

LONG HILL ESTATES
Board of Directors Meeting
Monday, December 10, 2001

Present: Marilyn Britton, Rob Trowbridge, Bill Waters
Guests: Ann Thayer, Tony Nichols, Evelyn Morrison, and Steve Vanni
Clerk: JoAnn Hall

I. Call to Order: The meeting was called to order at 1:50 p.m.

A. Review of minutes, with amendment, of meeting of Nov. 5. No comments. Moved, seconded and approved.

II. Old Business

A. President's Report. Marilyn wanted added to the current President's Report that she had gone to Town House to copy building plans and we now have a full complement of plans, both "as built" plans re placement and proposed architectural plans for the buildings. Marilyn read letter Rob wrote to the Town (copy attached) asking that the town take over maintenance of Long Hill Rd. and that this request be added to the warrant for the next Town Meeting with Selectmen's approval noted. Petition has been filed with Ed Betz so that inspection can be made. Report accepted as read for the record.

B. Outstanding Issues

1. Anrik: Marilyn has reminded Anrik that we're still waiting for estimate on water usage. Still waiting.

2. Tree work: Had okayed \$ 750 but work not yet done. Bill will follow up.

3. Marilyn noted that at Nov. meeting she had had questions of Rymes about certain terms in their contract that we had signed. Answer: They own the tanks and the pipes, up to the meters, so our responsibility is from the meters into the units. Bill Waters commented that he hadn't signed and doesn't intend to—he wants evidence of insurance they carry, detailed list of what is done at the inspection (not just "satisfactory"). Marilyn urged Bill to follow through on his questions to Rymes re liability, inspection details, etc. Also noted that they had converted cu. ft. to gallons, and had given 10 cents per gallon off (not 10 %) and till the end of month to pay. In later discussion Steve commented that he had found a disconnected duct, which Rymes had not found, and others might have them too. Some discussion followed on the current York furnace problem on the first street.

III. New Business

A. Treasurer's Report as of Nov. 30. Things look good. Everything is on budget, any appearance of imbalance is only a matter of timing. Capital reserves are up, total assets up, checking up, working capital is up, everything looks healthy. Rob hopes to go to accrual basis next July 2002, rather than cash basis, when we go onto new budget, which will simplify things. Comparative Balance: \$67,909. We have been billed \$2500 for roof analysis by Boston Building Consultants (BBC). Rob thinks and all agreed that we should ask for an adjustment of that price--Marilyn said lots of things missing. Logistical and liability problem will be solved by LHE's buying a ladder for a consultant to use. Absolutely no one else must use it.

B. Procedure for Paying Contract Work Involving Insurance. Very long, complex

discussion ensued on whether and/or how the Association is/should be involved in paying the contractor for work in which the Association has some responsibility—e.g., ice dams. Tony Nichols pointed out that he has had to collect from two different entities—the owner and the Association (from its insurer). Bill maintained that the owner should have sole responsibility for paying the contractor, from whatever source(s) the money comes and that Ass'n should not be involved. It was finally agreed that all owners should be notified that if they have a claim, they should call their insurance company, hire a contractor and get an estimate, determine whether it's over the now-deductible amount of \$1,000 and then contact the CAU (Ass'n insurer.)

C. Insurance Companies. Bill W. has been in touch with Chris Snow, who is going to five insurance companies who all deal with condos and who will all provide proposals for Ass'n to look at.

D. Roofs. Analysis obtained by Marilyn from BBC has a number of things wrong or missing (see attached). A very extended discussion followed on details of all the points and difficulties mentioned in the attached report, including fact that each would cost several thousand dollars. Tony and Steve Vanni contributed greatly to the discussion. Ultimately, Tony proposed, and Steve supported it, that we use the Grace Ice & Water Shield, covered by self-adhesive two-ply Lo-Slope manufactured by Moncey-Bakor, all the way up to the window sill above and up to the edges of the sky lights. Those products are guaranteed and Tony said he would guarantee his work—he has done many roofs and there have been no leaks. Cost would be under \$1,000. Tony warned that, of course, the sky lights themselves could leak if the seals gave out, but that is not a roofing problem. The BOD agreed with that approach. Will discuss matter of one-ply vs. two-ply later for future use; difference in cost not known. Will do one (#4) first as an example and the BOD will pay. Three roofs definitely, maybe four, need to be done.

On Main Roofs: Tony has proposed that, to save money, we now get only shingles and rubber water shield for two main roofs at \$11,000 (the price will only go up) and pay for other materials when we pay for labor. Plan on Bldg. #4 in late 2002 and Bldg. #5 in late 2003. Total cost would be \$21,400 for Bldg. #4 and, one year later, \$22,600 for Bldg. #5. Those prices represent \$5,500 for shingles and rubber, with the balance for labor and other misc. materials (nails, etc.). Tony will store materials free of charge. Rob suggested that, as insurance if asked, we get other bids. It's been three years since that's been done. Should do that before buying shingles. Rob and/or Bill will take care of it.

IV. Other Business

A. The treasurer noted that Mrs. Greene is only person outstanding; will discount \$50 on each unit and bill each unit \$50, with "overdue" stamp and putting penalty clause into effect—\$25 per day after 30 days.

B. Landscaping - Not covered here—separate meeting.

V. Adjournment - Adjourned at 3:35 p.m.

Respectfully submitted,


Jo Ann Hall, Clerk

Next Meeting: January 14, 2002 at 1:45 p.m.

President's Report for 12/10 BOD meeting

- 11/3: Purchased 40 3-hole, black binders for new by-law books and labels for same.
- 11/5: Asked by several unit owners to let Rymes in when they come to clean furnaces....Rymes schedule was posted on bulletin board. Rymes made appointments with each owner.
- 11/6: Rec'd Anrik's invoice for system shutdown...hourly rate \$125 when our contract called for \$85. They had gone up as compressor chgs had increased, but we hadn't been notified, so bill adjusted.

