

LONG HILL ESTATES CONDOMINIUM ASSOCIATION

Board of Directors Meeting

December 8, 1999

MINUTES

A Meeting of the Board of Directors of the Long Hill Estates Condominium Association was held on Wednesday, December 8, 1999 at 16 Long Hill Estates, Peterborough, NH.

Present: Marilyn Britton, Rob Trowbridge and Cal and Ted Davison of Cardiff Management, Inc.

Absent: Tom Forman

Call to Order

The Meeting was called to order at 2:02 p.m. by Marilyn Britton.

Review/Approval of Minutes

November 8, 1999 Board of Directors Meeting

A **Motion** was made and seconded to approve the Minutes, as drafted. All in favor: 2; opposed: 0. Motion passed.

July 8, 1999 and July 27, 1999 Board of Directors Meeting

Cal advised that she had not heard from Jonathan.

Action: Cal to mail copies to Jonathan with a cc reference to Marilyn, asking that he advise of his approval or objection to the Minutes, as drafted.

Old Business

Retaring Completion

Marilyn advised that Mary Huot, Declarant, had committed to contacting the paving company she had hired and who had done the work around the manhole covers to insure they corrected the identified deficiencies associated with the seal around them.

Gravel (small stone) at Dig Site by Dumpsters

Marilyn advised that Mary Huot had contacted Tom Keenan, City Engineer for Peterborough, who had determined the stone placed by the Declarant around the dumpster was acceptable to the Town.

Cal reminded the Board that by starting the increased fees in February that there would be only 11 months to collect for the full budget and that accordingly, there must be an adjustment.

After further review, a *Motion* was made and seconded for the following: to approve the budget, as drafted, to continue fees at \$125 per unit for January with fees of \$185 per unit per month effective February 1 and to for the special assessment of \$667 per unit to be due on February 1 with installment payments of

811 to 79 (Sept)

New Business

Tennis Net

Due to the exceptional continuing warm weather, the tennis nets remained up. However, with the colder weather it was now appropriate that they be removed for the season. In this regard, Rob volunteered to insure they were taken down and Marilyn advised that Jane Morrissey, Unit #10, had volunteered to store them for the season.

Action: Rob to take the nets down and coordinate storing them in Ms. Morrissey's unit.

January Open Meeting

The informal open meeting is scheduled for January 10. Marilyn will schedule a location and advise Cardiff so that the appropriate mailings can be forwarded.

The inclusions for the meeting will be: a) Presentation of the 2000 budget, disbursement to those present of the Rules to Live By booklet and a review and handout clarifying the roles and responsibilities of Management, the Board and the membership.

The notice of the meeting and the budget will be sent in the same mailing.

Action: Marilyn to schedule the meeting.

Action: Cardiff to draft a handout of responsibilities and who to go to for what.

Action: Cardiff to draft a cover letter for inclusion with the budget mailing for review by the Board prior to printing and mailing.

New Bylaw Amendment

There is concern that some leased units are being rented for less than 12 months. Therefore, a *Motion* was made and seconded for Cardiff to draft an amendment to require leases to be of not less than 12 months. All in favor: 2; opposed: 0. Motion passed.

Marilyn reviewed a provision in the Rules that would require 12-month leases while the Bylaws continued to reference 6 months being the minimum. Cal advised that pending any approved amendment, the Rules could not contradict the Bylaws.

Action: Cardiff to draft an amendment to be proposed for approval.

Action: Marilyn to make the appropriate correction in the Rules, specifically to reference 12 months being recommended or proposed.

Other Business

Roof Replacement Prior to Cardiff

Marilyn advised that Tom had checked his records which confirmed that the sunroom roofs of units 8, 11, 16, 17, 20 and 24 had been replaced in 1997. There was concern that those of units 8, 24 had also required replacement in 1999. Ted offered that it appeared the reason for the exceptionally premature aging was due to the failure of the previous contractor(s) who added the sunrooms to flash where the sunroom roofs met the roof line of the basic unit causing water to continually seep down and negatively effect the sheathing, etc.

Annual Meeting Minutes

As the Board was not in place as the Minutes of the Annual Meeting had been drafted, they had not received copies.

Action: Cardiff to forward copies of the Minute of the Annual Meeting to the Board.

Committee on Management of Long Hill

Marilyn advised that a committee had been formed to make recommendations regarding what would be appropriate options for management of Long Hill. Cal reminded her recent mortgages executed disallowed self-management.

Management Report

The Management Report was provided, but the Board did not have the opportunity to review during the meeting and so will do so prior to the January meeting for questions or comments, as appropriate.

Adjournment

There being no further business before the Board, the Meeting was adjourned at 5:35 p.m.

Respectfully submitted,
