

# **LONG HILL ESTATES at PETERBOROUGH, A CONDOMINIUM ASSOCIATION**

## **BOARD MEETING AGENDA for June 19, 2025, 7:00 PM ET**

Remote Meeting: <https://meet.google.com/inu-dgmm-mjb>

### **Community Comments**

The first 15 minutes is open to Community Comments. No minutes are taken. No board decisions are made. The Community Comments section of the meeting is closed when there are no further comments or at the 15-minute mark.

The Board looks forward to hearing feedback on the budget proposal.

The Board also looks forward to hearing from Association members interested in volunteering for the open Board and Treasury positions.

### **Open Board Meeting**

- 1) Open Meeting.
- 2) Welcome.
- 3) Accept minutes of the 2024-04-17 meeting.

### **New Business**

- 1) Move to appoint Sharon Smith (Unit #25) as Board Secretary.
- 2) Barbara Pendleton would like to step down as Treasurer after three years if someone is interested in taking that position. Barbara has been Treasurer since 2022.
- 3) Maura Scanlon plans on not renewing her Board position this year. Motion to thank Maura for her nine years of service to the community and wish her well.
- 4) Motion to Move the Budget for fiscal year 2025-2026 to the Annual Meeting and provide the Association's bookkeeper with a copy so they can prepare.
- 5) Review updated LHE Handbook.

### **Next Board Meeting**

The next Board meeting is the Annual Association Meeting on Saturday July 19<sup>th</sup> at noon at the Peterborough Public Library.

### **Attachments**

Budget

Budget Support Document

## Fiscal 2025-2026 Budget

	FY 24-25 Budget	FY 25-26 Budget	% Change
<b>Income</b>			
Assessments			
Owner Base Monthly	131,760.00	138,096.00	4.81%
Total Assessments	131,760.00	138,096.00	4.81%
Investments			
Interest Earned	0.00	160.00	
Total Investments	0.00	160.00	
Miscellaneous			
Other Income	0.00	0.00	
Miscellaneous - Other	0.00	0.00	
Total Miscellaneous	0.00	0.00	
Total Income	131,760.00	138,256.00	4.93%
<b>Expense</b>			
Administrative			
Accounting Services	500.00	600.00	20.00%
Bank Service Charges	75.00	960.00	1180.00%
Bookkeeper	2,100.00	2,300.00	9.52%
Insurance	22,400.00	26,108.50	16.56%
Legal Fees	0.00	2,000.00	
Miscellaneous	500.00	700.00	40.00%
Office Supplies	240.00	240.00	0.00%
Postage	50.00	80.00	60.00%
Taxes	0.00	0.00	
Administrative - Other	0.00	0.00	
Total Administrative	25,865.00	32,988.00	27.54%
Buildings			
Painting	10,000.00	15,000.00	50.00%
Pest Control	1,000.00	2,100.00	110.00%
Repairs/Maintenance-Labor	9,500.00	9,500.00	0.00%
Repairs/Maintenance-Materials	5,000.00	5,000.00	0.00%
Roof Replacements	46,500.00	0.00	-100.00%
Miscellaneous	0.00	4,000.00	
Total Buildings	72,000.00	35,600.00	-50.56%
Roads & Driveways Maintenance			
Crack Cleaning/Filling	0.00	7,871.00	
Total Roads Maintenance	0.00	7,871.00	
Funding of Funds			
Capital Replacement Fund	0.00	0.00	
Working Capital Fund			
General	30,305.00	1,500.00	-95.05%
Building Updates		0.00	
Lawn Improvement		0.00	

