

LONG HILL ESTATES OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
AUGUST 9, 1994 - 3:00-5:30

OLD BUSINESS

LANDSCAPING: The Board voted 3 to 0 to replant the 8 front beds and the East berm. Also to use the left over shrubs as necessary. The bid from T.J. Jarest to do this work is \$2415.00-\$833.= \$1582 (buy back plus additional small jobs.) East berm - \$1744. Berm at the Tennis Court to be planted with some of the extra shrubs.

The Irrigation system had to be worked on and the two central panels had to be replaced. They were still under warranty. The system still needs more attention and T.J. Jarest is doing the work.

The dumpster size has been increased for an additional \$250.00. Monthly cost is \$77.94.

A letter needs to be sent to the owners requesting documentation of Fire Insurance for the year and furnace cleaning. If a standing pilot has been installed in the furnace, documentation must be included. Also the names and addresses of mortgagees.

We have roughly \$30,000. in cash. Subtract \$12,000 for Mr. Stahl for the remainder of painting, leaving us a balance of approximately \$18,000.

NEW BUSINESS

The Directors take the offices of President, Secretary and Treasurer.

Discussed the hiring of a bookkeeper and a Secretaries Asst. Lee will interview persons interested in these two jobs. A bookkeeper should report to the Board of Directors. Reason for considering the above is that none of the owners that the president has talked with, including the present board can devote the time to the work needed to be done. The Board voted 3 to 0 in favor.

MANAGEMENT - See the attached Description of Activities.

NOTE - Mr. MacNevins votes were obtained in conference by Lee Bruder August 8, 1994 and Lee cast the votes for Bob at today's meeting.

Respectively Submitted

Jazel Steffeli

Long Hill Estates Unit Owner's Association

Description of Activities

DRAFT

Treasurer:

- 1.) Pay all accounts payable postmarked within one week of receipt.
- 2.) Deposit all accounts receivable within one week of receipt.
- 3.) Work with the Secretary to collect delinquent dues and special assessment payments.
- 4.) Send a report to each Board member once every two months including:
 delinquent accounts
 balances on all accounts
- 5.) Prepare a report and attend all Board meetings when invited.
- 6.) Prepare a budget report for the Association's Annual Meeting
- 7.) That an audit is performed by a Certified Public Accountant and is ready to be sent out with the notice of the Annual Meeting .

Secretary:

- 1.) To take minutes of all Board and Association meetings, type them up, photocopy and distribute to all Board members.
- 2.) Type and send Board and Association correspondence, including:
 letters to owners
 Annual meeting announcement, enclosing absentee ballot, agenda, projected budget, last years budget report, previous year's annual meeting minutes, Board and/or officer and/or committee reports when available.
 Sending a "welcome packet" to new owners, including:
 Association's "Rules and Regulations"
 Names of Board members and officers
- 3.) Work with the Treasurer to collect delinquent dues and special assessment payments.
- 4.) Maintain records of all Association business.
- 5.) Sets up Board meetings as requested.

President:

- 1.) Works closely with the Secretary and Treasurer, assists them with getting the information they need.
- 2.) Presides over Board and Association meetings
- 3.) Coordinates and delegates duties and responsibilities of the Board and Officers to ensure a smooth running organization, and in doing so serves as Chairman of the Board of Directors.

Director:

- 1.) Responds to requests from banks and other organizations for legal information about the Association and the Condominium Project.
- 2.) Attends community meetings to gather information and represent the interests of the Association.
- 3.) Hires and supervises management firm and/or subcontractors to provide services deemed necessary by the Board.
- 4.) Supervises the work of the Association officers.

Manager:

- 1.) Provides services to the Association that ensures that all buildings and grounds are properly maintained. This can be done through delivering the service himself or hiring subcontractors and supervising their work.