

MINUTES OF ANNUAL MEETING

Saturday, July 19, 2025

A. Call to order

Meeting called to order at noon.

Board members present:

- Raymond GA Côté (RGAC)
- Maura Scanlon (MS)
- Elizabeth S. Alpaugh-Côté (ESAC)

Ray apologized for having this meeting in July. Future meetings will be in June.

Maura substituted for Sharon Smith as Secretary as Sharon was unable to attend.

Barbara Pendleton, the LHE Treasurer, was unable to attend.

B. Roll Call

A quorum was present, proxies accounted for.

B.1. Accept the Agenda

Motion to accept the agenda as distributed. *Moved: RGAC. Seconded: MS. Motion is adopted.*

C. Introduction of directors, officers, and attendees

Ray introduced the directors, officers, and attendees and acknowledged previous board members, officers, and volunteers. Introduced Sharon Smith as the new LHE Board Secretary. Ray stated the meeting would use Robert's Rules of Order as required by our by-laws and NH state law.

D. Acceptance of Minutes of June 22, 2024 Annual Meeting

Ray asked if there were any corrections to the June 22, 2024 Annual Meeting minutes. Hearing none, moved on.

E. President's Report with Finance Report. (P&L and 2024-25 budget included)

Ray presented the report.

1. **General Update:** Busy year since last June. Griffin Property Management has taken over landscaping and snow removal from Jackson and Wayne of Dubs Shrubs. We wish both Jackson and Wayne well in their future endeavors.

New roofing shingles on building #1 completes a significant capital improvement project. Project spanned six (6) years from 2019 to 2025.

The Board identified three areas of major improvements for fiscal 2025-2026:

- 1) Improved year-to-date budget tracking.
- 2) Formal documentation of rules and procedures.
- 3) Saving for the Future.

I'll discuss each of these in turn.

LONG HILL ESTATES at PETERBOROUGH, a CONDOMINIUM

Improved year-to-date budget tracking: The 2024-2025 budget information our bookkeeper maintained in QuickBooks had an estimate for total year expenditures and incomes and not a month-by-month estimate. This makes it difficult to tell how our budget is doing. This year, the Board has provided month-by-month expense and income estimates to our bookkeeper who has entered that information into QuickBooks and is planning on providing full 12-month fiscal reports.

Formal documentation of rules and procedures: As not only new Board members, but also new members of the LHE community Beth and I were regularly learning new things that were “general knowledge” but are not formally recorded. Between Maura’s long-term knowledge and the excellent “Rhythms and Responsibilities” document provided by former Board President, Jim Bilodeau, we were able to fill in many gaps and keep moving forward. The Board’s next steps are two-fold:

- a) Determine what should be added to the newly *updated Resident’s Handbook*. For example, the fine work completed by the Door Committee needs to be summarized and appended to the *Handbook*.
- b) Draft a *Board of Directors Procedures* document to include such things as how the association’s capital accounts are managed, how to on-board (and off-board) a Board Director, Treasurer, and Secretary.

Saving for the Future: I hope you’ve all had a chance to read the *Saving for the Future* portion of the Annual Meeting packet that starts on page 18. This details the Board’s thinking, which I won’t reiterate in depth. In short, as members of the Association, we all have a responsibility to plan for the future and to ensure our common property is well cared for and maintained.

The Board has identified several projects for which we recommend Reserve Savings Funds be set up. The Board considers two of these items, *Building Capital Repairs and Painting* and also *Leveling Patios*, to be projects for which we must be saving starting now to maintain building maintenance and reduce future expenses. Other projects are important but less vital in the short term.

We ask your support for these two projects the Board considers vital for near-term building maintenance today. The other projects won’t be getting any less expensive in the future and the longer we wait to start saving, the larger the monthly fees will be. I know we’re all breathing a bit of a sigh of relief that the last roof shingling is done, but the next one may only be 26 years away.

Tracking project-specific savings and expenditures helps the Association plan and demonstrates the Association’s fiscal responsibility. It gives potential new unit owners confidence that the Association looks forward for the next 30 years.

LONG HILL ESTATES at PETERBOROUGH, a CONDOMINIUM

The Board will have a proposal at next year's Annual Meeting as to how funds currently in the Capital Replacement Savings account should be classified.