Patio Leveling		0.00	
Road & Driveway Crack Cleaning/Filling		0.00	
Road & Driveway Sealing		0.00	
Road & Driveways Resurfacing		0.00	
Road Repair & Improvements		0.00	
Roof Replacements		0.00	
<b>Total Funding of Funds</b>	<b>30,305.00</b>	<b>1,500.00</b>	<b>-95.05%</b>
<b>Property Management</b>			
Landscaping and Winter Plowing	43,873.00	46,964.00	7.05%
Fertilization, Grubs, Lime	10,700.00	9,730.00	-9.07%
Tree Maintenance	2,900.00	2,900.00	0.00%
Other Winter Maintenance	1,700.00	1,866.00	9.76%
Plow Damage Repair	0.00	4,000.00	
<b>Total Property Management</b>	<b>59,173.00</b>	<b>65,460.00</b>	<b>10.62%</b>
<b>Utilities</b>			
Electricity	1,150.00	1,344.00	16.87%
Trash Removal	4,740.00	5,214.00	10.00%
Water - Hydrants	200.00	220.00	10.00%
<b>Total Utilities</b>	<b>6,090.00</b>	<b>6,708.00</b>	<b>10.15%</b>
<b>Total Expense</b>	<b>184,958.00</b>	<b>150,127.00</b>	<b>-18.83%</b>

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## Fiscal Year 2025-2026 Budget Information

2025-06-16.01

### --PRELIMINARY FOR REVIEW--

The LHE Board is presenting a budget with an annual Total Expense of \$150,127.00. Of this amount, \$11,871.00 is expended from existing Working Capital funds. The monthly condo fee is based on a **Total Assessment of \$138,256.00**. This year's budgeted Total Assessment is *\$202.00 less* than last year's.

You may recall that last year's budget was not balanced. At the meeting, the Budget Report's Total Assessments value was changed from \$138,450.00 down to \$131,760.00. This reduced the monthly condo fee assessment for fiscal year 2024-2025 from a projected \$321.00 down to \$305.00. The budgeted expenses exceeded the budgeted income by \$6,690.00.

The monthly condo fee for fiscal year 2025-2026 is \$321.00/month, an increase of \$16.00/month (\$192.00/year). This provides a balanced budget.

### Notable Budget Notes

**Accounting Services:** Estimating a slight increase.

**Bank Service Charges:** The Board is using the M&T Bank's Treasury Check Approval security service that allows the Board to review an image of each check before approving its payment.

**Bookkeeper:** Hourly rate was recently raised to \$40.00/hour, an increase of \$5.00/hour.

**Legal Fees:** Fees associated with research on the proposed Amendment to restrict non-corporate unit ownership will be invoiced in July.

**Painting:** Painting was \$16,500 last year.

**Repairs:** Held flat.

**Pest Control:** Pest spraying is late this year. The budget shows this June's pest control at \$1,000.00 and an estimated 10% increase for next year.

**Crack Cleaning/Filling:** Funds for this project come from Working Capital and are not included in the fee assessment.

**Buildings/Miscellaneous:** Street lighting repair. Some lights need more than a new lightbulb. Reserving funds for unknown expense.

KnoxBox® secure key storage purchase and installation. Provides the Peterborough Fire Department (and only the Peterborough Fire Department) with access to units. Funds for this project come from Working Capital and are not included in the monthly condo fee assessment.

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**Funding of Funds:** The Board set the monthly monies transferred to the Working Capital Fund at \$125.00 with the plan that additional funds will be raised for specific long-term projects. Please see the *Saving for the Future* section of this document for more information on the Working Capital Fund and what the Association should be doing to ensure a sustainable future.

**Landscaping and Winter Plowing:** Previous budgets had categories such as “Spring Cleanup,” “Bed Maintenance,” “Mowing,” “Plowing,” etc. The Griffin Property Management contract is structured as a flat monthly fee for most services. (*Note: In fiscal 2026-2027, the Griffin base contract will increase by \$938.82. A condo fee increase of \$2.18/month, \$26.16/year*).

**Fertilization, Grubs, Lime:** Not included in the Griffin base contract and being completed by Surf & Turf this season. This line item is projected to be reduced to \$6,300.00 in fiscal year 2026-2027.

