

MINUTES, BOARD OF DIRECTORS  
LONG HILL ESTATES AT PETERBOROUGH, A CONDOMINIUM  
SEPTEMBER 17, 2002  
UNIT #19

The meeting was called to order by President, Bill Waters at 2:15pm.

A motion was made by Rob Trowbridge, seconded by Tom Forman: That Bill Waters be elected President . Passed unanimously.

*Motion made by Tom Forman, Second Bill Waters, That Rob Trowbridge be elected Treasurer, Passed, Unanimously.*  
A motion was made by Rob Trowbridge , seconded by Tom Forman: That Jane Morrissey be elected Clerk (non-voting position). Passed unanimously.

A motion was made by Rob Trowbridge, seconded by Tom Forman: That the proposal submitted by Peterborough Landscape for plowing be accepted and the President instructed to sign a contract the 2002-2003 season. Passed:Unanimously.

A motion was made by Tom Forman, seconded by Rob Trowbridge: That the Administrative Procedure for Regular Board Meetings be adopted. Passed Unanimously.

The next Board meeting is scheduled for October 15, 2:00pm, Unit #19.

The meeting was adjourned at 3:00pm.

Respectfully submitted,  
Jane Morrissey, Clerk

Attachment: Administrative Procedure for Regular Board Meetings

*Approved: 10/14/02  
J. Morrissey, Clerk*

**ADMINISTRATIVE PROCEDURE FOR REGULAR BOARD MEETINGS**  
**(adopted 9/17/02)**

In order to(a) facilitate the orderly transaction of business and (b) provide an open forum for community input, the Board has adopted the following format for regularly scheduled Board meetings:

- 1) Up to the first 15 minutes will be devoted to community input. During that time, owners are free to ask questions, bring ideas forward, express concerns,etc. No business will be transacted and no motions will be heard. No minutes will be taken. Speaking time allotted to each person may be determined at each session based on the number of owners wishing to be heard.

The Community Input time is outside of the regular Board meeting, taking place prior to the regular meeting being called to order. There is no planned agenda

- 2) At the end of the foregoing period, discussion will be ended and the President will call the Board meeting to order. The meeting will proceed without interruption. This is the time for the Board to conduct business. Unit owners are encouraged to attend.
- 3) There are times when the Board may have to go into Executive Session due to the sensitive or personal nature of some issues. If that occurs, unit owners will be asked to leave.

# Peterborough Landscape

## Quotation

Date: 9/09/02

Company: Long Hill Estates

Address:

City, State: Peterborough, NH

Phone Number: 924-4194

Maintenance of Long Hill Estates

Guidelines detailed on list provided by Condo Association

Plowing - Driveways and Roads	\$200.00	200
small storm - over 2"	\$375.00	375
large storm - over 12"		475
Shoveling all areas - per time	\$200.00	200
Sanding all areas - per time	\$125.00	125
Loader - per hour with operator	\$75.00	75
Dump Truck - per hour with operator	\$65.00	65

If any given storm has an accumulation of less than 4" plowing will occur after storm for driveways but throughout for roads.

We define a storm to be within a 24 hour period or if a 6 hour break occurs between storms.

We will install wooden markers at ends of drives and at drains and any other obstacles. Two sand barrels will be placed along hill roadway.

Plowing of all driveways will be done with the electric plow to minimize damage to grass when possible

A deposit of \$750 is due prior to Nov 1st

500  
\$750.00

Thank You,

Jeff Balcom



Please sign and return 1 copy with deposit if accepted.     signed \_\_\_\_\_