

Agenda
LHE Board Meeting
13 August 2009, 9:30 am – Unit 11

Call to order

Approve minutes from previous meeting

Resignation of co-president & appointment of new board member

Set date of next meeting.

President's report (see handout). Items to be reviewed:

Unit 4, common area improvement: board participation offered
Unit 33, structural alteration: board permission given
Condo rules review: assigned to Bob Price
Boat in driveway: communication with owner
July 30 informational meeting (Greg, John, Ann)

Treasurer's report

Maintenance

John Norton's summer repairs; July statement
Owners' maintenance assignments corrected (added to John N's list)
Unit 32 issue – re-roofing request
Reassign John N's supervision

Siding & painting

Siding consultations w/ John Stanek, etc.
Painting plans confirmed with Matt Harwood

Grounds

Clearing above Building 9 (cost, frequency, etc.)

Landscape

Progress with juniper removal, front area pruning, etc.
Install ground-cover above Building 9? (consult with Deb Claffey)
Contract with Deb Claffey for long-term landscape design?
Hire arborist to trim white pine? (ice storm damage)

Pending business

Declaration Amendment & earlier bylaw amendment: to be registered.
Owners' maintenance assignments, follow-up needed.
Unit 9 window: current status, next steps
Rule about parking, etc.: board decision
Committee on "external replacements" – update

Adjourn

MINUTES
Long Hill Estates Board Meeting
August 13, 2009 – Unit 11

Call to order

Meeting was called to order at 2:10pm.

Present: Nancy Clarke, John Dolan, and Ann Lammers, directors. Midge Gibbons, clerk

Prior meeting's minutes

Minutes of the July 2, 2009 board meeting were read and were approved as written.

Resignation

A letter of resignation was submitted to the Board by Ann Lammers and was accepted with extreme regret.

Appointment of director to fill unexpired term

Moved by John and seconded by Nancy, to appoint Greg Lawn to fill Ann's unexpired term (through May 2010). Greg has expressed his willingness to serve. All in favor – motion passed.

President's report

(See detailed report, attached.)

Unit 4, common area improvement initiated by owner; board participation offered.

Unit 33, structural alteration: Board voted between meetings to give permission, pending receipt of copies of town building permit and contractor's insurance certificate. These were received on July 28th, and board permission was given. (See attached records.)

Treasurer's report

In Julie's absence, Ann reported that there will be adjustments to each owner's ledger, due to the change in condo fees. (\$240 monthly fee was announced at annual meeting. Fee was reduced by board vote in July, to \$230.) An invoice will be delivered to each unit owner with a note detailing the amount to be paid in September, to rectify small accounting discrepancies.

A motion was made by Ann to take \$247.50 out of the Capital Replacement Account to pay Deb Claffey for the removal of junipers. Seconded by John, passed unanimously.

Maintenance

John Norton and crew have been working hard since the rains let up. Trim has been replaced on six rear windows. Patios and steps have been pressure washed for those requesting it; sealant to be applied shortly. Contrary to letter sent to owners in early July, slider sills and garage door posts are the association's to maintain. John Norton has been asked to make those repairs where needed. A variety of other repairs are under way. John Norton's statement for July has been promised for this week or early next.

Siding and painting

Research is ongoing regarding the possibility of installing new siding. Various materials and methods have been investigated by the board, in consultation with professionals. Further research is planned before alternatives are offered to the association.

Painting to be done in September: Building 3, complete. Building 5, east side and one end. Parts of other buildings as needed. The mail kiosk and two small areas overlooked last year will also be painted at no charge.

Grounds

Dub's Shrubs will be asked to remove sand at the end of driveways at the south end of the lower road.

Parking rules

The board looked at three versions of a proposal to make the current parking policy clearer. After a discussion, the topic was tabled for decision at a later date

Handbook update:

The board is grateful for recent input from Bob Price on our resident handbook and board-generated rules. The LHE handbook was last officially updated in 2001. A fine revision, undertaken in 2004, was never approved or distributed to owners. The revision process is now being carried on by Marilyn Britton, who intends to incorporate rules generated since 2004. The updated handbook will come to the board for review.