**Plow Damage Repair:** Not included in the base Griffin contract. The Board is planning on \$2,000.00 per year. The budget spreadsheet shows \$4,000 because last winter’s plow damage repair will be invoiced in fiscal year 2025-2026, not last fiscal year, due to our timing of the transition to the new contractor.

**Electricity:** Eversource announced an approximately 12% rate increase starting in August. Note that our actual electricity usage is typically under \$10.00. The bulk of the expense is base delivery fees and taxes.

**Trash Removal:** Estimated 10% increase.

**Water-Hydrants:** Estimated 10% increase.

### Optional Expenditures

**NOTE:** *Contractor quotes are pending for some of the following. Pending quotes are noted as “TBD.”*

The Board is presenting for consideration two additional yearly expenditures which have been requested.

**Tick Spraying:** We have a quote from Surf & Turf of \$1,800.00 for one application of a tick pesticide with discounts for additional applications per season. Please see the *Tick Information* section later in this document which was provided to us by Nick Gladke of Surf & Turf.

**Question for the Association:** How many tick pesticide applications should the Association budget for each fiscal year:

- 0: No tick pesticide application.
- 1 at \$1,800.00/application. Increases the monthly condo fee by \$4.17, \$50.04/year.
- 2 at \$1,700.00/application. Increases the monthly condo fee by \$7.87, \$94.44/year.
- 3 at \$1,500.00/applications. Increases the monthly condo fee by \$10.42, \$125.04/year.

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**Additional Field Mowings:** The Association traditionally mows the field twice a year in June and then in late summer/early fall. The Board has received a request to have the Association consider mowing the field more than twice a year.

*Question for the Association:* How many additional field mowings should the Association budget for each fiscal year:

**NOTE: The Board is awaiting an estimate from Griffin Landscaping.**

- 0: No additional mowings
- 1: An additional mowing in July at **\$TBD**. Increases the monthly condo fee by **\$TBD**.
- 2: An additional mowing in July and in later summer/early fall. At **\$TBD/mowing**. Increases the monthly condo fee by **\$TBD**.

### **Saving for the Future**

Members of the LHE Condo Association Board act in good faith to ensure that the business of operating the association is maintained in accordance with the rules and standards set forth by its governing Bylaws.

This year has proven particularly challenging as the Board recognized early on that it was time for a deep dive, especially since original construction began 36 years ago (Building #1 was completed in 1989).

Condo associations need Reserve Funds, which act as savings accounts, to cover future, non-recurring capital expenditures related to major repairs, replacements, or improvements of common elements like roofs, pavements, etc. These funds are essential for the community's long-term financial stability.

Properly identifying and funding Reserve Funds allows the association to cover significant expenses without resorting to sudden, burdensome special assessments on homeowners, thus avoiding unexpected financial burdens.

In order to determine the appropriate amount to save for the future, the Board conducted a reserve study or audit, which required a great deal of “overtime.” We analyzed the condition of common assets, obtained estimates from professionals, and have provided projected costs and timelines for their repair or replacement over the future.

Our priority moving forward, or “Planning for the Future” is to ensure that a portion of the regular homeowner assessments is allocated to purpose-specific Reserve Funds. These contributions will build up over time, making it easier to cover major expenses when they arise.

In addition to our regular responsibilities, the Board’s goal was to preserve our community's financial stability, maintain property values, and prevent future financial hardship for residents.

We hope you will find that our proposal is well thought out and includes options for you to consider and vote upon. Thank you for your consideration.

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The Board has identified the following mid and long-term capital improvement projects for which the association needs maintain a Reserve Fund to ensure a sustainable future:

- Building Updates
- Leveling patios
- Lawn improvements
- Road and driveways crack filling
- Road repair & improvements
- Road and driveways sealing
- New roof shingles starting in 24 years
- Roads and driveway resurfacing

The Board intends to present each of these items for a vote at the Annual Meeting. Monies transferred to Working Capital should be *earmarked* for either a specific purpose or the general fund. By identifying *why* the monies are being saved allows the Board, and the Association, to make decisions as to when projects should be expensed. This also isolates the funds so the Board knows those specific Working Capital funds are not available for other purposes. The fiscal 2025-2026 budget spreadsheet shows these earmarked categories under the *Working Capital Fund* category.

