

# **LONG HILL ESTATES CONDOMINIUM ASSOCIATION**

## **Board of Directors Meeting**

**October 12, 1998**

### **MINUTES**

A Meeting of the Board of Directors of the Long Hill Estates Condominium Association was held on Monday, October 12, 1998 at the SDE Building, Route 202, Peterborough, NH.

**Present:** Jonathan Hampson, Amy Myhaver and Cal and Ted Davison of Cardiff Management, Inc.

**Absent:** George Austermann and Treasurer, Whalen Dunn

### ***Call to Order***

The Meeting was called to order at 5:04 p.m. by Jonathan Hampson.

### ***Review/Approval of Minutes***

September 16, 1998 Board of Directors Meeting

Deferred.

September 27, 1998 Annual Meeting of Unit Owners

Deferred.

### ***Election of Association Officers***

Deferred.

### ***Old Business***

Jane Morrissey - Unit #10

Ms. Morrissey was present at the beginning of the Meeting to present her dispute regarding fees paid by her at closing of her unit on April 23, 1998, charges assessed to her unit subsequent to closing, and provisions of the Declaration and Bylaws according to the copy provided to her prior to purchase.

Jonathan advised that due to process and time constraints, that she would have a brief amount of time to present her dispute, but that the Board review and any decision would take place after she had left the meeting; a letter would be forwarded to her shortly thereafter.

Ms. Morrissey's prime complaint was in feeling the Association had been overpaid by \$25 by the title company and that the charges assessed to her unit thereafter were invalid according to her documents. She acknowledged that she had heard that there might be conflicting documents held by owners; she was advised that this did, indeed, appear to be the case and that the Board and Cardiff would be reviewing the recorded documents in detail for appropriate action to correct any flaws or conflicts. When Ms. Morrissey demanded legal review, she was advised that the Board would make an appropriate decision in this regard.

After Ms. Morrissey left, it was agreed Cardiff would write to Ms. Morrissey advising that the \$350 had been credited in accordance with the recorded documents obtained, that there would be a detailed review of the flaws and conflicts of the documents with the membership advised of appropriate action to be taken.

#### Draft Rule - Attendance at BOD Meetings by Membership

The Rule drafted by Cardiff was presented. Discussion, however, was deferred.

#### Declarant - Issues Status Review

There was a brief review of the status of the items to be completed by the Declarant. It was agreed that Ted would meet with the Declarant before Wednesday evening to review status.

### **New Business**

#### TJ Jarest - Present to Review Snow Contract

TJ and Gracie Jarest were present. Jonathan advised that overall residents appeared to be pleased with their performance.

They confirmed that sanding and plowing would be done automatically, as need was identified rather than on a call basis.

They were concerned that some residents in the past had asked that their driveways not be sanded. There was agreement by all that this was inappropriate due to risk. Therefore, a newsletter article will remind all that all driveways would be sanded.

Cardiff asked for the status of invoices for services over the past several months. They will research status of invoice for June through August, and provided the invoice for September.

#### Conflicting Documents - Review Options for Conflict Resolution

Cal will review the documents carefully and present a report for the Board of those areas of concern or conflict at a future date. Additionally, she will review any correspondence from the AG's office relative to the Declaration and Bylaws drafted prior to Registration.

#### Fiscal Year - Conflict with Documents

Cal advised that the recorded documents define the fiscal year as being the calendar year and that while advised that there had been an amendment to change the fiscal

year to July through June, there was no evidence of this having been accomplished. However, indications from the IRS were that the fiscal year had been changed with them.

After discussion, there was agreement by the Board that the calendar year was appropriate. Therefore, Cal will review with the IRS processes to revert back to the calendar year.

## **Other Business**

### Light in Mail Box Hut/Mail Delivery Problems

There are reports that the light in the mail box hut was out causing mail to be delivered to incorrect boxes. Amy will check with Glen for access (only Post Office has key) to determine which type of light fixture is in place, bulbs required, etc. Cardiff will then purchase several to be kept in the hut for replacements, as needed.

