01 - Loaders to remove snow ,at the cost of
\$ 1300 to 1500.
On 03/12/01 -clearing of sunroof of units #12 and 28. and to
check bldg.#9.
We are **obligated approximately** bet.**\$ 30-40** per piece
for Sunroof work .
ii] We have paid out **\$15000/-** so far for winter snow removal.

New Business

- Treasurer's Report-Reviewed and Accepted as of Mar.9th2001.[Attachment#6, pgs-5]
Total Liabilities & Equity as of 03/09/01 was 74,426.90.
- Introduction of Linda Fisher to the members present.Linda is our consultant for NH condominium Associations ByLaws.

Marilyn Britton has worked diligently , with Linda on LHE Association's ByLaws trying to clean and clear some of the phrases and wordings.[Attachment 'Possible Declaration and By-Law Amendments for Annual Meeting'-8pgs.BOD spent a great deal of time on these discussions.To name a few-

- a] **Declaration Section-**
 - very important correction
 - Typo in 3(d)(iii) -"Inthe center of long paragraph begining with "Each Unit includes"....the eords "does own" should be changed to "does not"own any pipes ,wires etc....
- b] **By-Laws Section-**
 - i] Earlier Amendment says...end of fiscal year in **Sept or Oct...**
Annual Meeting has to take place within **60 - 120 days** at .
the end of fiscal year.
 - ii]BOD is thinking about having Fiscal year as Jul.-Jun. and .
Budget year as Jan-Dec.Thus requiring many .
housekeeping changes.
 - iii] **Instead of Audit** Annual Independant Review by .
a CPA.- to be presented to Unit Owners at Annual Meeting.
 - iv]Organizational Meeting to be held within 30 days following .
Annual Meeting.
 - v]Additional Owner request notice for 60 days.
 - vi] Sunroom Owners's Assessment-Needed additional By-Law ..
for this according to legal counsel
 - vii] Official Notices **not certified**.
 - viii]SB 105- Garnish renters assessment if unit owner fails to pay.

Other Business:-

- Status of the current Insurance Policies- to be checked by Bill Waters .
"to find out about LongHill getting Workmans' comp.insurance."
- Repairs for Bldg# 5 Roof-Expences come out of Capital Reserve.Even though he is going to use our shingles in stock, estimated cost is about \$2980/-.

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- Water Bill from Peterborough Town, for Irrigation system has come as 26848.77and \$ 2859.28 for the total of 29,708.05.

'Anrik' has been contacted by Marilyn to find out the estimate of system's water use for one month period.

Rob is investigating with previous Board Members,water dept of the township and legal counsel ..[Attachment]

Meeting adjourned at 5:00 pm.

Next meeting on May,14th at 2:00 pm.

File

Presidents Report for 3-12-01 BOD Meeting

Brought 36 copies of CAU 2-page insurance letter to Accountant, Ed Juengst, for enclosure with February invoice...copy in Insurance file.

Mailed or hand delivered copy of president's 1/19 letter (**copy attached**) to all owners absent from 1/15 assoc. meeting...enclosed both 1/15 handouts to any owner not currently living here.

Treasurer reported that both J.Morrissey (#10) and Lyn Campbell (#24) had borrowed the 2000 book of finances. Evelyn Morrison (#8) also has read it.

Was in touch with plowing contractor through Tony Nichols about whether to plow for several small storms during the week of 1/15. Decision was made to plow after the last two, shovel after second one that was coming next day, and to salt in front of mailbox. In the meantime, some sanding was done on the hill and roads.

Sent two signed copies of our landscaping contract (list of specs and list of prices) to Jeff Balcom. At my request, he signed one and returned it so we now both have copies. We have his certificate of insurance on file.

Our 1/5/01 letter sent to Group of Concerned Owners c/o E.Morrison was returned with a note that we should send it to all signees...I filed it under unit #8 and did not respond. It was my belief from questions asked at the 1/15 meeting that they had already seen a copy.

On 1/20, received a copy of Cardiff's Objection to our Motion to Reconsider. After discussion with Rob sent our response to the court and cc. To Cardiff. **Copies of both attached.**

Received a call from Tom Forman during the week of 1/15 resigning from the BOD immediately. **Copy of 1/19 letter and minutes of special BOD meeting of 1/28/01 attached***.

*Bill Waters accepted open board position until our Sept 2001 annual meeting...minutes sent to all absentee owners and posted on mail bldg. bulletin board.

Prepared a working list of possible by-law/declaration amendments for our 3/12 BOD meeting with consultant Linda Fisher and sent it to her and gave copies to Rob and Bill...late Jan. **Copy attached.**

1/31 - calls from #12 and #18 for roof leaks...Tony Nichols looked at each...banged ice off #18 and put some salt on gutter build-up. "Gutters holding back lots of ice".

2/3 to approx 2/15 – Tony asked to check #36 wall/ceiling separation in high ceiling downstairs room – owner and Tony think it was from weight of ice. But never wet. Tony asked to take ice off all sunrooms of bldgs 1, 3, 5, 7 & 8 @ \$40 each...morning sun warmer causing more ice build up. Much work for #18 leaking roof...garage ceiling needs replacement.
Bills for all roof ice removal over course of about two weeks were 2/3: \$565 and 2/12: \$560...

Pg 2 presidents report for 3-12-01 BOD meeting

2/7 - Gave permission for 2 hours of loader work for snow removal if necessary

2/8 – Bill Waters noticed \$1000 deductible for ice dams on policy but not on proposal... Asked him to call Chris Snow... it was an error on Ins. Co. part... should have been included in proposal.

2/11 - #18 still leaking... more ice removed. Asked Tony for estimate for replacing center section of building #5 over unit #18... approx \$2980, using currently owned shingles... We need to do this when building #1 roof is done.

- #8 leak on upper floor and living room ceiling over back sliding doors... ice build up on sunroom roof ...ice removed.

- reminder for Tony to clear snow to and around gas tanks... clear fire hydrants (town notice in paper asking as many owners as could to do this). Also asked to clear ice jam at foot of hill. Broke plow trying to do it.

2/13 – lunch meeting with Linda Fisher re: by-law amendments for 3/12 BOD meeting.

- received and answered 2/9 Campbell letter re snow removal... copies in file #24.

2/17 – received CAU Ins Policy... Asked Bill Waters to review.

2/19 – Asked Tony to check lights #5, 13, 15 & 17... Replace with same kind as they last approx. three years... Tony bought 6 (have two spares) at cost of \$90.

2/20 – Calls from J.Morrissey re: units #1 and #2 shingles missing... called #1... no leaking.

2/22 – CAU risk mngrt. investigators arrived... met briefly with Bill and me. Looked @ unit #19 crawl space pipes, etc. Answered their questions. Showed them our contractor's insurance certificates. Followed through on their suggestions by calling Chris Snow. 1) Do we need to be listed as additionally insured – nice but not necessary, 2) workman's comp for Tony... he does not need it according to NH law... no employers as Tim is sub-contractor... both have disability ins. They seemed very pleased with what we are doing.

I asked to have our official name on policy and Petersborough spelling corrected.

2/22 – Dept. of Trans., Mr. Pillsbury of Swanzy office, answered our request to have bottom of hill cleared up. And in April will find a more permanent solution for excess water collection that turns to ice. Rob and I sent them a thank you following the work on 2/27... Also asked to be kept abreast of solution and again for their consideration for safety lighting. **Copy attached.**

3/1 – Called Ed. Juengst re: no enclosed return envelope with condo fee invoices... training new employee and this was overlooked...