

LONG HILL ESTATES BOARD OF DIRECTORS  
AGENDA  
JANUARY 14, 2009

Review previous minutes

Treasurer's report

Payment of maintenance invoices received

*Is invoice?*

Review dryer duct unit installation status

What should board do or not do to assist in owner dryer duct upgrades

Review draft of volunteer liability exculpatory form request for Gary

Review amendment draft to clarify owner maintenance responsibility

Re: outside items such as lights, electric outlets and faucets

Review itemized invoice for owner repairs for unit #9 for decision on owner request

Review board resolution for feeding of wildlife

Review bldg 8 main roof section over unit #32

Review and rewrite rules enforcement policy

Other:

Share cards sent to association from Braun and McLarney

President's report for 1/14/09 meeting

Drafted minutes from 12/10 meeting and it was edited by Ann ... didn't post it.

Put out an e-mail notice to owners & another owner put it in doors of non-e-mail owners – basically it was mostly notes from last board meeting.

Requested of other Board members sending a Christmas Card with money to John & JW.

Called consultant requesting a written report of her advice re: paying for developer errors.

Requested of unit #9 owner an itemized invoice from his contractor. He fwd that to contractor.

Called in to a unit complaint by another owner on 12/20. Followed it up next day.

Attempted posting 4 new "No Hunting" signs ... snow too deep – need help

Called 924-8009 Town Roads asking for a cleaner and wider Long Hill Rd. – left thank you message after it was done

E-mailed JW to pick up behind unit #8. Send us a bill. We'd bill owner.

Asked JW to plow upper road wide enough for emergency vehicles and estimate cost

Asked JW to cut damaged branches out of firs next to mail kiosk and transformers

Called Monadnock Disposal re: bent fence at dumpster ... will need to call again as he didn't return my call to set up a brief meeting at the fence.

Called Parks to repair or replace street light at #28... he had to replace

*Met with CAQ building inspector*

LONG HILL ESTATES CONDOMINIUM ASSOCIATION  
BOARD MEETING MINUTES  
1-14-09 Unit 16

Opened @ 4:45

Motion made and seconded to approved minutes of 12-10-08 with the following changes:

- 1) In treasurer's report add Motion to take out funds from Capital Reserve was made, seconded and passed; 2) and remove extra word 'the' in first sentence of arch window repair section. 3) need to state that we did not act on our motion to decline the request of the owner of Unit #9 for reimbursement of repairs.

Status of dryer duct installation: Post a note to owners:

Board is aware of delay in upgrade work on the dryer duct systems due to severe winter weather and contractor's EMT work during ice storm. He is currently making appointments. At this time, we hope to hold the final inspection at the end of February.

Request of legal counsel re: exculpatory form for voluntary owner's work.

Ann will edit original draft, add our insurance agent's response to counsel's question, send a copy to other board members for OK and then send it by e-mail to our legal counsel.

Treasurer's Report:

- 1) Total Assets as of 12/31/08=\$41,593.71 and as of 1/13/09=\$47,830.71.
- 2) Continuing to repay Working Cap Savings for borrowed funds for painter.
- 3) Tax ID's for 5 of 6 contractors and they all agree to also send them in writing.
- 4) OK'd bills: Monadnock Disposal & Electrician. (ask him to check on mail kiosk as light keeps going out)
- 5) Motion made, seconded, passed to pay insurance premium of \$9,316 in quarters @ \$2329 +\$7.
- 6) W-9 forms to be asked for at same time as insurance forms when hiring a new contractor.
- 7) Dub's Shrubs picked up substances behind #8 and billed us \$40. Vote of 2-1 that we send owner a bill for same.
- 8) Agreed to reimburse Ed Hampson as chair of Abutment Committee for copies made of town materials. These could be of use when we question policies for upcoming building request made for an adjoining property. We would advise, though, that no more monies be obligated without prior board approval.
- 9) For John Norton's bills for work on bed timbers, gutter down spouts and arch window trim work totaling \$8741, we substitute the following motion to replace one made in December and not acted on.  
Moved to deduct \$360/month for 11 months (\$3960) that had no amounts deducted leaving \$4781 to pay now. Motion to deduct \$4781 from Capital Reserve to pay this invoice. A letter from the board will accompany this check explaining our concerns.

