

**LONG HILL ESTATES at PETERBOROUGH, A CONDOMINIUM
ANNUAL MEETING MINUTES
May 29, 2022**

**EBEN JONES CLASSROOM - PETERBOROUGH TOWN LIBRARY
LONG HILL ESTATES, PETERBOROUGH, NH**

The meeting was called to order at 2:20 p.m. by Allen Hollander, President. A quorum was met with 16 units represented in person and 15 proxies.

The president introduced himself and Directors Maura Scanlon (absent) and Diana Griffin. Treasurer Marilyn Britton, Secretary Sharon Bailly, and the many volunteers whose efforts increase the well-being of everyone in the community.

A gift was presented to retiring Treasurer Marilyn Britton in honor of her 10 years of service as a treasurer and prior to that as a director. The president announced that Barbara Pendleton would serve as the new treasurer.

The assembly also expressed gratitude to Allen for his time and effort.

Minutes from last year's annual meeting were accepted after one change: the vote to stop feeding turkeys was not unanimous, although it was in favor. No Association rules were changed or amended regarding feeding of turkeys.

RESOLUTION FOR DISPOSITION OF EXCESS REVENUE OVER expenses for fiscal year ending June 30, 2022 (IRS 70-064): Motion was made, seconded, and passed unanimously. Any excess funds will be carried over into the Association's operating account.

PRESIDENT'S REPORT

1. **Thank you** all for attending our annual meeting. And thank you to the many of those who contribute to our community:
 - Marilyn Britton, our Treasurer, who will shortly be retiring from that role.
 - Barbara Pendleton, who will be picking up the Treasurer's role.
 - Sharon Bailly, our Secretary, who keeps our records.
 - Volunteers Faith Hanson, Sonya LeClair, Ann Lammers, Ravi Both, Charlie Pendleton, Lisa Crocker, Nicole Swartwood, Sharon Bailly, Lee Charlton, Tuck Crocker.
 - Directors, Maura Scanlon & Diana Griffin whose friendship and sense of teamwork are worth its weight in gold to me.
2. **Updates on residency and ownership:** All units are owned.
 - One unit changed ownership.
 - i. Unit #29 Bought by Jim & Michelle Bilodeau. They had been renting Unit #14.
 - Unit #14 will likely be rented soon.
 - Unit, #23 is rented to the Giles family.
 - Once residency is settled, I will update the public contact list and distribute to the community.
3. **No insurance claims** this year.

- We almost risked one, wherein a unit owner had mistakenly not paid their propane bill and was having their heat turned off in February. Since then, she has arranged for monthly auto pay from her bank to Allen & Mathewson. She has also arranged to do that with her condo fee.
4. **Our small claims court claim** against a unit owner for arrears in condo fees was withdrawn after payment in full was made.
5. **Abutment happenings:**
- At committee reports, Charlie Pendleton will update us on the status of the sand pit at the southern end of our property
6. **Roofs replacement summary:** We replaced one more building's roof this spring. We have three remaining buildings:
- Building #1 (Units 1-4)
 - Building #3 (Units 9-12)
 - Building #4 (Units 13-16)

Our maintenance contractor, Doug Payne, recommends that we should continue with one roof-replacement per year.

7. **Landscaping and Lawns:** Diana Griffin will update us at the end of this report on what we need to be mindful of.
8. **Hunters on our property last year:**
- Chains were locked at both ends on the upper dirt road.
 - A "No Parking" sign was placed at the northern end, next to that chain.
 - 'No Hunting" signs were posted around the perimeter.
9. **Plowing:** We had some issues with the timeliness and quality of the earlier plows this winter.
- The BOD spoke with JW who apologized for the incompleteness.
 - The BOD agreed that we will aim keep tighter oversight of the plows.
 - i. This includes contact with JW before his arrival on the 'day after' 2nd plow and alert the community as to when to expect him so that vehicles can be moved.
 - As an FYI: The cost for plowing our two streets, driveways, and shoveling (or blowing) our walkways, porches, fire hydrants, storm drains and dumpster is \$12.39 per unit. This includes the 2nd plow
 - i. I quoted this to another plow contractor who said he would charge at least twice as much.
 - The BOD discussed the value vs. cost of keeping JW as a contractor and unanimously agreed that while he's not perfect, he's more than worth keeping.
10. **Parking:**
- Mail Kiosk parking is available for extended daytime visitors and/or overnight parking.
 - A new rule, instituted this year, limits mail kiosk parking to no more than three days in seven. We had a few instances where the rule was broken, but after a few fines, the situation seems abated.
 - We had several instances where prolonged on street parking resulted in fines. Since then, this problem seems to have abated as well.

11. Vegetable Garden: Invasives plants/shrubs were removed.

12. Propane:

- **Outages:** We had two this year. One due to a deep ground freeze resulting in a broken underground pipe. The second was due to the repairs made by Allen & Mathewson to more permanently fix the problem.
- Sonya LeClair (Unit #24) is expected to secure a group propane rate by end of June.

13. Fidium Fiber Internet Option:

- Consolidated Communications Services (CCS) has connected all 9 buildings to Fiber internet.
- One building has had fiber cable run through the 4 units' crawl spaces, and at least one owner there currently has fiber internet use.
- CCS will not proceed with fulfilling any more individual connections until their fiber cable has been run through ALL the remaining 32 crawl spaces.
- Ravi Both (Unit #1) will be coordinating this.

14. Income & expense highlights for 2021 – 2022:

These are top level highlights. Questions of clarification on this past year's expenses can be asked after this & the landscaping report.

