

**Longhill Estates Condominium Association**  
**Board of Directors Meeting**  
**Thursday, May 17,2001**

**Call to Order:** The meeting was called to order by MB at 2:00pm.  
**Present:** Rob Trowbridge, Marilyn Britton, Bill Waters.  
**Guest:** Bert George #36and Joann Hall unit # 32.  
**Minutes:** Sandhy Kale,clerk

**Review of previous minutes:**

3/12/2001: Reviewed & Approved with amendments as follows:-

pg 1-We are paying approximately \$30 -\$50 per sunroof work.  
We have obligated to pay out \$15000/- so far for winter snowremoval.

pg3- Annual meeting on Sept 16th ,2001 at 2:00 pm  
Place to be announced.

1/15/2001 meeting minutes:-Enlargement of BOD-BOD will execute Ed Juengst as an Assistant Treasurer and he may sign checks on emergency basis. Motion was passed unanimously.Rob Trowbridge to check on signature cards for Ed Juengst and Bill Waters and see if we need all new cards when we add any new names.

**Old Business:-**

- Review of President's report- Amended and Approved  
Peterborough Township and aWater bill- After discussion BOD statement came as 'We have responded to the Township that we havenot received any bills and we donot owe the Township any amount as per our records.  
Insurance Estimates for repairs of #18 garage ceiling was \$1968/- .The deductible amount of \$1000/- should come from unit owner's home insu.  
Estimate/cost for #18 and 19 roof was \$2980.00. There was another bill for \$25.00 for minor items.Tony N.did the job.If insurance company has any issues ,Tony N. would handle them.

Rest of the report accepted,with

Attachments:-1] Addendum to President's report.

2] Proposal by Hal Baird Paving &contracting Inc.

BOD had a short meeting with Mr. Baird himself at 2:30 pm -2:55pm about the paving .After Mr Baird 's meeting was over there was discussion re.

better rates bet .two proposals.BOD had in consideration  
BOD detered the decision for next working meeting.

3]Road sweeping of LHE-corrospondance with Township.  
Township cannot do sweeping with their own machine.

4]By-law Amendments

5] Petition re Longhill Road to be owned by the Township.Dated today's date and presented to selectmen's office in person.



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6]Corrospondance with Arel Law office re Waterbill from township.

7] corrospondance to unit owners .

8]Winter contract draft for snow removal with Tom Keenan

### New business:-

- Treasurer's Report-Reviewed and Accepted as of May17th2001.[Attachment#9, pgs-5]  
**Total current assets are 79405.51.**  
Prepaid amount for shingles-13,800.00.  
Unpaid charges for painting -333.30 which is due on July 1st.  
All the dues and the fees have to be paid atleast three days prior to the annual meeting date to establish your right to vote on any issues at the meeting.
- Any unpaid fees will be treated as a lein against the unit seller  
Treasurer's report's following expenses were noted-
  - Road cracks patching- \$1000.00
  - Landscaping ,mulching- \$450.00
  - Land scaper- \$3750.00 ,just turned in.[so not in the report]
- Review of Draft for Winter contract will be in June2001.-Marilyn will do the suggested changes.
  - A meeting with Tom Keenan in summer before next year's budget meeting .This budget meeting must take place before Jun.30th.It is planned on Jun. 14th ,2001@ 3:00pm.
- Final review of Bylaws amendments.A copy will go with next month's mailing to all unit owners.
- The budget meeting must take place before Jun.30th.It is planned on Jun. 14th ,2001@ 3:00pm.
- Annual meeting will be changed so that all the BOD members could attend. It will be on Sept 19th,2001 at 7:00pm ,for voting on Bylaws, Amendments etc.
- BOD plans to have an informal Open house in Aug.so people can ask any Qs etc before the annual meeting.

### Other Business:-

- Marilyn presented a plaque for Tom Forman using Rob T's motion of 3/15 meeting .
- Rob T. to follow with state and swanzy enggr's office about the street light and the repairs and end of the hill.
- Bill Waters to look into the cost of water from the township
- Rob T. to checkfurther with John McKenna on 'well'.
- Pavements of LHE roads- Mr. Baird-No decision made yet.