Amendment to clarify owner maintenance responsibility re: outside items such as lights, electric outlets & faucets.

This draft will be dealt with at the February board meeting.

See attachment:

Pg 2 of board meeting minutes for 1-14-09

Itemized invoice for reimbursement to owner for repairs at unit #9.

The contractor's bill did not break out labor costs for each part of the work as we requested of owner, so we will tell owner unless we get that breakdown, we will be unable to consider those labor costs in our deliberations.

Atlas full service add: Contact them to inquire as to exactly what services they provide.

Enforcement Policy:

Reviewed draft, edited it and will finalize it at February meeting.

Devised a change in our Spring Walk-Around policy.

Suggested that the Board notify owners prior to Board's walk-around giving the owners the opportunity to make outside repairs to prevent the need for notices.

Building roof maintenance in a few areas probably needs new roofing:

Draft a letter to John re: We want to discuss the replacement of roofing over certain areas due to chronic, longstanding, ongoing leaks. In particular over unit 35, the whole section over 32, around a front dormer over 18 and any other area that may give us a problem this winter.

President's Report: Assistance offered to put up No Hunting signs.

Postpone voluntary fireplace inspection resolution to February meeting.

Dead End sign: Work order in place at town.

Long Hill Estates Wildlife:

Nancy volunteered to speak to owner who is violating current policy to see if she would comply with our suggestion to use only established bird feed so we could change our current resolution.

Brief discussion re: personally checking on unusual occurrence at unit #17 after attempting to make contact by phone. Contact employee was upset by it. Board members questioned the need. President's reason was due to time and energy used in previous issues for repairs and would rather deal with a possible problem before.

Next meeting – February 25 @ 4:30 at Unit 21

Adjournment at 6:50.

Respectfully,  
Marilyn Britton

Long Hill Est.

Board Mtg

Agenda Items

12/10

Review Previous Minutes

Review President's Report

Treasurer's Report

Discuss chain on north end of dirt road

Report re John Norton doing roof work for dryer duct vents ... costs, timing, job details

Discuss #9 arch window work

Discuss volunteer liability

Discuss payment for outside dryer duct roof work

Discuss responsibility for voluntary vs necessary work

Discuss formally asking Gary for two statements: 1) using volunteers and 2) how to tighten up by-laws on owner responsibility for outside items that serve only them.

Other:

Next meeting:

LONG HILL ESTATES CONDOMINIUM ASSOCIATION  
BOARD MEETING MINUTES  
12-10-08 @ Unit 35

Opened @ 4:55

Present: Directors Ann Lammers, Nancy Clarke, Pres. Marilyn Britton, Treas. Julie Clattenburg, and one owner.

Minutes of 11/12/08 approved as written. Reviewed President's Report.

**Treasurer's report:**

Turned in initialed bills for payment.

Maintenance bills ... Motion to have Julie take \$8,741 out of Capital Reserve to pay for work on arched window trim, gutter down spouts and flower beds. 

\$500/month still being paid back to Working Capital for money borrowed to pay painter.

As of 11/30 total assets were \$37,723.01 and as of today \$43,942.01. Condo fees paid - 6 still out. W-9's sent to Matt Harwood and Sara Cox for Julie.

**Chain across north end of dirt road**

After much discussion of pro's and con's and written input from Nancy, motion was made and seconded to ask the Town to install a "Dead End" sign at bottom of Long Hill Rd. and we will ask JW for an estimate of his plowing costs for the upper dirt road.

The chain will come down after the dead end sign is installed. Motion passed with a two to one vote.

Motion was made and seconded to post "No Hunting" signs. We will also put up a notice signed by all three board members stating the reason. We don't want guns on our property. Motion passed with unanimous vote.

