

11-000 2-22-198

**LONG HILL ESTATES CONDOMINIUM ASSOCIATION**

**Board of Directors Meeting**

**July 15, 1998**

**MINUTES**

A Meeting of the Board of Directors of the Long Hill Estates Condominium Association was held on Wednesday, July 15, 1998 at 29 Long Hill Estates, Peterborough, NH.

Present: Tom Forman, George Austermann, Amy Myhaver and Cal Davison of Cardiff Management, Inc., Whalen Dunn, Treasurer, was present until 5:25 p.m.

Absent: None.

***Call to Order***

The Meeting was called to order at 5:17 p.m. by Tom Forman.

***Review/Approval of Minutes***

June 10, 1998 BOD Meeting

A Motion was made by Amy, seconded by George, to approve the Minutes as drafted. All in favor: 3; opposed: 0. Motion passed.

***Old Business***

Declarant Status Review

Cal reviewed communications she has had relative to the Declarant in three areas: 1) the addition of a sunroom to unit #34 after the building was turned over to the Association, 2) conversations with the Town regarding outstanding issues and agreement to schedule meeting between appropriate representatives from the Town, Board and Cardiff, and 3) file review at the Attorney General's office.

***New Business***

Board Meetings - Conduct

Cal reviewed with the Board that appropriate participation at Board meetings was limited to Board members and the managing agent; unit owners, if present, may observe, but should not participate. In Open Meetings, however, all attendees may participate.

### Communications - Cardiff/BOD

There was a review by the Board of appropriate expectations on all sides with general agreement by all parties. Note that this Agenda item was reviewed subsequent to the resignation of Tom Forman as referenced below.

### **Other Business**

#### Resignation by Tom Forman from Board of Directors

Tom advised he was resigning from the Board of Directors, effective immediately. The balance of the Board, George and Amy. Tom then left the meeting at 5:48 p.m.

#### Board Vacancy

With only two months remaining before the Annual Meeting, and as it is anticipated that there will be no Board meeting in August, the Board felt it might be difficult to solicit interested parties for the Board's consideration for appointment to fill the vacancy.

#### Clearance for Snow Plowing

There was concern raised that due to plantings, it was difficult for the snow plow contractor to plow access snow at the end of the high street. Cardiff to review for possible solutions.

#### Visible Gas Tanks

There was concern raised that fencing or other barriers to block view of gas tanks was insufficient and should be reviewed.

### **Management Report**

The Management Report was reviewed without further comment.

### **Adjournment**

There being no further business before the Board, the Meeting was adjourned at 6:38 p.m.

Respectfully submitted,

  
Cal Davison, Scribe

  
Date

Date: July 15, 1998

To: Board of Directors  
Long Hill Estates Condominium Association

Fm: Cardiff Management, Inc.

Ref: **Monthly Management Report**  
**Financial: EOM 06/98**  
**Property/Admin: 06/11-07/15/98**

### ***Financial***

Beginning with the end of July report, we will be reporting on year to date vs actions for revenue, special assessments (if any {none planned}), expenses and delinquencies over one month past due. This has not been possible due to our assuming management in April, the 10th month of the fiscal year.

#### Delinquencies

Lethco/McDowell, #28, \$250. Apparently there was a title change with confusion as to who was to pay how much. However, they have now (July ) paid the balance in full.

Wenger, #33, \$125. Thus far, only one month past due. However, we heard there was about to be a title transfer and so would expect to be asked for a certificate regarding fees owed with funds taking out of the closing proceeds.

### ***Property***

#### Grounds

Ted had an impromptu site review with Jarest. Subsequent to this, he developed a listing of areas needing attention which has been sent to Jarest for review and attention. Items included weeding requirements, ripwrap cleanup and weeding, sand removal, dead trees and shrubs, snow plow damage still in need of repair, and some sprinkler issues.

