

Requested Agenda items for Board working meeting for Tuesday, Oct. 23, 7:00 p.m. @ Unit 16.

(In no special order)

- 1) Where are all association records? Minutes of meetings, Contracts, unit records, etc.
- 2) Keys for Board members?
- 3) What are issues that have just been resolved? And resolutions?
- 4) What is status of possible on-going issues? ie garage door of #8
- 5) Do we have at least one whole, up-to-date copy of the Assoc. Rules and By-Laws?

Where are they?

- 6) How current are the most recent financial reports? May we have copies?
- 7) Will George pick up bank signature cards for us to sign so we can sign checks if needed?
- 8) Prioritize on-going items on former board's list
- 9) Decide our organization  who does what  when owners call what to do  etc.

# LONG HILL ESTATES AT PETERBOROUGH, A CONDOMINIUM

## BOARD MEETING MINUTES

October 23<sup>rd</sup> 2007

16 LONG HILL ESTATES 7:00 PM

The meeting was called to order at 7:05 pm.

Present were Board members Greg Lawn; Marilyn Britton and Ann Lammers; Financial Administrator, Julie Clattenburg; Treasurer George Austermann; Clerk, Diana Griffin.

Greg proposed the first Order of Business was to elect positions for the new Board.

Marilyn made a proposal that Greg should be nominated as President for at least 6 months. Greg declined citing personal reasons. He has offered to help in any way he can, but as much of the President's business takes place during the working day, he is unable to carry out the task.

Ann asked if Marilyn would be prepared to take the position of President. Marilyn accepted the position but requested that she have a meeting with Glen Swanson (Past President) and Greg to get her "up to speed" with the happenings of the Association over the past year.

There was some discussion regarding John Norton and JW Cox - Dub's Shrubs. Greg noted that there were some small issues requiring the Board's attention.

MOTION by Greg Lawn, second by Ann Lammers to accept Marilyn as President of the Board of Directors.

PASSED: Unanimous

Keys: Greg will have sets of keys cut for all Board Members.

Water Meters: Greg will contact Beth at the Town Office to confirm that the meters have been removed.

Mail: Julie will pick up mail from the Post Office and the Mailbox.

Checks/Bills: The Board must approve all invoices/bills. George needs to see all major bills. Checks require only one signature.

Contracts: Marilyn asked if there is a contract for the Garbage Disposal Company. Julie will look back in her records for evidence of a contract.

Foreclosure: A unit foreclosure is being taken care of by the Association's lawyer - Gary Braun. Greg highly endorses Gary Braun as our attorney. He is very well versed in Condo law.

Consultant: Marilyn made suggestion that we look into hiring the services of an ombudsman / consultant for when simpler concerns arise to save the Association money. She will research this matter.

Window: Marilyn enquired about her request for installing a window in her condo. The issue had been settled by the Board at a meeting during the summer. Diana will check back on previous minutes and report her findings to Marilyn.

Dirt Pile: It was noted that some owners believe that a dirt pile in the field past the dumpster is a compost pile. This is not the case! Diana will post a notice indicating such.

Community Garden: The topic of creating a community garden was brought to our attention. Glen Swanson and David Clarke have expressed interest. Greg suggested that a subcommittee of volunteers should be formed to get the project underway. Ann Lammers will be the Board representative on this subcommittee that will bring its recommended rules for the upkeep of the garden to the board. Diana will post this notice. When the time comes, JW will be asked to do the "heavy" work to start the garden.

Signs: David Clarke has commenced the repair of the sign at the bottom of the hill. He will be reimbursed for his expenses.

Storm doors: Marilyn brought up the issue of the storm doors. Greg will look into the possibility of getting a higher quality of storm door at a reduced price, if 15 or more are purchased. The doors which have half glass are cheaper.

**Garage Doors:** Partially open garage doors attract the feral cats seen in the area. This can create a health hazard as feral cats can carry disease. They have been disturbing our indoor cats and damaging screens. We are also close to wild life and a cornered raccoon, for example, is very dangerous. According to association rules the doors should all be closed.

**Cats on leash:** Diana will post a notice reminding cat owners that cats may only be out of doors on a leash. All cats living in the development must be indoor cats.

**Rules:** Question arose about procedure for handling residents who continually break the rules. It was proposed that the procedure is first a letter from the Board and then a letter from the attorney. Greg suggested we look at the history of offenders and the methods of reprimand.

**Rules Handbook:** A committee needs to be established to review and possibly revise the Rules. Greg will spearhead this committee. Diana will post notice asking for volunteers to assist Greg. Greg recommended we look at the rules for the Sand Hill Condo Development.

**Condo Documents at Time of Sale:** Marilyn noted it is essential that every seller MUST pass on the Condo By-Laws and Rules to the buyer. Board members need to remind every seller of this responsibility, if possible, before the date of sale.

**Welcome Committee:** Nancy Clarke and Diana will get together to discuss ideas for a "Welcome Basket" for new residents. All ideas welcome.

**Small Claims:** Gary Braun will represent the Association in a pending Small Claims matter on December 5<sup>th</sup> at 1:30pm. Glen Swanson will also be present.

**Maintenance:** John Norton is paid a retainer of \$350.00 per month, and draws against that sum. Presently he is working on an "on call" basis. Greg will contact John regarding jobs pending. John needs to check the Maintenance mailbox every other day. A contract for John needs to be on the Agenda for the next Board Meeting, as well as a system for reviewing Maintenance request forms. Diana has put blank forms in the small box under the Maintenance Mailbox.

**George will contact John in connection with his recent invoice.** Board members and/or George need to initial all invoices.

**Driveway at #12** - Marilyn will call both Mathewson and Baird to come and examine the problem.

**Gas Lines:** Greg will contact Tim Allen in regards to locating the gas lines.

**Computer Files:** Diana and Julie will get together to back up all computer files on CD's.

**Expenses:**

- **MOTION** by Greg, second by Ann to pay Marilyn \$65.95 for a rhododendron bush. **PASSED:** Unanimous

- **MOTION** by Marilyn, second by Ann to pay Greg \$151.70 for speed bumps. **PASSED:** Unanimous

**Report:** Julie will present a treasurers report at the next Board Meeting.

**Signature Cards:** George will pick up forms from Ocean Bank for the Treasurer, President, and one other Board member to sign.

**Future Meetings:** Ann requested setting up future meeting dates. It was agreed that the Board should continue to meet as necessary, setting the next meeting date at the end of each meeting. Next meeting will take place on **Tuesday, November 20<sup>th</sup> at Greg's house, Unit #25 at 7:00pm.**

The Board Meeting Date will be posted for Unit owners who might want to attend. The first 30 minutes is open for owners questions and concerns. The rest of the meeting is for Board Association business only. Items for the next Agenda may be sent to Marilyn.

**MOTION** by Marilyn to adjourn, second by Greg. **PASSED:** Unanimous The meeting adjourned at 9:45 .

Respectfully submitted,  
Diana Griffin, Clerk