**Dryer Duct Venting Roof Work**

John Norton's cost per unit for installing roof vent is \$120 (Est. 2 hrs labor @\$40/hr and materials). Roof vent to be installed a few feet below another roof vent already servicing each unit.

Advised by consultant to mandate washing machine 'steel-belted' hoses to prevent bursting hoses (Korvin Appl. calls them "stainless steel reinforced fill hose").

Come in a pkg of two (hot/cold) for \$30 and are silver colored.)

Ann will call John re his schedule for installing roof vent fixtures. Marilyn will send her a list of owners requesting this work.

We agreed to send out an appeal to owners either by e-mail or notes in doors asking them if they are able to reimburse association for cost of roof work for dryer vents. Notes in doors of (Buchholz, Doane, Farhm, Miley, White, & Campbell).

**Arch Window Repair/Replacement at Unit #9.**

Consultant has advised that since association has consistently said they will not pay for developer's errors in/on units, that we can decide in this case not to reimburse the owner for cost of repairs associated with window replacement. These repairs were described by owner's contractor as being a fault of original construction.

Greg Lawn, who acted for board on Nov. 17<sup>th</sup>, when window replacement occurred at unit #9, has reported that he didn't obligate board for payment, but he agreed with owner's contractor that to go ahead with fix was reasonable.

After lengthy discussion, reading owner's report and studying attached pictures, Motion was made and seconded: Tell the owner we appreciate his complete report. We have thoroughly studied it, we have spoken to Greg Lawn (who served as an auxiliary board member on that date and have spoken with our consultant. Because the repairs in question were the result of faulty original construction, and our association, to best of our knowledge, has been consistent in not paying to correct developer errors found in units, we must decline request for reimbursement of these repairs subsequent to window installation. If you have further questions, please don't hesitate to speak with the board.

MOTION PASSED with unanimous vote.

**Other:**

- 1) Note from owner of unit #28. Street lamp is out. We will call Richard Parks.
- 2) Note from same owner: Witnessed Monadnock Disposal truck "clip the fence with the right side of his truck. Damaged fence. Not driving beyond dumpster, turning around, and approaching dumpster at correct angle". We will call owner of Monadnock Disposal.
- 3) Nancy Clarke asked for discussion on wildlife... to be put on next agenda.

4) Discussion on:

Reason for giving LHE board the details about major improvements to our units. In case of catastrophic loss, these details must be on file with the LHE insurance company. Otherwise, damaged units will be reconstructed as originally built, with none of the improvements.

5) Board Assignments for next meeting:

Ann: Call John Norton re roof vent installments.  
Contact gardeners re reimbursing association for hydrant water bill.  
Draft a note to Gary Braun re association's liability re: volunteer owners

Marilyn: Draft a by-law change for Gary to ensure owner responsibility for outside items used only for that unit.  
Call Monadnock Disposal re damaged fence.  
Write note to #9 owner re board decision.  
Contact JW re cost of plowing upper dirt road

Nancy: Call Town office re: installing a "Dead End" sign at the base of Long Hill Rd.

**Next meeting:**

Wednesday, January 14 @ 4:30 in unit 21.

Meeting closed @ 7:10.

Respectfully,  
Marilyn Britton  
With edits by Ann Lammers

President's Report for 12/10/08

Rec'd Town Planning Board's Preliminary Review Application from the Abutment Committee.

Discussed with Consultant, Linda Fisher, issues of dryer duct compliance, and association's liability re volunteerism and uninsured contractors. State has dryer duct policy that all fire dept. should use as a minimum. Shortening our systems with roof venting is very smart. At same time, "mandating" steel belted washing machine hoses would save lots of problems as this is a leading cause of recorded damage. We should not use any contractor who has no liability insurance. If we paid volunteer owner less than \$600, we may not have a problem, this time. Good idea getting exculpatory form from lawyer but 3<sup>rd</sup> party always an issue.