### Roof Leaks

David from Sunbow has made numerous roof repairs. However, while you can identify the source of the problem most of the time from an external review, there is no guarantee that repairs have addressed all problem areas until there is another healthy rain storm. We have tried to advise all unit owners of this. There were some that did, indeed, have recurring problems, but these also have now been addressed.

### Mail Box Locations

We have contacted the Peterborough Post Office for suggestions regarding the height of the boxes and the difficulty some residents are having in reaching their boxes. They will review and get back to us with any appropriate suggestions.

### Mail Box Hut Repairs

Now that we are caught up with the roof repairs - which had to be a priority - we have asked the contractor to plan to do the necessary repairs to the mail box hut.

## **Admin**

### Declarant Issues

1) Addition to Unit #34. We had contacted the Declarant to advise that there were concerns about the construction of a sunroom on this unit, asking that she ask her attorney to contact us, and suggesting that she suspend all such construction. Despite this, construction went forward and the unit transferred title.

The AG's office has confirmed that this addition was illegal. However, they have offered suggestions towards resolution. The cost, however, must be borne by the Declarant. Therefore, we have again contacted her advising of this and asking again that her attorney contact us. She has now gotten back to us saying he will do so, but as yet we have not heard from him. If he has still not contacted us by the end of this week, we will so advise the Declarant.

2) Punch Out Issues. We have been in contact with the Town regarding scheduling a meeting between appropriate Town officials, Cardiff and the Board. Due to scheduling issues, they have asked that we call them on Monday, July 20 to facilitate this meeting. We are advised that from the Town, attendees would be Tom Weeks and Peter Ryner.

The Town confirms that they met with the Declarant approximately 2-3 weeks ago and reviewed many outstanding issues of concern, including but not limited to: drainage, catch basins, sidewalks, incomplete road surfaces, water termination points, ripwrap, site prep for foundations, wrap around road, etc.

3) A/G's Office Records Review. We found some, but not a lot of information at the Attorney General's office. There was nothing formally notifying that office of the change in name, but they indicate they were not overly concerned since the principals were the same, absent Mary Huot's husband.

### Title Transfers

We are in the process of doing an analysis of those units sold in the recent months, specifically to advise of payments required but not yet received for the mandated capital reserve and working capital reserve requirements. There will likely be some concern by new owners that they will be asked to make these payments. However, these funds are owed to the Association, per the Bylaws. Normally, they are paid from the HUD statement at closing - but still by the buyer.

### Newsletter

Have received positive feedback from several of the unit owners regarding the newsletter. People are pleased with a form of formal communication.

### ***Letters to, Letters from...***

To Peterson's Real Estate advising that they must contact us prior to closing on any unit so that we can appropriately advise them of fees outstanding, if any, or what fees would be due as of title transfer from the buyer.

To McDowell, #28 advising that their fees were overdue and we must receive payment. From her, advising that the unit had transferred title (some same owners) on April 1. To her advising of outstanding condo fees and that they must be payable to the Association.

To Gibbons, #11, 6/13/98 regarding her roof leak.

From Huntley, #30 regarding bad drainage behind her unit. To her, 6/13/98 advising that it was being addressed with the Town and Declarant.

From Goodyear, #32 regarding bad drainage behind his unit. To him, 6/13/98 advising it was being addressed with the Town and Declarant.

To Declarant, 7/2/98 advising that AG's office had confirmed that the addition constructed on #34 was, indeed, not legal and so again asking that she have her attorney contact us. From her, 7/10/98 advising she would do so. Note: thus far, we have not heard from the attorney. However, it has been only a few days.

To Forrest, #34, 7/6/98 copy of letter to Declarant as it related to his unit, with a cover letter advising that it appeared there could be a resolution, but that neither he or the Association were responsible and so it had been referred to the Declarant. Also, advised him that there were fees owed that should have been paid from the HUD statement at closing, but were not and so were owed. Have not heard back from him, but again, it has only been a few days."

To NHBB asking that they identify what two checks received were in payment of as there was no reference at all.