

**LONG HILL ESTATES AT PETERBOROUGH, A CONDOMINIUM**  
**BOARD MEETING MINUTES**

January 23<sup>rd</sup> 2008  
Unit #16 at 7:00pm

Present: Marilyn Britton, President; Greg Lawn and Ann Lammers, Directors; George Austermann, Treasurer.

Absent: Julie Clattenburg, Financial Administrator; Diana Griffin, Clerk.

Called to order at 7:10.

**MOTION** by Ann, second by Greg: To approve Minutes from Board meeting of 20 Nov. 2007, amended as follows:

- 1) Financial report, dated 20 Nov. 2007, to be attached to Minutes.
- 2) In second Motion, insert amount and purpose of funds transfer: \$14,500.80, payment to John Norton for maintenance (replacement of wood trim and siding.)

**PASSED:** All in favor.

**MOTION** by Greg, second by Ann: To approve Minutes from Board meeting of 19 Dec. 2007, amended as follows:

- 1) First page, third paragraph: delete sentence beginning, "Continuation ...."
- 2) Under item 13, change "former employee" to "former contractor."

**PASSED:** All in favor.

**Financial Report:**

George discussed payment options for CAU/HUB International insurance policy. Our premium for 2008-09 is \$9119. Minimum payment of \$3,000 is due on 13 February. If we pay by installments – monthly or quarterly – \$7 will be added to each payment.

**MOTION** by Marilyn, second by Greg: To pay CAU/HUB International \$4,700 on or before 13 February and the balance due in June 2008.

**PASSED:** All in favor.

The Treasurer also reports:

1099 information has been sent to McClamey & Co., our accountants.

We are over budget for winter maintenance (snow clearance) to date.

**MOTION** by Greg, second by Ann, to approve the financial report.

**PASSED:** All in favor.

**President's Report:**

1. Marilyn advises that we begin to work on the 2008-09 Budget at our February meeting.
2. Marilyn has received reports of dogs barking loudly early in the morning, being allowed to run free, and leaving "deposits" on neighbors' driveways. An informal warning was given to the unit owners in question (#34). She will also write them a letter.
3. Against LHE rules, a large truck has been parked continuously in one driveway (#7). Marilyn called them to ask them to remove it.
4. Contrary to our December notice, a Christmas tree has been lying in front of a unit (#12). Marilyn will write to the owners, asking them to take it to the Recycling Center.
5. After Marilyn circulated an email asking for input about plowing the upper (forest) road, the rate of response indicated little interest. We will not do this extra plowing.

**Maintenance Reports:**

1. Greg reports that John Norton recently handed in a maintenance form that was fully completed. Marilyn will ask him to complete similar forms for other jobs he has done.
2. Maintenance requests from Unit #14 will be turned over to John.
3. Ann brought up the interior light in the mail shed, which is currently wired to timer for outdoor lights. Marilyn will contact an electrician and have it wired it to a regular switch.
4. Exterior painting: Greg will seek bids for spring painting on buildings due for it.
5. Insulation: Greg will ask his nephew, Andrew Lawn (Manchester) to inspect insulation in all buildings, especially where roofs tend to leak after snow.
6. The top has come off the lamp outside unit 24 and needs to be replaced. Marilyn will explore this with Paul Seguin.

#### **COMMITTEES:**

**Garden:** Ann reports that Ed Hampson has agreed to join the committee. The committee will meet again in February to discuss garden preparation, guidelines for plot allocation, and rules for use.

**Rules:** Greg reports the committee will be meeting, date and time TBA.

**Welcome:** No report, Diana being absent.

#### **ITEMS UNDER DISCUSSION:**

1. **Storm doors:** The model recommended has design problems (e.g., see unit 9). We hope to find an alternative, with a window design consistent with design of house door. Greg offered a brochure. One possibility; a well-insulated (polypropylene) door listing for \$287. The price may come down if we order in bulk. Further discussion is needed.
2. **JW's contract:** JW currently works for us under an oral contract. A signed contract is needed. Marilyn has consulted with Glen about blank spaces in the proposed contract for JW. Her questions have been resolved, so as soon as she and JW can arrange, he will come in to sign the contract.
3. **Irrigation system:** JW has been asked to get three estimates for the work that is needed. When we see them, we may decide to: a) stop using this system; b) do basic maintenance; c) revamp the system to make it more efficient, using less water.
4. **Sump pump (unit #18):** We have not yet received a detailed list of costs associated with pump installation.
5. **Vacant units (#19, #27):** Marilyn has inspected unit 19, where there was a question about the gas bill. Aside from some unlocked windows (which she locked), she saw nothing to explain a high heating bill. She has the key for unit 27 and plans to inspect it soon, when a second board member can go with her.
6. **Driveway at unit 12:** Marilyn will call Mathewson and ask them to redo the slant of this driveway (lowest 5-6 feet), adding a drainage ditch on the side, to improve run-off.
7. **Small claims decision:** We reviewed the judgment on the small claims action brought by our former contractor. The case was settled for defendant (LHE). We discussed the fact that our attorney's fees for this action may be three times the amount of the claim.
8. **Snow on roofs:** Marilyn has posted a warning against owners' raking the roofs. Another unit (#11) has come to our attention as needing raking soon after heavy snow.
9. **Violation policy:** We discussed the legal status of our Rules (as distinct from By-Laws) and referred this question to the Rules Committee. More information is needed.
10. **Hillside trim:** It was decided by a previous board that mowing should no longer be done on the south side of the road (steep bank), so that vegetation could regrow naturally. This board concurs. We also noted our agreement that the

weeds behind Building 7 should be cut only once a year (in fall), and that the mowing around the tennis court, which has been reduced, can continue at its present frequency.

**11. Traffic speed signs:** Greg will order signs from a catalog. We reached consensus that "10 miles per hour" is the appropriate sign to buy. Greg will also order signs stating "No solicitation." The exact location of signs needs further discussion.

**12. Gas lines location:** Tim Allen now has our builders' plans and is looking for further information about the mapping of gas lines. Greg will call Mathewson to follow up.

**13. Open fire policy:** We agreed this should be added to Rules: No open fires, no chimineas or fire pits. Grills must be placed at least 10 ft. away from propane lines, etc.

**14. Data sheets from owners:** Marilyn will follow up.

**15. Yard sale:** We would like to sponsor another spring yard sale. Ann will ask Diana to organize this with the help of the Welcome Committee.

**16. New business:** George asked the board's advice about an outstanding small balance pending (for unit 34) since October 2006. In keeping with the By-Laws, a penalty of \$15 was imposed after a late monthly maintenance payment. With interest the total is \$18.81. We agreed to send a letter from the board to the owners. Ann will draft the letter.

The meeting adjourned at 9:45 pm.

Respectfully submitted,  
Ann Lammers (for Diana Griffin, Clerk)