Asked former board member, Greg Lawn, to give us a report on meeting and discussion with #9 owner, Glen Swanson, re arched window repair. Greg volunteered to call John Norton re "flashing" to make sure we were discussing same thing. Also to make sure that our assumption was correct in that John and his carpenter, Rob Morris, would tell us if they'd seen any problems and that they would have made suggestions that more work was needed prior to trim replacement.

Wrote up and sent out edited minutes from 11/12 board meeting. Typed up brief set for bulletin board with a reminder about 'No open fires' resolution now in effect, and another request for volunteer(s) for revision of Resident's Handbook.

Asked JW, if we reported, to pick up any scattered food stuffs that would attract wildlife. He would send us a bill which we would then pass on to violator. Notice has been posted reminding owners of this policy.

Sent letter to #12 about complying with three Board requests: remove white bags from garage door area, pay complete condo fees, fix broken window screen.

Fielded several owner calls re: dryer duct letters. One reported an error for which I contacted Rich Hamilton to check and submit a corrected report if necessary.

Contacted JW re orange tops on snow stakes for easier viewing ... he couldn't finish as too windy by will when he puts the sand buckets in place.

Left message for John re 10 owners signed up for roof venting of dryer duct systems

Mailed W9's with stamped return envelope to Sara Cox and Matt Harwood for Julie.

**LONG HILL ESTATES CONDOMINIUM ASSOCIATION  
100 LONG HILL ESTATES  
PETERBOROUGH, NH 03458**

Glen Swanson  
9 Long Hill Estates  
Peterborough, NH 03458

Dear Glen,

The Board of Directors appreciates the thoroughness of your report that we received first by e-mail on 12/9/08 and in writing with accompanying pictures on 12/10/08, describing your problem on Nov. 17<sup>th</sup> as your contractor replaced the lower section of the arched window in your cathedral ceiling room, and the further work suggested by your contractor to which you agreed. Thus, at our scheduled Board of Director's meeting on 12/10 about which we had notified you, we were able to discuss your report.

As it happened to be necessary that all directors would be away on Monday, Nov. 17<sup>th</sup>, we had asked a former director, Greg Lawn, to attend to any problems that might arise. Consequently, he visited while your contractor was working.

Since that time, we have contacted our consultant, spoken to Greg Lawn, and read your report. As this problem would appear to have been the result of errors by the original developer, which you state in your report was also the conclusion of your contractor; this fact was also taken into account.

Following a very lengthy discussion of this whole matter at our Board meeting, we have come to the following decision:

**Because our association, to the best of our knowledge, has been consistent in not paying to correct developer errors found in units, we must decline your request for reimbursement of your window installation and consequent repairs.**

If you have any further questions on this matter, please don't hesitate to be in contact with the Board.

Sincerely,

Marilyn Britton, President  
Nancy Clarke, Director  
Ann Lammers, Director

Fax to John Norton, 525-9990

From Ann Lammers, 924-7317

(one page only)

**Dryer Ductwork: Roof vents needed (John Norton)**

(faxed to John Norton on 12/11/08)

<u>Unit</u>	<u>Name</u>	<u>Roof Vent for Dryer requested as of 12/11/08</u>
3	Doane	yes
5	Buchholz	yes
9	Swanson	yes
13	Hollander	yes
14	Price	(yes) (Note: request not made yet in writing. Please confirm with Marilyn before starting work)
16	Britton	yes
19	Farhm	yes
20	Miley	yes (Inside ductwork scheduled for 12/16.)
23	White	yes
24	Campbell	yes
35	Lammers	yes
36	Myhaver	yes