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- Roof situation- Tony will start with bldg#1 which needs repairs immediately.  
Sunroof cost estimates- Rolled roof-\$800.00  
Shingled roof-\$600.00  
NO.18's partial roof replacement will come out of Capital reserve b'cos it is a new roof.
- No.14's roof Tony will evaluate if it needs a new roof or repairs.  
Tony will keep watch on to get bargains for more shingles and buy by a truckload
- Tim Goodrich will be here to do the powerwash and then a few days later do the staining and Red doors that he missed.
- On the day of Powerwash two board members will walk with Tim to ask our questions.

**Next BOD working meeting on Jun. 14th, 2001 at 3:00 pm.**  
they will discuss the Budget, Winter Contract.

**Meeting adjourned at 5:15 pm.**  
**Next meeting on Tue., Jul, 17th at 2:00 pm.**

BOD thanked Sandhy Kale for all her help as our clerk and welcome Joann Hall for accepting this position as of July meeting.

President's Report for May 17, 2001 BOD Meeting

- 3/12) Received \$453 bill from Tony N. for sunroom shoveling and street light bulbs...gave it to Ed to pay.
- 3/17) At town meeting, town purchased their own street sweeper...asked Larry Ross, selectman, to find out if we could hire it for our two roads...followed up with letter...(see attached)
- 3/19) Drafted letter to Linda Fisher with update of amendments for her input (see attached final draft)
- 3/19) Re: Irrigation water charges from town for \$29,000+  
Called Jean Proux, former accountant - said she'd never heard about irrigation water - *Called Wilder plumbing I just left at that & Wilders shut down the meters at Enrich's request.*  
Called Lee Bruder, former president - left message  
Went through old records...water bills only for hydrants
- 3/19) Received \$21.85 bill from Tim Arel for amendment call...asked Ed to pay it.
- 3/19) Directed Tony N. to check #8 roof 'leak'...owner had called Bill W. No new leak...Bill to call her.
- 3/19) Spoke to Chris Snow/Trussell re: #18 roof leak...have \$2400 damage estimate to replace garage ceiling...he will call CAU and have them come...
- 3/19) Drafted certified letter\*\* to owners #1, 6, 9&12, 13, & 34 re: very outstanding forms due - (see attached)
- 3/20) Put Road Petition to Selectmen on bulletin board...asked owners to come to #16 to sign - (see attached)
- 3/20) Bill W. said Chris Snow would send me application form for assoc. workman's comp ...\$750 minus claims at end of year...Rec'd next day.
- 3/21) Filed former unit material (that Cardiff had held) into present folders. Reading through old records on several issues - sunrooms, sandpit easement, declarant, garage doors.
- 3/22) Asked Tony N. to look at reported loose shingle on #28 garage roof ridge vent...won't leak...but will repair when doing all loose, damaged and missing shingles this spring.
- 3/23) Unit #11 sunroom roof leaking again from rain.
- 3/24) Spoke to Grace Jarest (TJ landscaping) and Lee Bruder (former president) about their memory of irrigation water billing...Jarest knew town put in meters so should have known to read them...but had only called Wilder plumbing at season's end to have them take care of draining system...  
Lee Bruder did not recollect any bills for that...did know that the lower system was up and running before the upper one.
- 3/26) Anrik quote re: irrigation water use...our sprinkler system for one complete cycle of 20 minutes of approx. 6500 gallons. In asking for a company that digs wells, he gave me Skillings & Son (Mark Suprenant) 465-3500. Discussed with Rob re: putting job out to bid.-
- 3/27) Call from J.Hall #32...no hot water...Keene Gas checked...heater sitting in cement floor...water had put out pilot. Plumber said needed to be up on blocks...but would need to jack hammer out as it was permanently fixed to floor. Keene Gas said MUST shut off gas before this happens...In answer to plumber comment about this not being needed...I repeated it MUST be shut off.  
Discussed with Linda Fisher whose responsibility to finance #32...Association's if board gave permission and ok'd work...Owners, if not.  
J.Hall called former owners and they did not get board permission for putting in cement floor, etc.  
Asked Tony N. to uncover drain at end of upper street - covered with thick ice.