Lts. to contractors and unit owners of #2 and #18 re: association insurance payments (checks enclosed) and advising both that owners are responsible for \$1000 deductible.

Met with Mr. McKenna (well digger). Left a message with Anrik asking for our total daily water use to get to him. Rick will go over our records and our system and give us as accurate a figure as he can...it may be a few weeks...he is shutting down systems now.
- 11/8: Rec'd a written message (unsigned) re loose shingles over units 10&11. Will pass on to Tony as Tim is going to be working on buildings 3-9 for shingle replacement/repair.

Rec'd statement from Masiello Rlty for my signature at request of unit 34 owner that she was asked for by a prospective buyer. Will ask Jeff Crocker if this "implies" we will have to follow the engineer's recommendations.

Rec'd ltr. from Manchester law firm, Niederman, Stanzel & Lindsey, re: subrogation of insurance money paid by Hanover Ins. (Ass'n. Ins. at the time) on #4 water damage claim. I may have to testify. Will ask Jeff Crocker about this also at a brief mtg. I asked for on 11/14.
- 11/9: TruGreen closely checked bare grass spots behind bldgs 2&4....some spots from dog urine, and some near pine are from acid and lack of water as pine roots get water instead of grass. At end of bldg. 9 was from dry. He fertilized both areas (no cost) and suggests in spring to mix new soil with current soil, add PKP fertilizer, seed, water.

Rec'd ltr from Westport Ins. re: cancellation of our ins. automatic renewal as of 1/13/02 because of 25% cost increase. We will have to ask to have it renewed. Cost TBD. Bill will look into other companies after he finds out from Chris Snow, our CAU agent, who he's asking. Chris said this ltr required by NH law because of possible large cost increase.
- 11/10: Will begin hand delivering a list of owners for Handbook for Residents requested many times over the last several months. It contains names of interested owners and will be delivered to same.

Bill and I OK'd approx. \$750 for tree work...we added dead tree near dumpster...cut, take away. I took low branches off pine between 16 & 21 so Forman's could see incoming traffic.
- 11/12: Met with Roofing Engineer (Bob)...discussed mostly sunroofs, materials and proper methods. He will send us a plan, (PVC) and recommend area roofer. He concurred that our main roofs were in need of replacement...fiber glass/asphalt used not good. Tony didn't come.

Met with Bill re: Budget and actual costs of Irrigation, Fertilization, Mowing, etc. to check against a new proposal from a VT company that does all of those.

Pg 2 ... president's report for 12/10 BOD meeting.

11/14: Met with Jeff Crocker re two earlier questions. Gave his advice to Bill and Rob on unit #34 issue. We decided to call current owner and say we cannot sign statement she asks as legal counsel has concerns as to what that could imply for association.

Jeff's advice on insurance issue was to cooperate fully, which I have done and intend to continue doing. He doubted it would get to court (??) I returned form they requested.

Rymes service manager, Shawn, reported cracks in heat exchangers of several York furnaces on lower level...premature failure. He brought in someone from a Hillsboro company for an opinion on solution. I put out a notice on bulletin board, and mailed it (certified) to all absentee owners with a more detailed cover ltr. advising of safety re: carbon monoxide. Rymes will eventually send a certified ltr to each unit owner that has a crack and report that to fire chief. We will call an evening meeting of ALL unit owners on lower level as soon as they have more facts on problem and solution. May also need different ductwork. Serial numbers on furnaces say they are out of warranty, but we might get a better individual price IF we all got our new furnace and installation from same company. We also dealt with short list of units Rymes had not checked yet...

11/15: Met with Tony...he'd had a family medical emergency Mon. He can meet with us when we get the engineer's draft report. He has serious questions about PVC. If possible, Sat/Sun he will be fixing main roof shingles of bldgs 3-9, lantern repairs, and fall gutter clean out.

Got a call from Shawn at Rymes asking for a Mon or Tues meeting of all 1-28 unit owners. Set an emergency meeting for Tues. Nov. 20 at 6:30 p.m. at UCC Church on Concord St. Put a notice on bulletin board and Sun. night Helen Liscord (unit #25) will do a reminder call and I will call all absentee owners Sat/Sun.

Rob and I met with Pam Brenner on Town water issue. Agreed on compromise of \$4500 - (\$1500/yr) with payback of 3 years...4 if needed. Will sign agreement when it comes. We also discussed need for us writing a ltr to selectmen with request for a warrant article with their recommendation on town taking over Long Hill Rd. Rob will write ltr.

11/17: Left message for Fire Chief on furnace problems. We will talk Tues a.m. when he's back in town.

When talking to Steve Vanni (#4 owner, construction engineer) about Tues. emergency mtg., asked him for roofing contacts and if he could review Bob's roof report. He also has questions about PVC...installation MUST be by very qualified contractor, moisture can build up underneath and cause rot, etc.

11/20: Fire chief says Rymes correct about unit not safe if cracked and furnace should be replaced. We will talk further when he gets ltr from Rymes.

Meeting with Rymes/NorthBranch personnel about furnace cracks. Problem described as probably not enough airflow. They also had called York. Will test two units Mon after holdiday.

Gave Ed the grounds landscape questionnaire to go out with condo fee...waiting for next month as this month's mailing was all sealed ready to go.

11/26: Gave TruGreen \$600 liming invoice to Rob for payment.

~~Pg 3~~... president's report for 12/10 BOD meeting.

12/3: Held meeting with Robert Bethel of North Branch @ 4:00 as advertised...no one came, but three units quite interested; just could not make a commitment at that time.

Any further notations will be added to 12/10 BOD meeting notes.