

**LONG HILL ESTATES at PETERBOROUGH, A CONDOMINIUM
ANNUAL MEETING MINUTES
May 29, 2014**

**PETERBOROUGH TOWN LIBRARY
2 CONCORD ST., PETERBOROUGH, NH**

The meeting was called to order at 7:05 p.m. by Allen Hollander, President.
A quorum was met with 25 units represented by 20 owners present and 5 proxies.

The president introduced Directors Nancy Clarke and Faith Hanson, Treasurer Marilyn Britton, and Clerk Sharon Smith.

Minutes from last year's annual meeting were accepted as submitted. George Austermann later noted that the spelling of his last name should be corrected to include the double "n."

PRESIDENT'S REPORT

1. Allen expressed thanks to Nancy Clarke, Faith Hanson, Marilyn Britton, and Sharon Smith, with special thanks to Marilyn for managing our migration to a new computer and software bookkeeping system and also finding us a bookkeeper—all under budget. Thanks also went to Audrey Carvalho for managing ongoing social gatherings at LHE, Glenn Swanson for pursuing issues associated with abutters and with a potential walking trail, and Dianne Buchholz for helping with multiple odd tasks.
2. Units are fully owned and fully occupied. At least 2 parties have expressed interest in buying here if any units become available.
3. There have been no insurance claims this year. Allen thanked everyone for being sure to clean chimneys and dryer vents and maintaining washer hoses and valves.
4. The Board has researched state condominium statutes and found that we are in compliance holding the annual meeting when we do, so the board feels the timing does not need to change.
5. The Board decided not to invest in a CD, feeling that the small potential payoff didn't warrant the investment.
6. Lawns held up well this past year without the use of the irrigation system.
7. Roofs continue to have minor leaks here and there, but nothing dramatic. There were no complaints of leaks when we had the major snowstorms. Allen thanked members for not shoveling roofs, since standing on the roofs can make such problems worse.
8. The fire hydrant on the dirt road has now been taken out of commission. The parts were too old to replace, and the fire department says we don't need a hydrant up there. The hydrant is shut down, which will reduce our sewer/utility costs.
9. Last year, as usual, 8 sides of buildings were painted. These were 2 sides of #1 (units 1–4), 2 sides of #4 (units 13–16), and all of #6 (units 21–24).
10. Because the Board did not receive a proposal, no backboard was erected at the tennis court.
11. Seven more ends of buildings are now cleared of shrubs/trees that were crowding the siding and causing rot, making a total of 10 sides cleared. (Two contractors have commented that "It's about time.") Some perennials have been planted in these new areas; more, with shrubs, will be added over time as money is available. Four owners are doing this on their own.
12. Slate will be laid by JW this summer to minimize dirt splash-up on buildings.
13. Some revision/trimming has taken place in the front gardens. More will be done over time.
14. Crab apple trees have been pruned by Our Town Landscaping.
15. We had 3 gardeners sharing in our garden last year and expect 1 more this year. Speak to Faith if you want to have a plot at the Long Hill garden.

16. Two new crab apple trees were planted this year: one in front of #11 after the water-main break, and one to replace the one that died in front of #35.
17. Budget highlights for 2013–14
 - a. We moved \$10,000 from our checking account (operating account) to the capital replacement account.
 - b. We anticipate being \$7,000 over budget at the end of the year. This is not a cause for concern; we've been under budget in past years. Reasons for the overage included:
 - i. Incorrect budgeting for insurance (didn't include workmen's comp insurance)
 - ii. Painting went over, mostly as a result of numerous repair projects such as siding rot.
 - iii. Repairs were higher than expected because of rot, some roof repairs, and \$3,000 to repair the water pipe in front of #11.
 - iv. Cost of fertilization went up.
 - v. Additional expense was related to the fire hydrant.
 - c. The budget figures also include \$80 income that was a fine for 8 days of noncompliance with Association regulations.
 - d. Our cash balance as of April 2013 was \$110,112. As of April 2014, it's \$128,732. This is important because realtors look at it, out of concern over potential future assessments for major expenses.
18. Expectations for the coming year (2014–15)
 - a. JW contract and CAU insurance policy are up for renewal.
 - b. Painting is scheduled for Building 3 (units #9–12) and Building 5 (units #17–20), as well as the mail kiosk.
 - c. The pothole in front of unit #31 will be repaired this summer.
 - d. The dirt road near the dumpster will be re-graded to address drainage issues and stop erosion. This is a \$900 expense. The erosion is a result of vehicles on the upper dirt road. To prevent the problem recurring (or at least postpone it), the road will be gated to prevent vehicular traffic. Bike and foot traffic on that road are fine.
 - e. Landscaping
 - i. There are no plans for plantings next to the sign at the bottom of the hill.
 - ii. We expect to plant one or more new trees as we continue to replace the lost pine trees.
 - iii. The side and front beds will get some work—details TBD.
 - iv. The Board needs to decide how to handle the bank at the entrance to the second paved road, across from #29.
 - v. Other landscaping will be continued as usual.
 - f. The monthly condo fee will be increasing to \$245/month as of July 2014.
 - g. Changes in budget for the coming year include:
 - i. Decrease in expense for accounting services from \$2,250 to \$600, and in bookkeeping services from \$700 to \$300. In both cases, thanks to Marilyn Britton.
 - ii. Repairs are now budgeted for \$10,500. This includes annual roof inspection by Mark Cassidy.
 - iii. Capital Replacement Funding has been reduced from \$26,176 to \$19,744.
 - iv. Ground maintenance is going up \$4,000, to allow for work on the trees and flower beds.
 - v. The budget for roads and winter expense is going up \$1,300 to deal with erosion and the pothole on the upper paved road.
19. Allen thanked Faith Hanson for saving us postage by delivering the reports.
20. Allen noted that anyone who proposes taking a particular action needs to be prepared to follow through with that action.