2. **Updates on unit residency and ownership:**

- a. The community mourns the loss of our neighbors Glen Swanson (#9) and Nancy Clarke (#21). They were both long-term and active members of the LHE community; they are missed. Our condolences to their families.
- b. New tenants have moved into #24.

3. **Association insurance:** No claims this year.

- a. Thank you everyone for being careful with your chimneys and keeping your pipes from freezing.

4. **Roof reshingling:**

- a. Building #1 (units 1-4) roof received new shingling this year. This completes this round of roof shingle replacements.

5. **Propane:**

- a. No outages this year.
- b. SuperiorPlus Propane informs us the price per gallon remains at \$1.999 this year.
- c. For comparison, \$4.04/gallon is the current NH average retail price.
- d. Our propane supply originates in Canada and thus a tariff would add to this.

6. **Expense highlights for Fiscal 2024-2025:**

Please hold questions on any expense item until after this report.

- a. 30 June 2025 Total Assets in M&T Bank: \$102,059.83
 - i. Checking (x7475): \$22,845.73
 - ii. Working Capital Savings (x0804): \$31,984.85
(\$22,831.83 and \$9,153.02 in CDs)
 - iii. Capital Replacement Savings (x8357): \$47,229.25
(\$16,719.08 and \$30,510.17 in CDs)
- b. Delinquent monthly condo fees: \$1,095.00.
- c. Interest earned: Budgeted \$0.00. Received: \$679.85, mostly from CD investments.
- d. Insurance premium: Budgeted for \$22,400.00, expended \$25,938.00. Budget increased to \$26,108.50
- e. Painting: Budgeted at \$10,000, expended \$16,500. Budget increased to \$15,000.00. Matt Harwood was catching up a bit from not being able to schedule us the previous year due to weather.
- f. General Building and Maintenance: Budgeted at \$14,500.00, expended \$5,963.50. Budget kept flat at \$14,500.00.

LONG HILL ESTATES at PETERBOROUGH, a CONDOMINIUM

- g. Grounds Maintenance: Budgeted at \$32,398.00, expended \$27,156.00. Budget set to \$27,395.67, which is seven (7) months (April thru October) of Griffin's flat monthly invoice.
- h. Tree & Shrub Maintenance: Budgeted at \$2,900.00, expended \$2,846.25. Budget set at \$2,900.00. *(Ray noted this was an error as he copied the wrong value from a spreadsheet. FY 2024-2025 was budgeted for \$4,000.00.)*
- i. Roads and Winter Maintenance: Budgeted \$13,800.00, expended \$17,961.50. Budgeting \$19,568.33, which is five (5) months (November through March) of Griffin's flat monthly invoice. Some roof raking was required. The expenditure includes a May down payment from Working Capital of \$7,871 on the roadways and driveways crack cleaning and filling performed in July.
- j. Legal expenses: Related to a HUD complaint and settlement and additional legal consultation. \$8,738.50. Budgeting \$2,000.00.
- k. Bank Service Charge: Budgeted \$75.00, expended \$499.50. Increase was for the new M&T Treasury service that allows the Board to approve each check before it is processed.
- l. FISCAL 2024-2025 OPERATING EXPENSE TOTAL
 - The budget estimated total expenses to be \$184,958.00, \$46,500 of which was to be expended from existing capital funds, leaving an estimated total expenditure of \$138,458.00. The monthly condo fee was set at \$305.00, which raised only \$131,760.00, an estimated shortfall of \$6,698.00.
 - Actual expenditures were \$174,626.57, \$10,331.43 under budget.

7. Expense highlights for 2025-2026:

- a. The total expenses budget for fiscal 2025-2026 is \$150,127.00, \$11,871.00 is to be expended from existing capital funds, leaving an estimated total expenditure from which the condo fee assessment is calculated of \$138,256.00. This is \$202.00 less than last year's total expenditure.
- b. Monthly condo fee base increases by \$16.00 to \$321.00/month (\$3,852/year) starting 1 August 2025. This is a 4.81% increase for the fiscal year. The monthly fee will change based on the resolution votes later in this meeting.
- c. Increases for this year's budget as compared to last year's budget. *(Please see section 6.)*
- d. Griffin Property Management. The Board was pleased that Griffin's quote for year-round services came in at just about what had been previously budgeted for Dubs Shrubs. However, it must be noted that Dubs Shrubs was not using all the budget and that Griffin, being on a flat monthly payment, does consume the budgeted amount. The Griffin contract is 34% of our monthly income.