## **Roads and Chain on top road**

- ❖ Eliminate chain so residents can drive around to see the view and also go to dumpster. Would mean a lot less traffic on the lower road. Perhaps recently found trash inadvertently fell off a car that was attempting to get to the dumpster that way.
- ❖ When the dumpster is emptied on Thursdays, the truck could drive around the top road, pick up the dumpster, back up and go back the same way it came. That would eliminate the noise on the lower road and also remove the need to back into Ann Thayer's driveway to leave. Have you noticed that the truck hit and knocked the fence askew? That will need to be repaired.
- ❖ Probably the best way to cut down or eliminate unwanted cars on the road above Bldgs 8 & 9 would be to put a **DEAD END** traffic sign at the bottom of the hill. It certainly helped on our Hancock dead end. I have spoken with the Public Works department at the Town Offices, and was told that could most probably happen easily at no cost to us and the procedure for getting it done was my phone call.
- ❖ Most importantly, the removal of the chain would reduce response time for emergency vehicles if either road were blocked for some reason and help was needed. Also, very important is the removal of the chain for the ease of our handicapped residents who are driven up to see the view and enjoy the outdoors. One of our residents thought it might even be illegal for the chain to be there for the aforementioned reason.
- ❖ Of course these changes would necessitate plowing of the road, but it been plowed previously. There certainly is plenty of room for the town to shove the snow off to the side when they do Long Hill.

*key copy*

LONG HILL ESTATES AT PETERBOROUGH, A CONDOMINIUM

BOARD MEETING MINUTES

~~December 10<sup>th</sup>~~ nov. 20/Dec 19  
16 LONG HILL ESTATES 7:00 PM

Present were Marilyn Britton, President; Greg Lawn and Ann Lammers, Directors.

Absent were George Austermann, Treasurer; Julie Clattenburg, Financial Administrator; Diana Griffin, Clerk.

Continuation of the recessed meeting of 20 November. Called to order at 7:15.

**MOTION** by Ann Lammers, second by Greg Lawn: To give \$75 gift certificates to JW and to John Norton. Cards will convey the board's holiday greetings and thanks for their hard work this year. Ann will ask Julie to draw out funds and buy EMS gift certificates.

**PASSED:** All in favor.

**MOTION** by Greg Lawn, second by Ann Lammers: To renew the Association's insurance policy with CAU of America (HUB) before its renewal date, 13 Jan. 2008. Marilyn will sign the policy application and give to George, asking him to return it with premium.

**PASSED:** All in favor.

**ITEMS UNDER DISCUSSION:**

**1. Storm doors:** We now have a list of owners who wish to install new storm/screen doors. Fewer than fifteen units are interested, but Greg believes we can still get the special price at Belletetes. Greg will transport the doors and deliver them to purchasing owners. Installation: Owners are free to hire installers of their choice. Greg will ask John Norton if he can make time available for installing doors. The board could also recommend a few other workers, if needed. Ned Dahl is unfortunately unavailable.

**2. Christmas tree disposal:** With board agreement, Marilyn has posted a notice to owners, asking everyone to dispose of Christmas trees through the Peterborough Recycling Center. No trees may be left beside the dumpster.

In future we hope to be able to dump trees on Association property. But there is no hauling plan in place this year, and no path has yet been plowed to the back hillside.

**3. Roof-raking & repairs:** John Norton promised to rake the roofs on Tuesday or Wednesday this week (the 18<sup>th</sup> - 19<sup>th</sup>), but he has not yet done so. He also promised to make the requested exterior repairs to Unit #10 but has not made them yet. Greg will remind John that it's essential to call when he's delayed. With approval from the board, Greg will give John his work number and offer to be John's regular contact person for Association business.

Two requested maintenance items for Unit #14 have not yet been addressed. Greg will bring these items to John's attention.

**4. Emergency maintenance:** An owner has requested that phone numbers be posted for residents to call in a maintenance emergency. The board is uncertain how to address this request. An emergency involving the exterior of a building or common property should not be dealt with by an individual owner. Owners are asked to contact a member of the board immediately if such emergencies arise. Ann will call the concerned owner and ask for further clarification about this concern, to help us reach a decision.

Meanwhile, it was noted that emergencies with interior maintenance -- plumbing problems, broken appliances -- are each owner's private responsibility.

**5. Maintenance contracts:**

**John Norton:** Marilyn reports that the board has had a signed contract with John Norton since August 2007. It continues in effect through December 2008. After that it can be renewed for 48 months, with agreement from both parties.