*Note:* Each additional \$1,000.00 raised for the *Working Capital Fund* increases the assessed condo fee by \$2.32.

### ***Building Capital Repairs and Painting***

Now that all the new roofs are in place it is time to turn our attention to the rest of the unit exteriors. Siding is aging and deteriorating; buildings need repainting to preserve the siding and reduce repair costs. The Board has a \$15,000.00 quote from Doug Payne for replacing the deteriorated siding on sections of Building #1 (Units 1 thru 4) and a \$10,000.00 quote from Matt Harwood for painting Building #1. Building #1 currently requires the most work, but all the buildings will eventually need more than the typical yearly touch-up maintenance.

The Board recommends expending \$20,000.00 of existing Working Capital funds in fiscal 2025-2026 for capital repairs and repainting of Building #1 during the summer of 2026 AND raising an additional \$20,000.00 of Working Capital over three (3) years to cover the remaining \$5,000.00 needed in fiscal 2025-2026 and for capital repairs and repainting in summer 2028. An alternative is to raise the capital over two (2) years for capital repairs on a second building during summer 2027.

*What we need to be saving to Working Capital now for Building Capital Repairs and Painting:*

<b>Capital Required</b>	20,000.00	20,000.00
<b># Years</b>	3	2
<b>Monthly Condo Fee Increase</b>	15.44	23.15
<b>Yearly Condo Fee Increase</b>	185.28	277.80

### ***Leveling Patios***

Several patios are tilting towards their units causing water to pool against the foundation. Two of the unit owners have already done their own leveling and would be reimbursed over time. The Board recommends budgeting for 10 patios over the course of 3 or 5 years. Patio work would be done as funds become available for at least four patios at a time.

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*What we should be saving to Working Capital now for Leveling Patios:*

<b># Patios</b>	10	10
<b>Cost per Patio</b>	2,000.00	2,000.00
<b>Capital Required</b>	20,000.00	20,000.00
<b>Number of Years</b>	3	5
<b>Monthly Condo Fee Increase</b>	15.44	9.26
<b>Yearly Condo Fee Increase</b>	185.28	111.12

### ***Lawn Improvements***

Two large areas needing repair/improvement are the area behind units #1 thru #4 and next to unit #29 near the corner of the upper road. There are additional bare spots needing reseeding throughout the community.

The Board has an estimate from Griffin Property Management for **TBD** to repair the area behind units #1 thru #4 and an estimate from Surf & Turf for \$1,800.00 to repair the area at the corner of the upper road. The Association can consider if they want to budget \$1,000/year for lawn improvements and then complete projects as funding accumulates and the Association approves.

*What we should be saving to Working Capital now for Lawn Improvements:*

<b>Yearly add to Working Capital</b>	1,000.00
<b>Monthly Condo Fee Increase</b>	2.32
<b>Yearly Condo Fee Increase</b>	27.84

**IMPORTANT:** LHE no longer has active lawn sprinklers. Before any lawn improvement is scheduled, the Board will require the adjacent unit owner(s) to agree, in writing, to water the area twice a day (early morning and noon) for at least two (2) weeks and then once a day for at least an additional week.

### ***Road and Driveways Crack Cleaning and Filling***

The LHE private roads and driveways are in reasonable shape but do need regular maintenance to avoid deterioration. The crack cleaning and filling is being done this July for the first time in ten (10) years at a cost of \$15,740.40. The contractor recommends having cracks cleaned and filled as frequently as every three (3) years. The Board estimates we need to save \$5,000.00 before the next maintenance. The following chart shows the options for saving up over three and five years.