LONG HILL ESTATES at PETERBOROUGH, a CONDOMINIUM

8. **About Income—and TIMELY Payment of Monthly Condo Fees:**

- a) Barb Pendleton, our Treasurer, works hard to keep the bookkeeping cost as low as possible.
- b) It's important we keep the Treasurer's job as simple, neat, timely, and easy as possible. We need to maintain regular cash flow.
- c) Barbara visits our bookkeeper only twice a month. Once, right after the first of the month, then again mid-way through the month.
- d) **THANK YOU FOR HELPING:**
 - Thank you to everyone who is routinely paying your monthly fee so that Barbara receives it by the first of the month. If you are not doing this, you are considered a late payer, and you are causing a problem.
 - Please consider using an automatic monthly bank payment. Automatic bank payments can easily take a week to be received as the bank mails us a check. Please allow plenty of time for the check to be delivered via the post office.
 - While we are allowed a 30-day grace period before a late fee is applied, it's not how our cash flow system should operate.
 - And, all members of the Association are responsible to replace any uncollected condo fees.
 - And please keep up to date with any additional fees. Overdue fees are included in any delinquency reports we may need to provide to mortgage holders.

Before I end this report and move on to clarifying questions, I want to reiterate my gratitude to the community for being a kind, involved, and welcoming community.

Discussion: Unit #31 inquired if the propane rate is contracted. Ray noted that LHE does not have a contract with SuperiorPlus, individual units have contracts. There was a general discussion of possible tariffs as most New England fuel comes from Canada. There was a request that the board research if other suppliers have US-based propane. There was a comment that changing suppliers is expensive as the tank is owned by SuperiorPlus.

F. Mandatory Vote of Resolution for Disposition of any Excess Revenue Over Expenses for Fiscal Year ending June 30, 2025

RESOLVED: That any excess of membership income over membership expenses for the year ending June 30, 2025 shall be applied against subsequent tax year member assessments as provided by IRS Revenue Ruling 70-064.

Moved RGAC. Seconded: MS. The ayes have it and the motion is adopted.

LONG HILL ESTATES at PETERBOROUGH, a CONDOMINIUM

G. Committee Reports

Landscaping Committee Report

Respectfully submitted by Elizabeth S. Alpaugh-Côté.

We want to thank Jackson and Wayne of Dub's Shrubs for all the hard work they did here at LHE the last two decades.

We're delighted that our new contractor, Griffin Property Management, was able to accommodate us as a new customer even though we had a late start this season.

Griffin is doing a good job as can be seen by the green grass and tidy yards.

Although we started with them late in the season, they rapidly caught up with all the spring cleaning. Hand mulching protected our plants that were already up.

The Griffin contract is invoiced as a flat monthly fee which includes both landscaping and snow plowing. They will take over the fertilizing and grub treatments next season, as Surf & Turf's contract finishes up this season.

Now that we have a new strong landscaping base in place we look forward to working on incremental improvements in future seasons (lawn bare spots, shrubbery needing replacement, controlling invasive vines, etc.). The Board is working with Griffin to draft a five-year plan that will be presented at next year's Annual Meeting.

Door Committee Report

Respectfully submitted by Maura Scanlon.

In January 2025, the LHE Door Committee was formed, and the following unit owners were members:

- Maura Scanlon – unit #12
- Evelyn Brunell – unit #31
- Jean Wright – unit #3
- Beth Alpaugh-Cote – unit #6

The purpose of the committee was to research front door replacement options for the association including style, efficiency, color(s) and cost/installation.

The committee met several times over the course of 3 months via Google Meet.

Based upon their research, the committee determined that Home Depot (HD) was the best option and met the criteria that were established by the team.

In mid-April, the committee met in person with Derek Brown (a front door specialist) with HD to conduct a Q&A session, review actual door samples and acquire an estimate(s) for various scenarios at Maura Scanlon's unit.