- 3/29) Discussed amendment questions with Linda Fisher...she will have to research intent for every "fiscal/budget year" housekeeping change to know which word to use and then we'll have to check with Tim (**no need...fiscal/budget yr. will coincide**). Discussed "slab" word for lower boundary of each unit..."was the intent that the floor of crawl space was lower boundary?" Will need to ask Tim.
- 3/30) SNOW STORM...Called Tony to say cars stuck in road...will need to help them get out when he plows again. Tony reported that #24 gave Tim a hard time when he was plowing earlier about plowing last, etc. Told Tony and Tim..."Just tell any complainers to call board".  
Also heard from #1...hadn't had any snowblowing done in front of garage or steps - Tony N. said he'd waited for her to move car...didn't, so he did the best he could do, but asked him to come back to blow...she had just had surgery.  
Call from T. Forman ....couldn't lower road be plowed cleaner? I agreed...left message with Tony...no response. Was done Mon. a.m. Needed to wait until snow softer.  
Call from #25...outside light had been pushed over by snowloader when plowing. Spoke to Tony N. and in checking found wires intact but top had come undone. He will replace that. At my request, Helen Liscord called me that evening to say light had come on...  
Asked Tony N. to clear off sunroom roofs of #8, 11, and 12 and main roof over #18 leak area.
- 3/30) Drafted letter to Tim Arel re: status of our research on irrigation water charge...ask his advice as to where we are now? (**see attached**)
- 3/30) Rec'd call from Chris Snow of Trussell...had I rec'd workman comp forms...told him yes, but do not intend to apply until we review budget overruns.  
I asked him why we hadn't received a call from CAU investigators re: #18 garage ceiling...he said we should have and he would check into it.
- 3/31) Rec'd mailing receipts \*\*re: overdue forms from unit 1, 6, 13 and 34. Have rec'd all overdue forms from units 1, 6, and 34. Have rec'd one form from units 9, 12. Have rec'd nothing from 13.
- 3/31) Have created a unit list for sunrooms, fireplaces/and kind, and mortgages...will be completed when all forms are rec'd.
- 4/2) Call from Bill W. re: #8 owner reporting she had called the town code office, Tom Weeks, to notify him of building project at #7. I spoke to Tom Weeks myself who said he really did need to look at the project and that he had no request for a permit, and then wrote a letter to Tom Webber, son in MD, and sent it by e-mail so he could call Tom Weeks asap. Calls and e-mails between Tom Webber and myself ensued (copies in file).  
  
Called Tony N. to do more cleaning up on lower road from Fri snow, to clear a drain on upper level that did not get done Fri, and to do #18 roof. And to ask Tom Keenan how we would be billed for any more snow storms, *God forbid*. by the storm or month. Ans: by storm.
- 4/3) Gave to Ed Juengst two more bills from Tony N. for sunroom roof clearing - \$150 & \$165. Got copy of Tom Keenan's latest snow removal bill for \$3700.
- 4/4) Called Chris Snow...no word from CAU investigators. His report said we'd been contacted. He'd check it out.
- 4/5) Glen Myhaver, #14, reported wet ceiling in cathedral room along wall nearest patio. He had removed some snow and ice...4/6 he reported more water coming in same place...I called Tim to get rest of snow off the roof...he reported no other obvious reason for leaking.