### Propane Bids

Ted had checked and was expecting bids to come in.

Cardiff advised that they did not have any contract for such services. In this regard, Amy will check the records provided by Tom to see if there is a current contract for review.

## **Management Report**

The Management Report was reviewed without further discussion.

## **Adjournment**

There being no further business before the Board, the Meeting was adjourned at 6:23 p.m.

## **Next Meeting**

Wednesday, October 14, 1998, 5:00 p.m. SDE Offices.

**Respectfully submitted,**

---

**Cal Davison, Scribe for  
Amy Myhaver, Clerk**

Date: October 12, 1998

To: Board of Directors  
Long Hill Estates Condominium Association

Fm: Cardiff Management, Inc.

Ref: **Monthly Management Report**  
**Financial: EOM 09/98**  
**Property/Admin: 09/17-10/12/98**

### ***Financial***

#### Revenues

##### Association fees:

YTD Budget	13,500	
YTD Actual	<u>13,010</u>	
YTD Variance	490	3.6% under budget

##### Total revenues:

YTD Budget	13,500	
YTD Actual	<u>13,055</u>	
YTD Variance	445	3.4% under budget

#### Expenses

YTD Budget	12,375	
YTD Actual	<u>6,588</u>	
YTD Variance	5,787	53.2% under budget

Primarily due to not having received invoices from TJ Jarest since June.  
(see below), as well as less than anticipated repairs and maintenance  
expenses.

#### Delinquencies

Hafeli, #8, \$140.

Dunn, #13, \$155.

Lethco/McDowell, #28, \$280. Notified us they were moving and so would  
be sending payment.

## **Property**

### Irrigation System

Called to determine when irrigation system would be shut down. Advised it was in progress for week of October 5.

### Painting

Contractor got a bit behind due to rain. However, anticipates being on site to do the work during week of October 12.

### Snow Management Contract

Have contacted TJ Jarest to attend 10/98 BOD meeting to review snow management contract.

## **Admin**

### Annual Meeting

The Annual Meeting was held on Sunday, September 27 at the Monadnock Hospital. Quorum was reached by having 19 Unit Owners represented either by attendance or proxy.

### Purchase Charges

Those that were charged according to one set of documents later found to not be correct have now been credited. We are researching others that may have been charged before we took over to determine if this may have also happened to others. Those who were charged and then paid, are being notified of the credit.

### Newsletter

We have started the next newsletter. Are waiting for comment from BOD regarding inclusion of draft minutes of Annual Meeting and any latest update re Declarant.

## **Letters to, Letters from...**

To Forman, 9/18/98 advising we needed to make arrangements to pick up all records from him. From him, 9/18/98 advising he would either turn them over to us, or give to Amy. Note: we later heard he had given them to Amy Myhaver.

Fm Green, #9 & #12, 9/20/98 asking when repairs to her roofs would be done. To her, 9/22/98 advising we had never heard of any problems and asking that she advise where leaks were presenting themselves so that we could schedule any repairs needed. Note: we have not heard back from her as of 10/12/98.

Fm Huot (Declarant) Letter of Intent draft and to her regarding BOD's acceptance forwarded by Jonathan Hampson, 9/20/98. Final Letter of Intent received from Huot, 9/21/98.

Fm Forman, #21, 9/21/98 advising dog from #31 was allowed to foul common area (sidewalk fitness center, grass)' asked that they not be identified as the one's lodging the complaint. To #31, 9/25/98, reminding them of dog rule, etc. Fm #31 saying they did not allow their dog to foul common area and asking for identity of who reported them.

To TJ Jarest, 10/4/98 asking for invoices as we had not received any since June for service in May.

Fm Waste Management, 10/1/98 advising that they had merged with USA Waste and, therefore, invoices would begin coming from Cheshire Sanitation/Waste Management of Keene.