Next, on 4/22/25, the committee held a Google Meet for residents to review and vote on the proposal. At that meeting, Derek virtually availed himself to answer questions for unit owners, and we finalized the brand/design, door colors and cost. Finally, each unit owner who was interested in proceeding coordinated with Derek directly to have their door's measured, select a color and hardware, and signed an

LONG HILL ESTATES at PETERBOROUGH, a CONDOMINIUM

individual contract with HD including their payment plan, warranty and an installation date.

Door installation began in July 2025 and will be ongoing through the fall. LHE owners who did not opt to purchase a door in the spring are welcome to purchase a door from HD at any time in the future. However, the special offer that was outlined in the proposal expired as of April 30, 2025. Future offers/discounts may be available through HD but are not guaranteed. Owners must choose the door style that was finalized by The Door Committee and approved by The Board, and color options must be adhered to.

Discussion: There was discussion of door paint colors. Maura is waiting for a new Mesa Red door to be installed and will then match the paint chemistry for those who just want to paint their doors. Maura intends to purchase a gallon for each of the three options, which can be used by multiple unit owners. Ray noted that the Door Committee recommendations will be summarized and added to the Handbook for Residents. Unit #3 shared some information on their experience with their door installation and noted that screen doors come through the Keene Home Depot location.

By-Laws Amendment Committee Report

Deferred to later during discussion of the resolution.

H. Vote on Resolutions to Raise Reserve Funds

a. Resolution To Fund Reserves For The Express Purpose Of Building Capital Repairs And Painting

RESOLVED: That the Association shall raise the monthly condo fee by \$15.44 (\$185.28 per year) to raise \$20,000.00 of Working Capital Fund reserves over three (3) years for the express purpose of Building Capital Repairs and Painting.

Moved: RGAC. Seconded: Maura. The ayes have it and the motion is adopted.

b. Resolution To Fund Reserves For The Express Purpose Of Leveling Patios

WHEREAS: Several units have patios that tilt towards the unit causing puddling; and

WHEREAS: At least one unit has a problem with water in the crawl space;

RESOLVED: That the Association shall raise the monthly condo fee by \$13.89 (\$166.68 per year) to raise \$30,000.00 of Working Capital Fund reserves over five (5) years for the express purpose of *Leveling Patios*.

FURTHER RESOLVE: That the Association shall start leveling patios when funds are available to level at least four (4) patios at a time; and

FURTHER RESOLVE: That the Association shall reimburse each of the two unit-owners that have already privately leveled their own patios \$2,000.00 out of these funds at the rate of \$500.00 per fiscal year. This reimbursement shall continue even if the unit-owner no longer resides at LHE.

LONG HILL ESTATES at PETERBOROUGH, a CONDOMINIUM

Moved: RGAC. Seconded: Beth. The ayes have it and the motion is adopted.

Discussion: There was an amendment to the resolution as distributed in the packet: "This reimbursement shall continue even if the unit-owner no longer resides at LHE." Unit #2 asked how many patios required leveling. Board estimates 15 units.

c. Resolution To Fund Reserves For The Express Purpose Of Lawn Improvements

RESOLVED: That the Association shall raise the monthly condo fee by \$2.32 (\$27.84 per year) to raise \$1,000.00 of Working Capital Fund reserves yearly for the express purpose of Lawn Improvements.

Moved: RGAC. Seconded: Jim Bilodeau. The ayes have it and the motion is adopted.

Discussion: Unit #4 asked why doesn't the Board do the improvement now? Ray noted it needs to come out of working capital and we're concerned about the working capital balance.

Unit #4 asked how we are handling long term care of snowplow damage. Ray noted that snowplow damage is contractually addressed by Griffin.

There was a discussion about LHE no longer having irrigation and individual units would need to water. Unit #31 asked if there was a policy about having sprinklers on the lawn. Ray noted he was unaware of any restrictions except they need to be removed after use and that the Board would review and draft an addition for the Handbook. Unit #5 recollected there were patchwork replacements that did not require the unit owner to water. Ray stated we are guided by our landscaping contractors; both of whom said we would need to water.

