

**Longhill Estates Condominium Association
Board of Directors Meeting
MON, Nov 20, 2000**

Call to Order:- The meeting was called to order by MB at 2:20pm.
Present: Rob Trowbridge, Marilyn Britton, Tom Forman.
Guest: none
Minutes: Sandhy Kale, clerk

Review of previous minutes:

10/16/2000: Reviewed & Approved as written .

Old Business:-

- Review of President's report-Approved and accepted.[Attachment #1,1a,1b,1c]
- Issues discussed -

i]S.B. 105-Provision of collecting amount from rent for common condominium expenses in case of delinquent unit owners ,who rent their units.
Do we need to add this provision in our bylaws.?

- a) A meeting with Linda re . byLaws is forthcoming. This issue will be discussed and her opinion will be considered.
- b)Change in ByLaws will need to be discussed at Annual General meeting.
- c) Change in ByLaws - will be defered to the Agenda for Jan or Mar 2001 meeting.

ii] Cardiff and court case wrap up-We had the last court appearance on Nov 16th. We are awaiting Judge's desicion.

iii] Update on Landscaper's extra work.- No meeting occured as promised in Oct.2000.Tom Forman received a letter of notification from Keith that he could no longer continue to do landscaping for Longhill Estates.Discussed three possiblle areas of work .:-No action was taken on landscaping desicion. [Attachment.#2]

iv]Update on contractor's work for roof replacement materials.,concrete patio blocks purchase, missing shingles on bldg #8-(replaced) discussed briefly

New Business

- Treasurer's Report-Reviewed and Accepted as of Nov 15th 2000.[Attachment#3]
- Budget for next year- In general Big Picture looks good.
Copy of budget for unit owners to be included in Dec 2000 mailing.Rob will get a concised format copy of budget to Marilyn for mailing.
- Plan to do one roof per year.
Final -painting special assement- Six months to pay in installments.

- Insurance coverage- to have Bids. A bid from Mr.Chris Snow(see president's report). With our good records we should look for reasonable rates.We have received a Questionare from Hanover insu co.Rob Trowbridge will contact(Mr. Carr) a local agent to find out re.premiums.
- Sewer project problems.-(refer to president's report) Waiting for Attorney Tim Arel's opinion re further developements- Is Lawsuit a reasonable option?
- Unit #19- Mr. Waters" request was approved by BOD[Attachment # 4]
- TruGreen 's new year's contract signing- postponed for next month's meeting.
- Contract items reviewed-Total amount came to about \$2837.00.Marilyn B.
- to phone Mark Vallaincourt re. the quality of work.
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- BOD rule re 'Furnace and fireplace inspections and unoccupied units' safety-. BOD approved enforcement of rules as amended[Attachment # 5].Rule with a covering letter will be sent to all unit owners in Dec. mailing
- Enlargement of Board-Request by Tom Forman-postponed for next meeting.
Correspondance from unit owners.a)A letter re. Dumpsters, surrounding area and extra pick up :-Communication with Cheshire Sanitation will follow.Mostly in regards to have dumpster containers sanitized with Clorax etc or something on that line.[Attachment#6]
Extra pick up around christmas time? No.We need to encourage all unit owners to use recycling center. We all profit from it.
b)Unit # 24- loose and missing shingles.- taken care of.[see unit file]
- c)Peterborough authorities denied[Attachment # 7] the street light (at the long hill estates entrance on route 202)request- Rob will explore the possibilities with the State of N.H.We need to check on correction or change of speed limit sign with the State(Going west speed limit sign of 50 and going east it is 40 mph.

Other Business:-

Outstanding projects--a)Tom Keenan of Peterborough is willing to get snow ploughing contract. Conditions of contract to be worked out.

b)Peterborough landscaping's Jeff Balcom. will do Fall clean up the crew will be here after the thanxgiving weekend .-Contract to be worked out.

Fiscal year for LHE. Condo Association:--

Reprts of Budgets-Jan to Dec.

Fiscal year July 1st to Jun 30 th.

Annual meeting:- either in Aug or Sept.

Meeting adjourned at 4:30pm
and Dec. meeting on Mon. the 18th,2000.