Landscaping

It was agreed that Deb Claffey's landscaping job is looking very good. John Dolan will contact an arborist to trim broken limbs in the large white pine, damaged by the ice storm.

Bylaw amendment

Board considered a bylaw amendment, drafted by Ann and revised by our attorney, to enlarge the size of the board to five directors. Ann moved to accept the amendment as written and to bring it to the association as soon as convenient for approval. Motion was seconded by Nancy and passed unanimously. (See proposed amendment, attached.)

Reimbursement request

Board considered recent letter from owners of Unit 9 and reviewed its possible responses. Due to change in board membership, after brief discussion this matter was tabled.

Abutment committee

The committee report that they are concerned about activity at the property abutting Long Hill Estates to the south. They will look into it and give the board their findings.

Exterior replacements committee

The first meeting of the exterior replacements committee (concerning standards and appropriate sources for new windows and doors) took place this afternoon, 8/13.

The meeting adjourned at 5:45 pm.

Time and date of next meeting to be determined by Greg Lawn and the two continuing directors.

Respectfully submitted,

Midge Gibbons
Clerk

Attached: President's report; record of board vote; proposed bylaw amendment.

President's report (Ann Lammers), for August 13, 2009 meeting

First Comp – After receiving reinstatement notice from First Comp, asked our HUB agent to clarify. He writes that First Comp has now recorded our termination correctly.

Newsletter -- Wrote newsletter to owners, re: siding, painting, condo fee, etc.

Residents' lists – Requested electronic files from Marilyn Britton and updated the resident lists: 1) for resident handbook (all owners); 2) for use of BOD only.

Condo fee cover letter – Wrote cover letter to go with fee coupons. Julie prepared coupons and envelopes. Faith Hanson distributed to resident owners, noting deliveries on checklist.

Hand-delivery list – At Faith's request, prepared a complete list of owners for distribution of items, like coupons, to be used when delivery needs to be confirmed.

Correction of owners' maintenance info -- Confirmed with Greg Lawn, John Norton and Marilyn Britton that in our maintenance notices (early July) we should not have asked owners to repair or replace rotten slider sills and/or garage frame posts. The association is responsible for these items. Owners who had been asked to repair these items were informed of the error. A request for repairs at the affected units was sent to John Norton.

Supervision of John Norton – Since last board meeting, Ann has sent five faxes to John Norton (his preferred way to get information from the board). Consulted with him approximately once a week about progress on summer maintenance list.

Consultations about siding – In mid-July Nancy and Ann walked around with John Stanek. He recommends Hardiplank (cement board siding). He later confirmed that this material can be used on our buildings and offered to give us an estimate for one building. Ann requested the estimate. Cliff Pelissier (of Belletete's, P'boro) called to give references for local vinyl installers. Informal meeting held by Ann, John Dolan, and Greg Lawn on July 30th, to discuss what is known about our siding and the different proposals (as known so far) to replace it.

Painting plans – In phone call with Matt Harwood, agreed that he can paint all of building three, half of building five, and parts of other buildings, as discussed in our earlier walk-around with him. He will make small repairs, and will paint a few items that were overlooked in 2008 (the mail kiosk; the backs of two chimneys). Confirmed with Matt that as of now we plan to spend only \$12,000 on painting in 2009. Advised him that Greg Lawn will supervise his work. Painting to be done in Sept.

Unit 33 improvements -- On July 6th board learned of plans to install interior wheelchair ramp. Ann discussed with Bob Elliott (MDS Financial Director). "Approval Agreement" was signed by owner. Ann and Nancy reviewed architect's plans. Structural alterations, involving a bearing wall and header, were confirmed in email consultation with local architect. Ann informed owner that permission of board was required. Board voted (by email and phone) to give permission, pending receipt of copies of town building permit and contractor's insurance certificate. These were received by board on July 28th. Ann sent written permission. Work has begun at Unit 33.

Bylaw amendment, re size of board – Wrote draft amendment; sent to Gary Braun.

Condo rules review -- Discussed with Bob Price the urgent need for a review of LHE rules. He has agreed to take it on, if he can work at a leisurely pace. Copied handbook rules & additional rules & policy statements; handed them over to Bob, with a copy of the Resident Handbook.