- 4/26/22 Assets in Checking & Savings: \$156,456.
- Additional income was received for fines pertaining to unrepainted sunroom slider, parking violations, unregistered car on common area.
- Bookkeeper: Increased from \$240 to estimated \$1,680 annually. We contracted with an outside bookkeeper.
- Master insurance premium: increased from \$17,500 to \$18,524.
- Miscellaneous Expense: Temporarily went up \$700. Mostly due to the \$600 we gave JW as a gift while he endured treatment for kidney illness.
- Painting: \$7,500 spent vs. budgeted \$11,000. We were able to do touch ups all around vs. paint complete buildings.
- Pest Control: Reduced from \$1,350 to \$990.00. We have a new contractor.
- Building Repairs: Spent \$12,000 vs expected \$8,000 (mostly on temporary roof repairs).
- Notwithstanding the crazy winter we had, we spent \$4,800 on snow removal vs. the \$12,500 budgeted.
- Road & Driveway Maintenance expense was \$1,500 vs. \$3,500: This was for posting our land, filling wash outs, and catch basin cleaning.

15. Budget highlights for coming year 2022-2023:

- Monthly fee increased by \$10 to \$280.
 - i. Increases this year for
 1. Bookkeeper (12-month estimate)
 2. Insurance
 3. Lawn Care: 5 fertilizations, 1 grub control application, 2 limestone applications, 1 aeration
 - ii. Decreases this year for
 1. Miscellaneous expense
 2. Painting: (touch ups again) for \$6,000
 3. Repairs: \$2,000 less estimated.

16. Reminders:

- Keep **cats** indoors.
- Keep car speed to **10 mph** on LHE roads.
- Clean your **chimneys once every 2 years**, even if you don't burn wood.
- Clean your **dryer vent** once a year, or as advised by your contractor.
- Change your **propane burner filter** every 6 months.
- **Garage doors** should be kept shut when not in use.
- **On street parking** is limited to two hours. If you need more, you will need Board permission.
- Keep **vehicles off the grass**.
- **Break down boxes before putting them into the re-cycling dumpster**.
- Remove **weeds from cracks in your driveway** and between patio and foundation.
- **When you request a repair, let me know when it's completed** – or contact me if after 3-4 weeks it hasn't been addressed.

QUESTION/COMMENTS

1. Mike Lindert asked if the Board could send around an updated budget once the expenses for June were known, to show the entire year's expenses and income. The President said he would publish and distribute this early in July
2. The president asked residents to please try to resolve problems by talking to each other in the moment, vs. contacting him to contact their neighbor. This relates to a number of issues, for example cars going too fast, which are hard to resolve after the fact.

MOTION TO VOTE ON CHILDREN'S PLAYSET/SWING SET FOR COMMON AREA

Those present voted unanimously to recess the meeting to allow for discussion of the main motion and proposed amendments. After the recess, the main motion was voted on along with six amendments..

The main motion plus amendments were as follows:

MOTION

That a playset (also known as a swing set) be set up at Long Hill Estates common area, at a location East or North of the tennis court, sheltered as much as possible from the sight and sounds of condominium units, and paid for and overseen voluntarily, without any increase in condo fees.

AMENDMENTS

- The presence of the playset will not cause an increase in insurance premiums.
- Construction of playground elements, including adequate ground cover, will conform to CPSC standards and practices, and the playset will be anchored to the ground according to manufacturer specifications.
- Manufacturer's specifications and instructions will meet ASTM standards.
- Playground equipment will be inspected by a knowledgeable person at least 3 times per year: April 1, July 1, October 1. It will be maintained as needed. Ground cover will be inspected, raked, and kept to height once per month.

- Inspection and Maintenance plans and records will be kept by Playground Committee chair and submitted to the BOD for record keeping along with manufacturer's information on safety specs, construction instructions, and maintenance guidelines.
- Playground Safety & Behavior rules will be approved by the BOD and will be posted at the Playset. It will include at a minimum:
 - i. Adult Supervision: 9 and under
 - ii. Age limit based on manufacturer specifications
 - iii. Litter is carried in, carried out
 - iv. 1 person on swing at a time
 - v. Weight limit on each swing 120 lbs. or manufacturer approved limit

The vote was 16 in favor, 10 opposed, and 5 abstained on all 6 amendments and the main motion. The issue will now go to the Board for further refinement

NEW BUSINESS

1. **Insurance on Playset.** The Playset Committee will email the insurance company broker so that there is written confirmation that the premium will not increase due to the installation of a playset.
2. **Fruit trees.** Ann Lammers and Marilyn Britton said that the ornamental apple trees were not being maintained with proper ground cover and pruned in the way recommended by a previous expert on fruit trees. Allen suggested that they research the correct methods for maintaining and pruning fruit trees and speak with Diana Griffin who oversees our landscaping.
3. **Condition of Long Hill Road. Lisa Crocker reported that** Tuck Crocker followed up with the town on the condition of the upper end of Long Hill Road, but the town was not responsive. It was pointed out that the bottom of the road (not Long Hill Estates property) also has potholes that should be fixed. Lisa Tucker said she will follow this up with Tuck (our Road Committee).
4. **Public Contact list.** The president will send out an updated contact list once all units are occupied.

ELECTION OF DIRECTORS

Maura Scanlon was nominated and unanimously re-elected to another 3-year term as Director.

Meeting adjourned by unanimous vote at 4:20 p.m.