RESPONSES AND FOLLOW-UP TO PRESIDENT'S REPORT

1. A resident suggested that the titles on the financial reports be reworded. The Board will consider this.
2. At least 2 residents have reported the gully on Long Hill Road to the town.

RESOLUTION FOR DISPOSITION OF EXCESS REVENUE Over Expenses for Fiscal Year Ending June 30, 2014 (IRS Ruling 70-064 inc.): Motion was made, seconded, and passed unanimously.

COMMITTEE REPORTS

Abutment Committee (Glen Swanson)

1. The Association owns about 75 acres, 35 of which are conservation land.
2. Gravel pit abutting our land: We've been going back and forth re. earlier commitments made by those removing gravel from that area. It appears that no further gravel is being removed there. We could pursue legal action, but Glen recommends against this. The issue is on hold.
3. Walking trail from our dirt road to Old Jaffrey Road
 - a. Glen is checking with our insurance company to find out whether any insurance issues need to be considered.
 - b. The town is not concerned about our clearing a trail in this area.
 - c. Allen has marked the trail, which would be a private (LHE) trail.
 - d. Glen will talk with one of the homeowners along the route to give him a heads up that we'll be walking through.

Garden and Landscaping Committee (Faith Hanson)

1. Enhancing front gardens: Anyone interested in adding to or subtracting from the front gardens is invited to check with Faith, who will find out how much JW can help.
2. Faith asks that any requests for gardening assistance be written on standard full-size paper and include the resident's name, the date, and the specific request. These notes should be left in the Association box in the kiosk, so Faith can keep track of them.

ELECTION OF DIRECTORS

1. Nancy Clarke is resigning from the Board with 1 year left on her term, and Allen Hollander's term ends with the current year, so one 3-year spot and one 1-year spot were open.
2. The group thanked Nancy for her many years of service on the Board.
3. Sharon Smith was nominated and elected to the 1-year position.
4. Allen Hollander was nominated and elected to the 3-year position. Allen agreed to remain as president on the condition that at least 4 people were willing to help out with occasional tasks. Volunteers for this were Dianne Buchholz, Nancy Clarke, Diana Griffin, Annagreta Swanson, Glen Swanson, and Ann Thayer.

NEW BUSINESS

1. Capital Replacement Fund: A resident who used to belong to another condo association in town observed that the amount in our capital replacement fund is good compared to the funding of other condos in Peterborough.
2. Contact list: Allen will get an updated contact list to all residents.
3. Maintenance requests:
 - a. Allen requested that all residents who have access to e-mail start sending maintenance requests to him via e-mail rather than on the 3-part maintenance request forms. In the request, please include your name, unit number, and phone number, as well as the nature of the problem. Allen will forward the request to the appropriate repair person and will request that person to "reply all."

- b. Allen noted that it's the owner's responsibility to follow up on maintenance/repair requests, letting Allen know if action has not been taken within 30 days. The Board does not track these requests.
 - c. If an owner is concerned about consistent lack of follow-up, that owner needs to document the problem with dates and give that information to Allen.
- 4. Birdfeeders: Because of issues with bears, we'll recommend bringing in birdfeeders by April 1 rather than May 1. Allen will send out a reminder of this on March 29.
- 5. Room air conditioners: An owner has requested permission, for health reasons, to install a window air conditioner in a back bedroom. Allen asked the group for a sense of their feelings about this. Several people suggested other alternatives. This discussion was followed by a nonbinding vote, in which 11 said it would be acceptable to have a window air conditioner in a back bedroom, and 6 said it would not be acceptable. Asked if it would be acceptable for health reasons, 14 voted yes and 1 voted no. The Board will consider the issue.
- 6. Speed limit: An owner asked if the town might be willing to move the 50-mph speed limit sign farther south on Route 202. Others reported that the request has been made in the past without success because Route 202 is a state road.
- 7. The group expressed thanks to Ann Thayer for organizing the ladies' lunches and to Faith Hanson for all she does for the Association and her neighbors.