Various discussions with owners –

1. Slider sill: A slider sill, installed privately by owner of Unit 4 last year, appears not to be pressure-treated and is touching ground. Informed owner that the association will replace it. Owner still intends to pay JW to install crushed stone under sill. At Greg's suggestion, wrote to owner asking her to let the association participate in this improvement to common area. Invited her to send JW's estimate to the board. Suggested we may pay half.

2. Windows:

- **Letter to Unit 28** – Wrote to the owner of Unit 28 to say the board had voted against reimbursing her earlier window repair.
- **Style of new windows** – Two owners called, wanting to install new windows and asking how to be sure the new units will comply with LHE bylaws ("substantially similar"). Referred them to Ed Hampson for info about window manufacturers. Owner of Unit 13 needs to talk with John Norton before replacing casement window, concerning replacement of trim. John has been asked to call him.
- **Ongoing exchange with Unit 9 concerning Nov. 2008 repairs** – Swansons replied to board letter of June 15th. Ann acknowledged their reply. Referred it to our attorney.

3. Boat parked in driveway for three weeks. Responding to an owner's complaint, Ann and Greg consulted LHE bylaws and rules. Ann wrote to Jane Morrissey for advice and collected info from two other Peterborough condos about their "boat" policies. Marilyn B. provided text of the letter she sent to owner of Unit 12 in 2008. Ann copied letters between board and boat-owner in 2003. On July 30th Ann, Greg and John D. discussed LHE rules & policies. Greg agreed to tell owner of Unit 12 to remove his boat within 24 hours and not bring it back. A rule is being drafted by John D, based on the rule at Colonial Square, to be offered at August 13 board meeting.

4. Unit 25, irrigation leak: Called Rainmaker and requested repair of leaking irrigation head behind Unit 25. They promised to send someone to repair it on August 5th.

5. Unit 32, roof complaint: Answered owner's request for re-roofing of building 8.

Finally -- Ann's resignation from board. With regret, and with appreciation to everyone on the board and in the community, Ann has to resign from the Board of Directors due to personal circumstances. Her letter of resignation is being submitted to the board as of this meeting. She expresses special gratitude to Greg and Selma Lawn, noting that Greg served, at the board's request, as an "extra" director while John Dolan and Nancy Clarke were out of town in late July. Greg has also indicated that he's available to be appointed to the board after her resignation.

Amendment to Bylaws – Number of Directors and Election to Board

Article III of the Bylaws

“3. Number of Directors. Effective as of the first election of Directors following adoption and recording of this amended Article III, Section 3, the Board of Directors shall be composed of five (5) persons, who shall all be Owners or spouses of Owners; provided that, in the event an Owner is not a natural person, any natural person having the authority to execute deeds on behalf of such Owner shall be eligible to be elected to and serve on the Board of Directors.

4. Election and Term of Office. Effective as of the first election of Directors following adoption and recording of this amended Article III, Section 4 (the “Next Election”), the terms of office of the Directors shall be staggered as follows: The terms of the three (3) Directors currently serving on the Board of the Directors shall expire at the conclusion of the existing, respective three (3) year terms of such Directors. The term of office of one of the Directors elected at the Next Election shall expire at the time of the 2010 annual meeting of the Unit Owner’s Association, and the term of the second Director elected at the Next Election shall expire at the time of the 2011 annual meeting of the Unit Owner’s Association. Thereafter, each Director elected shall serve a term three (3) years. Each Director shall hold office until his or her successor has been elected in accordance with the terms of these Bylaws.”

As to the bylaw amendments, I revised your suggested language some and my draft is attached to this email. If the amendments are adopted, please contact me prior to recording the amendment to assure that the manner of signature on and recording of the amendments is compliant with NH law. I have a template in my computer system for a certificate of amendment which should really be used whenever amending your condo documents, and I will be glad to insert your amendment language into such certificate prior to recording the amendment at the registry. (Gary Braun, 8/12/09)

Ann C. Lammers
35 Long Hill Estates
Peterborough, NH 03458

13 August 2009

The Board of Directors
Long Hill Estates at Peterborough, A Condominium
100 Long Hill Estates
Peterborough, NH 03458

Dear Nancy and John,
and dear Midge and Julie,

Due to personal circumstances, as you know, I must step down as Co-president of the Board of Directors of Long Hill Estates. I am also resigning from the board at the end of today, Thursday, August 13th. I regret having to take this step.