*What we should be saving to Working Capital now for Crack Cleaning and Filling:*

<b>Capital Required</b>	5,000.00	5,000.00
<b># Years</b>	3	5
<b>Monthly Condo Fee Increase</b>	3.86	2.32
<b>Yearly Condo Fee Increase</b>	46.32	27.84

### ***Road and Driveways Sealing***



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Our asphalt contractor recommends applying a thin coating of sealant to protect the roadway and driveways and improve its resistance to water damage. The Board estimates the cost of this at \$15,000.00.

*What we should be saving to Working Capital now for Sealing:*

<b>Capital Required</b>	15,000.00	15,000.00
<b># Years</b>	5.00	8.00
<b>Monthly Condo Fee Increase</b>	6.95	4.35
<b>Yearly Condo Fee Increase</b>	83.40	52.20

### ***Road Improvements***

The upper roadway needs improvement to allow better water drainage. **TBD** Beth plans to speak with Adam Boulanger (asphalt contractor) in July regarding options when they are here doing the crack cleaning and filling to get options.

*What we should be saving to Working Capital now:*

***TBD***

### ***New Roof Shingles in 24 Years***

The shingles/materials on our new roofs have a limited warranty of 30 years. We're already six (6) years into that warranty as the first roof of this round was done in 2019, which means the warranties start expiring in 2049. If we assume the future round of roof shingling can also be done over six (6) years, we can start saving for the next round of roofs over a period of 30 years instead of 24.

This last roof shingling cost \$46,790.00. Let's round that \$50,000.00 and assume a cost increase of 50% to \$75,000.00 in 24 years. We are looking at a possible replacement cost of \$675,000 for all nine (9) buildings. Every year we don't start saving moves the Association that much closer to the end of warranty on the roofing materials and a higher monthly condo fee.

*What we should be saving to Working Capital now for Roof Shingling:*

<b>Per-Building Roofing Cost</b>	75,000.00
<b>Capital Required</b>	675,000.00
<b>Number of Years</b>	30
<b>Monthly Condo Fee Increase</b>	52.09
<b>Yearly Condo Fee Increase</b>	625.08

### ***Road and Driveways Resurfacing***

Much like the roofing shingles eventually need to be replaced, the roadway will eventually need to be resurfaced. The Board has no Working Capital funding recommendation currently as there are higher priorities.

### **Tick Information**

*Information provided by Nick Gladke of Surf & Turf Landscape Specialist, LLC*

...ticks do not live in the lawn areas. They do live in field grass, six inches or taller. The main areas to find ticks are cool, damp shaded areas including bushes, shrubs, stonewall areas, and any items that

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collect or hold water. East and northern sides of structures are haven for ticks due to limited sunshine in the early mornings or during the daytime.

At your particular location (*LHE*), I would suggest an application 360 degrees around all buildings including mailbox building (includes adjacent shrubs), rear shrub beds behind first buildings on left heading up Long Hill Drive, large shrub bed between second and third set of building and behind buildings on the upper most street. The shrub bed on the corner at the upper most street and the row of arborvitaes at the end of the street will be included as well. Lawn areas and tennis court areas not included.

I am state licensed for pesticides and recommend them over organic materials. Organics do not kill ticks, the products only repel as stated on label. Clients normally want ticks dead; thus, the use of pesticides is required. The effectiveness of an application is based on weather and precipitation. Normal efficacy is 60 days at max, 30 to 45 days are more realistic, however, rain does dilute the spray and reduces effectiveness. To be effective, it is suggested to apply once a month.

Ticks are present year-round until temperatures drop below negative 20 degrees to kill them. With this said, April to November are the strongest months to have tick issues, and May through October is when most people incur them as a result of being outside in nature. If three applications were made in June, July & August, it is better than nothing, four or five will give better results. To spray all areas as mentioned above, \$1800.00 each spray. Commit to three sprays, \$1700.00 each, five sprays, \$1500.00 each.