Unit #2 asked if we need to continue having Surf & Turf fertilizing and aerating, is it doing anything? Ray stated LHE is not using Surf & Turf next season. Griffin is contracted for fertilizing next season.

Gavin Hayes (unit #4) presented an amendment to the resolution to require the lawn improvements be implemented to the lawn behind building #1 first.

Moved: Gavin Hayes. Seconded: There was no second. The amendment is lost.

d. Road Improvements: Deferred until next Annual Meeting as Board was still collecting information.

e. Resolution To Fund Reserves For The Express Purpose Of Roads And Driveways Crack Cleaning And Filling

RESOLVED: That the Association shall raise the monthly condo fee by \$2.32 (\$27.84 per year) to raise \$5,000.00 of Working Capital Fund reserves over five (5) years for the express purpose of Roads and Driveways Crack Cleaning and Filling.

Moved: RGAC. Seconded: MS. The ayes have it and the motion is approved.

f. Roads and Driveways Sealing

Main resolution: *Moved: RGAC. Seconded: MS. The noes have it and the motion is lost.*

Alternative resolution: *Moved: RGAC. Seconded: ESAC. The noes have it and the motion is lost.*

LONG HILL ESTATES at PETERBOROUGH, a CONDOMINIUM

g. Roof Reshingling

Moved: RGAC. Seconded: MS. The noes have it and the motion is lost.

I. Vote on Optional Expenditures

I.a: Raise Funds for the express purpose of reviewing and drafting a by-laws amendment to restrict corporate unit ownership

Moved: RGAC. Seconded: MS. The noes have it and the motion is lost.

Discussion: Ray provided a quick overview of the committee report that is in the Annual Meeting packet, noting that the first step in this process is to have legal counsel review.

- Unit #7 asked if we the Board should talk to other Peterborough condo associations. Board noted it is a good idea.
- Unit #2 asked if there had been a discussion with NHBB. Ray said yes.
- Unit #27 questioned the \$10,000 amount as being high. Ray noted that would be the maximum amount and that we needed a maximum amount for budgeting since we need to raise funds before spending them. The legal counsel was reluctant to be more definitive.
- Unit #9 asked how many units are owned by NHBB. Ray stated three (10, 17, 23). Number 24 is rented by NHBB.
- The question was raised as to whether the Town of Peterborough had an occupancy limit. Board was unaware of any limit and agreed to research the question.
- Unit #27 shared that South Field condo association by-laws have restrictions on unit occupancy and number of vehicles.
- Unit #15 spoke on market fluctuations, difficulty of obtaining financing when there are large number of non-owner-occupied units. Stated large number of non-owner-occupied units will devalue all units. Noted a facility in Milford can no longer get mortgages because of number of non-owner-occupied units.
- Unit #31 asked if this is an emergency. Ray said it is up to the association to determine the urgency. Unit #31 asked if we have a committee to keep track of rented units. Ray noted the Board receives paperwork on all sold units.
- Unit #31 asked what was required for the Board to form a committee to determine the metric or trigger that would alert the Board to potentially implement changes to limit non-owner-occupied units. Ray stated it would require a volunteer to run the committee. Jeff King (resident #31) volunteered. The Board agreed to make an announcement looking for committee members.

I.b: Raise Funds for Tick Spraying

The issue was not moved.

LONG HILL ESTATES at PETERBOROUGH, a CONDOMINIUM

I.c: Raise Funds for Two Additional Field Mowings

Moved: Gavin Hayes (unit #4). Seconded: Jean Wright (unit #3). The noes have it and the motion is lost.

Discussion: Unit #4 spoke about their research on fields and grubs.

There was general discussion of mowing parts of the field. Ray noted it is unclear what "the field" is and any change to mowing less than the full field requires specification so the Board clearly convey requirements to contractors. Beth noted contractor is now mowing path behind the berm. Unit #4 noted the field was an attraction for purchasing. There was general discussion of various field usages including golfing and children play area. It was noted that between mowings there is no clear path to the tennis/pickleball court. Various opinions on the need for grub treatment were expressed.

J. Election of Director (1 position: 3 years)

Maura Scanlon nominated Samantha Lewis, the NHBB representative to the LHE Board.

Moved the nomination: RGAC. Seconded: MS. The ayes have it and the motion is adopted (enthusiastically).