I want to thank you, and everyone else in the community who has volunteered so generously in the last three months. I've enjoyed doing the business of LHE, and learned a lot in the process. (I've also been grateful to everyone for understanding it truly *was* a learning process.)

A structural change, increasing the size of the board, would make it possible for more people to share in the work of leadership at Long Hill Estates, which would lighten the load appreciably for each board member. I hope that a bylaw change on this subject can be implemented soon.

The newly reconstituted board will face challenges, but I hope you'll have fun, too. I'll still be here and ready to help in whatever capacity the board thinks I can be useful. Once things stabilize a bit in my professional life, I'll be able to volunteer more of my time than is possible now.

It's been a privilege to participate so fully in the life of the community, and I look forward to doing so again in the future.

Best wishes to everyone,

Ann

From: sonnetrnr@earthlink.net
To: Nancy Clarke home; John Dolan
Sent: 7/19/2009 12:38:26 PM
Subject: letter to MDS

Hi Nancy and John,

We need to take action as a board, even while vacations are going on. Nancy, I hope this reaches you before you leave. I'm attaching the draft of a letter I'm preparing to send to the finance manager of MDS, Bob Elliott. Would you both please read the attached draft letter, and tell me what you think about sending it? Also, assuming Bob submits the two further documents I've asked for, would you vote to give board permission for this alteration to Unit 33? I think we all agreed in principle that we want to support this remodeling, for Scott's sake.

Ann

From: Nancy Clarke
To: sonnetrnr@earthlink.net
Cc: John Dolan
Sent: 7/19/2009 5:52:19 PM
Subject: Re: letter to MDS

Hi Ann and John,

Ann's letter is constructed very well and states any concerns we might have and why this structural change needs to make sure we have the town's building permit as well as a copy of the contractor's insurance certificate. Once these are received I vote in the affirmative that MDS be allowed to continue with this project in Unit 33 for Scott's well-being.

Nancy

From: sonnetrnr@earthlink.net
To: clarke21@comcast.net
Cc: John Dolan; midgegibbons11
Sent: 7/19/2009 6:09:11 PM
Subject: Re: letter to MDS

Thank you, Nancy. I'll add my own affirmative vote. That makes two votes out of three, so I'm going to mail the letter tomorrow. Bob Elliott needs to hear from us as soon as possible.

Ann Lammers -- Southern New Hampshire
sonnetrnr@earthlink.net

From: sonnetrnr@earthlink.net
To: Nancy Clarke home; John Dolan; midgegibbons11

Cc: lawncottage@comcast.net
Sent: 8/3/2009 12:54:11 PM

A piece of official board business was done last month between meetings. It concerns the structural alteration at Unit 33 (wheelchair ramp). Our bylaws say that when the board votes between meetings, those votes must be recorded in writing. This clause has been interpreted by recent boards to include email messages. Regarding the decision about Unit 33, I received Nancy's emailed vote. John voted by phone, however, since he had no access to the internet while on vacation. John, would you please copy the following motion into an email, and confirm your vote?

On July 19th, between board meetings, Ann moved that the board should approve sending to the owner of Unit 33 (Bob Elliott, the Financial Director at MDS), a letter, dated July 20th, explaining why written board permission was required for the owner's planned structural alteration (installing an interior wheelchair ramp). The motion continued: the board should agree that as soon as two more documents were provided by MDS -- copies of the Town building permit and of the contractor's insurance certificate -- Ann was authorized to send the board's written permission for the project to proceed. Affirmative votes were cast in writing (email) by Ann Lammers and Nancy Clarke. A third affirmative vote was cast by John Dolan, on the phone, pending written confirmation.

Ann Lammers -- Southern New Hampshire
sonnetrmr@earthlink.net

From: [John Dolan](#)
To: [Lammers Ann](#); [Clark Nancy](#)
Cc: [Gibbons Midge](#)
Sent: 8/4/2009 8:02:50 AM
Subject: Unit 33

I approve giving permission to the owner of Unit 33 for the requested structural alteration.
John D.