**JW (Dub's Shrubs):** We still have no written contract with JW. He wants to sign a contract with the Association as soon as possible, and the board agrees. Marilyn has a nearly complete contract ready for him. Two blanks need to be filled in, each requiring some research. When the contract is completed, Marilyn will invite JW to sign it.

**6. Upper road plowing:** Our consensus is that the upper road (through the woods) might be plowed if some owners want to walk there in the winter. Marilyn will circulate an email asking for input. If there is no response, we will not do this extra plowing.

**7. Sump pump (unit #18):** Marilyn will remind the unit owners that we need a detailed list of costs associated with this pump's installation. We are still seeking clarification concerning the Association's responsibility and proper division of costs for sump pumps. Greg will consult with Glen Swanson about the legal advice we'd previously received.

**8. Vacant units (#19, #27):** The board needs to confirm that both units are adequately heated and not suffering interior damage. A key for each unit is available. Marilyn will carry out these inspections.

**9. Water run-off (#12):** Changes in the driveway at unit #12 have helped divert run-off, but further work is needed. Greg will call Mathewson to get a price for redoing the pitch of the driveway and installing a drainage ditch along the side. Depending on this estimate, the board consensus is that the Association may bear the cost of a further repair.

**10. Irrigation system:** JW has promised to give us three estimates for the improvements needed in this system. When these estimates are given, the board will plan this work.

**11. Garden plans:** Ann reports that the area for the community garden is prepared (mowed, limed, and rototilled). The garden sub-committee will meet again early in the new year to lay out guidelines for distribution of plots, payment of costs, ways to manage irrigation, etc. These proposals will then be offered to the board for consideration. The garden sub-committee is seeking a third member, to assure that at least one active committee member/gardener is present throughout the garden's first season.

**12. Outdoor fires:** We reviewed the policy regarding keeping gas grills at a 10-foot distance from propane lines, etc. Any fire must be supervised. In addition, based on a recent incident where an unsupervised fire on a patio had open flames and flying sparks, the board is considering creating a new rule, making it a violation to burn outdoors in a "Chiminea" or "fire pit" or similar device, where flames and sparks are uncontained.

**13. Small claims action:** We reviewed the status of the recent small claims action brought by a former employee. Greg reports that judgment should be delivered soon. We will revisit this issue when we know how the case was decided.

**14. Rules sub-committee:** Greg reports that the rules sub-committee will meet in the new year. Another unit owner has recently volunteered to join the committee.

**15. Violation policy:** Marilyn urges, with board consensus, that we need to establish a "violation policy" to address serious and repeated infractions of Association regulations. Ann urges, with board consensus, that rules must apply to the whole Association and be publicly announced before they can be enforced. We also need clarification regarding the enforceability of Association rules (as distinct from By-Laws). Greg reports that earlier efforts to answer this question were inconclusive, but the rules sub-committee will continue working on it.

**16. Bank signature cards:** A fresh set of bank signature cards is needed. An earlier set was filled out and returned, but it may have been lost. Marilyn and Ann have signed the new forms, and Ann will give them to George to complete and send in.

**17. Agenda items for future attention:**

- Central storage location for board paperwork & archives
- Gas lines location
- Data sheets from owners
- Hillside trim – one side only?
- Traffic speed signs
- No-solicitation sign at entrance
- Open fire policy
- Violation policy
- Sump pump responsibility
- Small claims outcome

The meeting adjourned at 9:40 pm.

Respectfully submitted,  
Ann Lammers (for Diana Griffin, Clerk)

**3) Continuation of 11-20-07 Board Meeting  
Held 12-19-07**

Present Marilyn Britton, President; Greg Lawn and Ann Lammers, Directors.  
Called to order at 7:15.

**MOTION PASSED** to present gift certificates to JW and to John Norton.

**MOTION PASSED** to renew the Association's insurance policy with CAU of America (HUB).

**ITEMS UNDER DISCUSSION:**

**1. Storm doors:** List of owners wishing to install new storm/screen doors may not be complete. Marilyn to check with an e-mail. Greg volunteered to deliver the doors to purchasing owners. Owners are free to hire installers of their choice but Greg will ask John Norton if he is still available for this job.