*K. New Business**

No new business was presented.

L. Adjournment:

Since there was no further business, the meeting adjourned at 2:53 PM. Ray thanked everyone for coming and participating.

Minutes respectfully submitted by Maura Scanlon, acting Secretary.

	Fiscal Year 2024-2025	Jul '24 - Jun 25	Annual Budget	\$ Over Budget
Ordinary Income/Expense				
Income				
Assessments				
Owner Base Monthly	130,665.00	131,760.00	-1,095.00	
Total Assessments	130,665.00	131,760.00	-1,095.00	
Investments				
Interest Earned	679.85	0.00	679.85	
Total Investments	679.85	0.00	679.85	
Miscellaneous				
Other Income	20.00	0.00	20.00	
Miscellaneous - Other	0.00	0.00	0.00	
Total Miscellaneous	20.00	0.00	20.00	
Total Income	131,364.85	131,760.00	-395.15	
Gross Profit	131,364.85	131,760.00	-395.15	
Expense				
Administrative				
Accounting Services	550.00	500.00	50.00	
Bank Service Charges	499.50	75.00	424.50	
Bookkeeper	2,021.38	2,100.00	-78.62	
Insurance	25,938.00	22,400.00	3,538.00	
Legal Fees	8,738.50	0.00	8,738.50	
Miscellaneous	2,600.00	500.00	2,100.00	
Money Gifts	0.00	0.00	0.00	
Office Supplies	148.86	240.00	-91.14	
Postage	27.99	50.00	-22.01	
Taxes	0.00	0.00	0.00	
Administrative - Other	98.88	0.00	98.88	
Total Administrative	40,623.11	25,865.00	14,758.11	
Buildings				
Miscellaneous	0.00	0.00	0.00	
Painting	16,500.00	10,000.00	6,500.00	
Pest Control	0.00	1,000.00	-1,000.00	
Repairs/Maintenance-Labor	4,387.50	9,500.00	-5,112.50	
Repairs/Maintenance-Materials	1,576.00	5,000.00	-3,424.00	
Roof Replacements	53,210.00	46,500.00	6,710.00	
Buildings - Other	1,495.00	0.00	1,495.00	
Total Buildings	77,168.50	72,000.00	5,168.50	
Funding of Funds				
Capital Replacement Fund	0.00	30,305.00	-30,305.00	
Working Capital Fund				
General	0.00	0.00	0.00	
Total Working Capital Fund	0.00	0.00	0.00	
Total Funding of Funds	0.00	30,305.00	-30,305.00	
Grounds Maintenance				
Bed Maintenance	1,104.00	6,575.00	-5,471.00	
Fall Cleanup	0.00	1,825.00	-1,825.00	
Fertilization	2,163.00	10,700.00	-8,537.00	

Mowing	11,914.50	9,400.00	2,514.50
Spring Cleanup	11,974.98	3,898.00	8,076.98
Tree/Shrub Maintenance	5,721.25	4,500.00	1,221.25
Total Grounds Maintenance	32,877.73	36,898.00	-4,020.27
Property Management			
Fertilization, Grubs, Lime	0.00	0.00	0.00
Landscaping & Winter Plowing	0.00	0.00	0.00
Other Winter Maintenance	0.00	0.00	0.00
Plow Damage Repair	0.00	0.00	0.00
Tree Maintenance	0.00	0.00	0.00
Total Property Management	0.00	0.00	0.00
Roads & Winter Maintenance			
Other Winter Maintenance	0.00	1,700.00	-1,700.00
Plow, Sand & Shovel	3,628.50	11,000.00	-7,371.50
Roads & Driveway Maintenance			
Crack Cleaning/Filling	0.00	0.00	0.00
Roads & Driveway Maintenance - Other	7,871.00	1,100.00	6,771.00
Total Roads & Driveway Maintenance	7,871.00	1,100.00	6,771.00
Roads & Winter Maintenance - Other	6,462.00		
Total Roads & Winter Maintenance	17,961.50	13,800.00	4,161.50
Utilities			
Electricity	1,070.93	1,150.00	-79.07
Trash Removal	4,740.00	4,740.00	0.00
Water - Hydrants	184.80	200.00	-15.20
Total Utilities	5,995.73	6,090.00	-94.27
Total Expense	174,626.57	184,958.00	-10,331.43
Net Ordinary Income	-43,261.72	-53,198.00	9,936.28