Clerk

President's report
Prepared for 11-20 LHE BOD Meeting

Handbooks: Copy sent to all owners with letter – see attached
Also sent copies of 6th & 7th amendments to absentee owners
Thank you letter to J. Morrissey – (copy for sec. file & in unit #10 file)

Letter to Owners: On 11/3 requested specific forms missing from files:
(ie: mortgage, furnace inspections, etc) – (see attached)
Have received many outstanding forms, and three complaints:
LaBossiere, Morrissey, Campbell – (see unit files for letters & replies)

Sewer Project:

Received correspondence from:

- 10-10 Mary Huot with name of Ins. Co at time of close out of LHE – (see sewer file)
- 10-10 NH Dept. of Insurance re: receipt of our complaint – (see file)
- 10-16 CU York Ins. (member of CGU Ins. Group), Manchester, NH re: denial of claim – (see file)

Attorney Arel's opinion: Ask Prestige Plumbing's opinion if Pipes & Roads knew they broke the pipe.
I called... spoke to Walter... very little pressure has to be applied to that kind of pipe to break it and
P&R probably did not know they broke it... but they probably should have had someone watching
the machine dig because they knew other pipes in immediate vicinity.

Asked Tom Weeks about town regs at that time: none... but should have been digging with a shovel if near
to other pipes.

I sent this information to Tim Arel with question... was this enough for a suit or not?

Have asked Rob for his opinion at 11/20 BOD mtg. on Tim's answer and my reply - *get copies from Rob.*

Legal Opinion: Met with Attorney Tim Arel/Milford

- 1) Asked for, and received, written opinion re: board's dog rule – (copy to sec file & Rules file) #1
- 2) Asked for, and received, opinion on declarant liability in sewer repair re: any future action? #
- 3) His opinion re: Cardiff contract termination letter - fine
- 4) He suggests by-law change for annual meeting: omit need for certified mail of notices
- 5) Signed hourly wage agreement: calls with cost prior to work – (see Arel file)

Cardiff Issues:

Prep meeting 11/15... Court appearance continuance 11/16 – outcome in next report

Landscaping Meeting: - phone calls re:

- Upper hill side both L & R
- Gully beyond/behind bldg #7 weed cutting
- Field (loam pile) clearing - no
- Field (tennis court) cutting - ?
- Removal of plastic from tennis court paths
- Fall clean-up - ?

At time of report... no meeting, no decisions, no work... 11/20 BOD discussion

Contractor Updates

- Tony has placed concrete splashboards under gutters – 8 remain
(may be used at unit fronts or to enlarge area in rear, if becomes necessary)
- Still working from our Fall list – front steps and gutters next on agenda
- Has our roof materials stored
- Reported calls re: missing shingles on building 8 from windy storm – been replaced
- Last phone conversation – 11/7 – work planned for a “day @ LHE”

Accountant update

Written notification of new owners, and reminder of winter addresses, etc.
10/26 BOD working budget meeting – prepared expense sheet
11/6 meet with Ed & Rob – finalized most figures – more work on:
(water, taxes, painting 8&9, accountant)
Requested Ed keep ALL owner forms in envelope for president to pick up.
Called TILL re partial outstanding condo fee – will be remitting from MA office

TruGreen update:

Request for test data on soil samples for acidity re: lime applications
Next year's contract decision on agenda

Insurance Meeting 10-26 with Chris Snow of Trussell Ins. (1-800-843-7502 x303) – consultant recommend
Took pictures, was given bldg./site maps with bldg. dimensions, present ins. info. Will now work up a
proposal for us and send it to us by first of Dec. including appraisal for unit replacement.
Called Hanover for copy of loss runs (very few)...sent copies to Chris Snow.

Called Hanover re: our present policy renewal...received a questionnaire 10/26...BOD discussion on 11/20

Consultant:

Linda will present her bill to us on court date of 11/16...approx 6 hrs to date.
SB 105 incorporated in Condo. Act III, section 356-B:46a (1/98) copy from her 5/6 report attached.
“rent collection upon delinquency in payment of common expenses”. Suggests we use.

Called Waste Management re: \$397 Sept. charge.

Extra charge per yard (our dumpsters are 4 yards) for several yards of material outside dumpsters.
Our new monthly charge is \$300 plus fuel charge...approx \$3-5.
Placed request on dumpsters re: Nothing be left outside because of automatic extra pick up charges.

Roads: meeting with Phil Mathewson 10/31 re:

“Patch” areas in his estimate were in error – from another job
Crack filling – were most needy cracks filled? – yes, but many more just as needy
Possible damage in front of unit #22 – area is soft, will need patching next year
He suggested the complex (two roads and driveways) is in need of sealing for protection.
I asked for an estimate next spring... 1) for driveways only, and 2) for complex
This could stave off any patching for a long time

Received letter from Fitzwilliam prospective condo buyers...passed on this request to #3, & 9 owners.

Called #3 unit owner re: water/electricity status in his absence...heat at 60 and water out of system.

As of 11/11 – Marilyn Britton, President