The meeting adjourned at 8:40 p.m.

Respectfully submitted,
Sharon Smith, Clerk

**President's Report
LHE Annual Meeting
May 29, 2014**

Past Year 2014- 2014

- \$2,750 for #12 driveway
- \$870 for dirt road erosion
- \$400 for upper road hole
- We will need to repair roads
- \$522 Attorney cost for #12

PAST YEAR: 2013-2014

(Will read report, hold Q & A to end)

Thanks:

- Running the place: Nancy, Faith, Sharon, Marilyn (been fun!)
- Special thanks to Marilyn: migrated us to a new computer and software bookkeeping system and found us a bookkeeper. And did under budget
- Audrey (social)

Fully owned & Fully occupied, at least 2 parties interested in buying when available

No insurance claims (no frozen pipes, no fires) – THANKS!

Researched NH Condominium Statutes: We are in compliance holding the annual meeting when we do and the BOD sees no need to change.

BOD decided not to invest in a CD, because we didn't see the effort equal the payoff

Lawns held up well, without use of irrigation system

Roofs continue to have minor leaks here and there, but nothing crazy, and no complaints of leaks when we had the big snow. THANKS FOR NOT SHOVELING YOUR ROOF.

Dirt road fire hydrant is dead-headed. Parts too old to replace. Will be shut down by town. Likely reduce our cost in sewer/utility? Fire department says we don't need one up there.

Painted 8 sides – per normal (Building 1: 2 sides; Bldg 4: 2 sides; Building 6: 4 sides)

No backboard was erected at tennis court. BOD did not receive a proposal

Flower Beds, Landscaping, Vegetable Garden:

- End flower beds @ 7 units are now cleared of shrubs/trees that were crowding the siding and causing rot. 2 contractors say "it's about time"
 - o Perennials planted, more, with shrubs, to come over time, as money is available.
 - o 4 owners doing it on their own
 - o Drip lines will be added this summer to keep splash stains down
- Front gardens have had some revision/trimming, more to come. A process over time.
- Crab apple trees pruned by Our Town Landscaping
- Vegetable garden had 3 gardeners last year. More (1) expected. Speak to Faith if you want to have a garden.
- Planted 2 new crab apple trees: #11/water main break; #35 died

Budget highlights: 2013-2014

- Moved \$10,000 from checking account (operating account) to CAP REPL.
- \$7,000 over budget (it's OK, past years we go under.)
 - o Insurance was budgeted incorrectly. We forgot about workmen's comp ins
 - o Painting over budget due mostly numerous repair projects (siding rot)
 - o Over budget on repairs: Lots of rot, some roofs, \$3,000 water pipe break (#11)
 - o Fertilization cost increase
 - o Fire hydrant expense
- \$80 income for 8 days of non-compliance (a source of income)

NEXT YEAR: 2014-2015

- JW and CAU insurance up for renewal
- Abutment (Sand pit and right of way to west will be reported by Glen)
- Painting: Buildings #3, #5, Kiosk)
- Pot hole in front of #31 will be repaired this summer
- Dirt road , near dumpster, will be re-graded to address drainage, to stop erosion
 - o \$900 expense
 - o Due to cars/trucks
 - o Road not needed for vehicles/trucks
 - o Will be gated
 - o Bikes and feet are OK
- Landscaping
 - o No plans for planting at sign at bottom of hill
 - o 1 or more new trees to continue replacement of lost pines
 - o Side & front beds will get some work. TBD
 - o Bank at entrance to road - across from #29: TBD
 - o Everything else as usual
- Maintenance requests
 - o Allen will set up an email system

- Budget Hi-Lights
 - o Cash Balances
 - April 2013: \$110,112
 - April 2014: \$128,732
 - o Increase in monthly fee to \$245/month
 - o Decrease spending in
 - Accounting services from \$2,250 to \$600 (thanks MB)
 - Bookkeeper from \$700 to \$300
 - o Repairs now budgeted for \$10,500 (includes Cassidy roof inspection)
 - o Capital Replacement Funding **REDUCED** (from \$26,176 to \$19,744)
 - o Ground maintenance going up \$4,000 for bedwork and trees
 - o Roads and Winter expense going up \$1,300 (erosion + pot hole)