**AFFIDAVIT
ANNUAL MEETING
June 19, 2025**

We hereby certify that notice of the Annual Meeting of Long Hill Estates at Peterborough, a Condominium was mailed to all unit owners at their addresses of record via 1st class mail

OR

handed directly to owners at the direction of the Board of Directors by an owner who concurrently received a signature of acceptance from each recipient; both methods according to the requirements of RSA 356B and the By-Laws. The list of owners is attached to this affidavit.

Signed


Raymond GA Côté
LHE Board Director

Date

17-July-2025

Signed


Maura Scanlon,
LHE Board Director

Date

July 17, 2025

Witness


Elizabeth S. Alpaugh-Côté
LHE Board Director

Date

17 July 2025

NOMINATION FORM

On **July 19, 2025** the Association membership will be electing the following to the Board of Directors:

ONE UNIT OWNER TO FILL A THREE-YEAR TERM

Should you wish to nominate someone prior to the meeting, please do so by using this form and submitting it to the Board before the meeting.

This same form may be used for self-nomination.

Nominations may also be submitted on the floor, at the meeting, verbally or in writing up until the time the election takes place.

Nominators must be unit owners.

NOMINEE FOR 3-YEAR TERM:

Samantha Lewis UNIT # NHBB
New Hampshire Ball Bearings

NOMINATED BY:

Maura C. Scanlon UNIT # 12
Maura C. Scanlon

UNIT OWNER CHECK SHEET
LONG HILL ESTATES at PETERBOROUGH, a CONDOMINIUM
July 19, 2025 ANNUAL MEETING
Sign-in sheet to verify quorum

<u>UNIT #</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>SIGNATURE</u>
1	Ravi Both & Amy Spitzfaden		
2	Laurel Peterson		<u>Laurel Peterson</u>
3	Ed & Jean Wright		<u>Ed Wright</u>
4	Gavin Hayes		<u>Gavin Hayes</u>
5	Diane Buchholz		<u>Diane Buchholz</u>
6	Beth Alpaugh-Côté and Ray Côté		
7	Elizabeth Charlton		<u>Elizabeth Charlton</u>
8	Carle Partridge		
9	Annagreta Swanson		<u>Annagreta Swanson</u>
10	Samantha Lewis @NHBB		<u>S & L</u>
11	Charles & Barbara Pendleton		
12	Maura Scanlon		<u>Maura Scanlon</u>
13	Susan Martin		
14	Nouna Kettaneh		
15	Brenda Salmonson		<u>Brenda Salmonson</u>
16	Marilyn Britton		
17	Samantha Lewis @NHBB		<u>S & L</u>
18	William Lutz		
19	Mike & Patti Lindert		
20	Bob Mulvey & Lauri Gengor		<u>Robert Mulvey</u>
21	Nancy Clarke		
22	Faith Hanson & Joan Butler		<u>Joan Butler</u>

<u>UNIT #</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>SIGNATURE</u>
23	Samantha Lewis @NHBB		<u>S & L</u>
24	Sonya LeClair		_____
25	Sharon Smith		_____
26	Carol Petersen		<u>Carol Petersen</u>
27	Michael & Cathy Merra		<u>M Merra</u>
28	Ann Thayer		_____
29	Jim & Michele Bilodeau		<u>Jim & Michele Bilodeau</u>
30	Linda Buxton		_____
31	Evelyn Bunnell		<u>E & F Bunnell</u>
32	Diana Griffin		<u>Diana Griffin</u>
33	Karen Langille		_____
34	Regina Andres and Daniel Donovan		_____
35	Ann Lammers		_____
36	Augustus Crocker & Lisa Gendron		_____

GUEST SIGN IN SHEET
LONG HILL ESTATES at PETERBOROUGH, a CONDOMINIUM
July 19, 2025 ANNUAL MEETING

GUEST OF UNIT #

PRINTED NAME

6

Sky Lynn E. Vorce

4

Gavin Hayes Nicole Swartwood

2

David Brouwer