**2. Christmas tree disposal:** With board agreement, Marilyn has posted a notice to owners, asking everyone to dispose of Christmas trees through the Peterborough Recycling Center. No trees may be left

in dumpster or anywhere on our property We will revisit this issue and try to find a way for disposal at Long Hill.

**3. Roof-raking & repairs:** John Norton promised to rake our roofs and shovel the sun porch roofs the week of the 18<sup>th</sup>. As he hasn't yet, Greg will check with John and remind him it's essential to call when he's delayed. With approval from the board, Greg will give John his work number and offer to be John's regular contact person for Association business.

**4. Added items to John's maintenance list:** Several units have unaddressed items. Greg will bring these items to John's attention.

**5. Emergency maintenance:** Owner requested phone numbers be posted for residents use for emergency maintenance. As an emergency involving the exterior of a building or common property should not be dealt with by an individual owner, owners will be asked to contact a board member immediately if such emergencies arise. Meanwhile, it was noted that emergencies with interior maintenance -- plumbing problems, broken appliances -- are each owner's private responsibility. Emergency Notice will be posted with instructions.

**6. Maintenance contracts:**

**John Norton:** John's signed contract in effect from 8/07 to 12/08. It can be renewed for 48 months, with agreement from both parties.

**JW (Dub's Shrubs):** Need signed contract with JW. He and Board agree as soon as a couple of questions on existing paperwork are answered, that we will meet and sign.

**7. Upper, upper road plowing:** Our consensus is that this might be plowed if some owners want to walk there in the winter. Marilyn will circulate an email asking for input. If there is no response, we will not do this extra plowing.

**8. Sump pump:** Owners asked for more info before Board able to make a decision.

**9. Vacant units :** The board will confirm that both units are OK.

**10. Driveway water run-off:** It appears evident that additional changes are needed. We will again contact Mathewson to get a price and then make a decision.

**11. Irrigation system:** JW has promised to give us three estimates for the improvements needed in this system. When we receive these estimates, we will make decisions as to what we'll do.

**12. Garden plans:** Ann reports that the area for the community garden is prepared (mowed, limed, and rototilled). The garden sub-committee, which needs a third member, will meet again in early 08. to lay out guidelines for distribution of plots, payment of costs, ways to manage irrigation, etc. These proposals will then be offered to the board for consideration. Another sub-committee member would assure that at least one active committee member/gardener is present throughout the whole garden's first season.

**13. Outdoor fires:** We reviewed the policy regarding gas grills at a 10-foot distance from propane lines, etc. Any fire must be supervised. In addition, based on a recent incident, the board is considering creating a new rule making it a violation to burn outdoors in a "Chiminea" or "fire pit" or similar device, with open flames.

**14. Small claims action:** We reviewed the status of the recent small claims action and will revisit this issue when we know the court's decision.

**15. Rules sub-committee:** Greg reports that the rules sub-committee will meet in the New Year. Another unit owner has recently volunteered to join the committee.

**16. Violation policy:** Although we agree on the need for a new policy, we also agree that it must apply to the whole Association and only be used for any rule that has been publicly announced. We also need clarification regarding the enforceability of Association rules (as distinct from By-Laws). Greg reports that earlier efforts to answer this question were inconclusive, but the rules sub-committee will continue working on it.

**17. Bank signature cards:** Bank requested a new set as first set may be lost. Our treasurer will take care of this.

**18. Agenda items for future attention:**

- Central storage location for board paperwork & archives
- Gas lines location
- Data sheets from owners updated
- Hillside trim
- Traffic speed signs
- No-solicitation sign
- Open fire policy
- Violation policy
- Sump pump responsibility
- Small claims outcome

The meeting adjourned at 9:40 pm.

Respectfully submitted,  
Ann Lammers (for Diana Griffin, Clerk)