

**LONG HILL ESTATES at PETERBOROUGH, A CONDOMINIUM
ANNUAL MEETING MINUTES
May 25, 2018**

**PETERBOROUGH TOWN LIBRARY
2 CONCORD ST., PETERBOROUGH, NH**

The meeting was called to order at 7:00 p.m. by Allen Hollander, President. A quorum was met with 20 units represented by 15 owners present and 5 proxies. One renter was also in attendance.

The president introduced Directors Diana Griffin and Sharon Smith, and noted that Treasurer Marilyn Britton was unable to attend.

Minutes from last year's annual meeting were accepted as submitted.

RESOLUTION FOR DISPOSITION OF EXCESS REVENUE Over Expenses for Fiscal Year Ending June 30, 2018 (IRS Ruling 70-064 inc.): Motion was made, seconded, and passed unanimously.

PRESIDENT'S REPORT & FINANCE REPORT

1. Allen expressed thanks to Treasurer Marilyn Britton, and Board members Sharon Smith (who also serves as the Association's Secretary) and Diana Griffin for the support, care and attention they give to this community. In addition, he thanked Faith Hanson, who no longer serves as a Director, but continues to serve the Association in many ways, not the least of which is the key role she played in organizing this meeting. Allen also thanked the LHE community for the cooperation and support individuals provide throughout the year, which makes living here so pleasant. Allen also noted the effort we put into keeping our porches, lawn, and patios neat and tidy. A number of realtors have remarked upon this.
2. Regarding residency and ownership:
 - a. #1 is up for sale
 - b. #6 has a new renter, Sharon Bailly
 - c. #14, Marty Price has moved and the unit is up for sale
 - d. #19 was purchased by Bill Anderson
 - e. #31, Julie Clattenburg, (a former LHE treasurer), passed away this year. Her unit is under agreement with Joanne Rhodes
 - f. #33, owned by Monadnock Development Services, has a new resident: Debra Brunt and her 2 children
 - g. #36 was sold this week to Lisa Gendron & Augustus Crocker
3. No insurance claims this year. Allen thanked the community for maintaining dryer vents and washer hoses, as well as keeping chimneys clean. Periodic reminders will continue to be sent to owners.
4. Buildings' roofs and clapboards are holding up well. We had a couple of roof leaks reported. They were fixed or will be shortly. We will continue to assess our roofs this year.

5. Due to this winter's freeze, thaw, rain, and deep freeze cycle, 2 foundations had small cracks and were repaired.
6. The changeover from a single trash only dumpster, to the duo of recycling and trash dumpsters went smoothly. Allen thanked the community for their involvement and support.
7. The Board did not require driveway sealing this year. It's due to be done at some point in the near future. It may be required for the coming year. The good news is that our roads and driveways are not aging too fast.
8. A unit owner proposed that the Association build a sunroom addition on top of the unit's patio. While the owner offered to pay for the construction, the Board rejected the proposal citing the eventual increase in costs related to maintenance, repair, snow removal and insurance, that would impact the Association.
9. The same unit owner proposed the addition of a deck to be built on top of the patio. The Board rejected this addition because the design of the proposed deck would cause it to extend over the Association's lawn (common property).
10. Budget highlights for 2017-2018:
 - a. Our cash on hand has increased over the past 5 years as follows:
 - i. April 23, 2014: \$128,732
 - ii. April 23, 2015: \$143,800
 - iii. April 25, 2016: \$165,340
 - iv. April 27, 2017: \$214,678
 - v. April 26, 2018: \$236,172
 - b. This is an average of \$26,860 a year we are adding to our capital replacement savings.
 - c. Total insurance expense came in less than expected (\$15,758 instead of \$17,500). We over budgeted expecting a bigger increase. We were able to get a slight discount for paying up front, versus monthly.
 - i. Workers Comp Insurance (a portion of our insurance expense) increased from \$360 to \$550. The Board approved this change of policy in order to have a policy that covers volunteer workers; and does not require Certificates of Insurance from our contractors.
 - d. Painting: Cost came in at \$11,000 instead of \$8,500. More painting was required than expected.
 - e. Repairs expense came in at \$13,232 instead of the budgeted \$8,000. The overage was due to foundation repair work on the 2 units.
 - f. Winter snow, plow, sand, & roof clearing expenses came in at about \$2,000 under budget. JW and his crew continue to be a reliable and valuable asset to us.
 - g. Roads & Driveway maintenance, budgeted at \$6,000, came in at \$1,900. That amount was spent on replacing a storm drain and fixing up the roadway adjacent to it – on the upper road.
11. Budget highlights for coming year 2018-2019:
 - a. No change in monthly fee of \$250.
 - b. Line item adjustments from last year are:
 - i. Painting cost increasing \$2,500: from \$8,500 to \$11,000
 - ii. Roads and Driveways cost decreasing \$2,500: from \$6,000 to \$3,500
 - c. Regarding exterior painting, we plan to paint what needs to be painted:

- i. East side of Building #8 (Units #29—#32)
 - ii. East & West sides of Building #2 (Units #5-#8)
 - iii. East side of Building #1 (Units #1-#4)
 - iv. Touch ups all around
- d. No increase in funding of Capital Replacement Fund. The \$236,172 cash position we have grown gives us a cushion in case of an unplanned major expense.
 - e. Roofs will be inspected and repaired as needed.
12. As reminders to the community: In order to keep the look, feel, safety and ambience we are famous for:
- a. Cats are to be kept indoors (LHE rule).
 - b. Keep the car speed down to 10 mph on our LHE roads.
 - c. For those that use wood burning stoves or fireplaces - Remember to get your chimney cleaned.
 - d. Clean your dryer vents annually.
 - e. Change the filters in your propane burner
 - f. Garage doors should be kept closed when not in use.
 - g. If you have weeds growing in the cracks on your patio or driveway, you need to remove them.
13. Allen asked for comments and questions with noting that anyone who proposes that LHE take a particular action should be prepared to be the one to follow through and take lead on that action, if the Board of Directors approves it.

QUESTIONS/COMMENTS REGARDING PRESIDENT'S REPORT & FINANCE REPORT

- 1. The above-and-beyond efforts of JW's crew are greatly appreciated.
- 2. Questions regarding workers' comp insurance: All of our contractors do have certificates of insurance; they're just not great about providing them instantaneously when asked.

ELECTION OF DIRECTOR

- 1. Maura Scanlon was elected to a 3-year term on the Board of Directors.

NEW BUSINESS

- 1. Kiosk parking sign. Ann Lammers proposed a sign in the parking area next to the kiosk, requesting that the space closest to the kiosk be reserved for mail pick-up. This request was voted down. However, Maura Scanlon proposed marking off the 4 parking spots in that area, and the group voted in favor of this proposal.
- 2. Tree cutting. The question was raised re. who is responsible for maintaining the edges of the roadway (Long Hill Road). Answer: The town takes care of the road up to our second access road. The section of road above that access road, including the upper road, is the responsibility of the Association. So we need to do something about the trees overhanging the upper road and the invasive species taking over there. Glen Swanson proposed asking JW to brush hog that road several times a year. Diana Griffin will speak with JW.
- 3. Underground pipes. In response to a question raised at last year's meeting, it was pointed out that the individual service lines connecting to the main town system are the responsibility of the Association. This includes our own main line.

4. Loitering and littering at the base of Long Hill Road. Concern was expressed about cars parking in the pull-off opposite Performance Health & Fitness, particularly in terms of cigarette butts as a potential fire hazard. Since we believe the area is used primarily by NHBB employees on break, Diana Griffin offered to connect with Hunter Burgess of Performance and send a joint communication to NHBB, asking them to get their employees to stop these activities.
5. LHE signs at the base of the hill and the beginning of each access road. Maura Scanlon offered to refurbish these signs, with the help of some other volunteers, at no charge to the Association. The group gratefully accepted that offer.
6. Community garden. Virginia Peterson offered to have the garden area turned over if people wanted to revive the community garden. However, it was agreed that there are too many other issues associated with the garden, including the need for those using it to pay for the water usage there.
7. Dumpster. A request was made for a dumpster with sliding doors. Allen explained that we're currently paying \$3,500 for the two dumpsters. The smaller versions don't come with sliding doors. If we were to replace just the trash one with a taller bin that has a door, it might cost around \$1,600 additional. If others would like to research alternatives, they're welcome to do so. In the meantime, Allen will shorten the stick that's available to hold the dumpster lid open while depositing trash or recycling. He also offered to demonstrate how to use the stick for anyone who's interested.
8. Moving the speed limit sign on Route 202. In light of the recent fatality just south of Long Hill Road, Glen Swanson proposed petitioning the state to move the 50 mph speed limit sign south of Long Hill Road. Glen offered to take care of this.
9. Checking foundations on individual units. Allen will send out an email to unit owners to have them do this. It could be done by the foundation guy, a friend, the furnace repair person, or Doug Payne; it doesn't take any particular expertise, aside from being able to get down into the cellar.
10. Flower bed at first access road. This needs attention. Diane will talk with JW about this.

The meeting adjourned at 8:25 p.m.

Respectfully submitted,
Sharon Smith, Secretary