- 4/4) Had sent response to a 3/31 letter from #10, Morrissey, about plow damage. **(see attached)**  
Rec'd looonnnng letter in response...cc: to other board members...copy in file.
- 4/6) Rec'd call and letter from Anderson Adjustment Co of Salem...handling investigation into water damage for #18...set up app't time for Wed, April 11 9:30-10:00. Called Ann Hampson. She'll be home then.
- 4/8) Glen M. said leaks on #14 roof had stopped.
- 4/10) Tom Forman said sunroom roof of #21 had leak stains in corner...he removed ice...will add this to list of roof repairs needed.
- 4/10) Sign (UNITS 1-28) at beginning of lower road torn off and broken by plows...took into my garage...called Tim to fix or replace. He came for it next day.
- 4/11) Meeting with Wade Anderson (adjuster for CAU) at #18 re: ice dam damage to garage ceiling. He only wanted to do worst part...said frankly we thought WHOLE ceiling should be replaced as it all had been wet. Also gave him \$90 charge from Tony. N for removing ice initially...Called Chris Snow about issue...Call later in the day said agreement had been made to pay for whole ceiling replacement.
- 4/11) Board work meeting: Financial review due to overages on plowing...how to handle.  
Let owners know by letter with May condo fee mailing about possible deficit assessment. **(copy to clerk)**  
Let them know we decided to have budget year coincide with fiscal year...a new budget will come out for July 1. After consultation with accountant at that time, we may have deficit budget.  
Also overspent in repairs and maintenance and insurance.  
Decision made to buy workman's comp policy for association from CAU...\$750...after audit, return premium could bring net cost to \$221.00. Sent forms and check to Chris Snow for 5/1 effective date.  
Gave copies of possible insurance material for our rules book to both Rob and Bill for review for 5/14.  
Amendment wordings to go out in June condo fee mailing...Asking Tim Arel to check. **(see attached)**
- 4/11) Received most forms asked for in certified mailing...Unit #13 and #9&12 will have partial fines due to omissions and/or lateness....\$75 – Dunn #13, \$100 ea. for Greene #9 & 12.
- 4/12) Rec'd another concern about extra traffic and unsupervised children for unit #24 because of twice-weekly dance classes...This owner had also observed all the cars waiting for children had blocked path for cars getting to dumpster. Wrote a draft letter to #24. Bill wanted to do nothing, Rob suggested we ask latest owner to talk to #24 owner about her concerns, and we will back it up with a letter if her talk does no good. I spoke to concerned owner and she will think about it and get back to me.  
Also put up notice on bulletin board for everyone to observe 15 MPH speed limit.
- 4/13) Called Tim Arel asking about my 3/31 letter re: town irrigation water problem...left message with assistant.  
Left letters with Ed Juengst about #9 & 12 and 13 fines...he will add to next invoice.
- 4/14) Wrote e-mail to Jeff Balcom, landscaper...**(see attached)**  
Unit #10, Morrissey, had her front lawn tree broken in half by snowplowing.  
Sent letter to Lee, unit #4 owner...re: possible sale of his unit (in file).  
Spoke to possible buyer for unit #34, Muskie, as she had said she might sell in summer.  
Spoke to daughter, Patty Wheeler, of incoming tenants in #9...  
Spoke to several people up and down the street about NOT parking in street.  
Left 36 letters with Ed Juengst re: financial deficit to go out in next invoice mailing.

- 4/16: Worked up a winter contract draft after talking with Linda Fisher. At 5/17 BOD meeting plan to finalize for a review with Tom Keenan before June budget preparation. ...**(see attached)**
- 4/17: Rec'd an e-mail re: town hydrant flushing program for 5/7-25 to notify people about possible consequences...discolored water, low pressure, no water. Asking all to reduce use and do laundry during evenings and open cold water faucets til it runs clear...put on bulletin board.**(copy for clerk)**
- 4/17: Spoke to Jeff Balcom re: spring clean up. He will begin working where he can to prevent getting too far behind...spring so late. He will also pick up our sand for \$400...no need to get sweeper. I accepted. He also said he thought he could mow field less throughout whole season...it could get about 4-5 inches before they had to mow.
- 4/18: Spoke to Tony N. re: his billing rates. His normal snow removal fee is \$75/roof no matter what size because of the hazards of height, and possible damage to roof for which they'd be responsible. He had attempted to give us as much of a break as he could by charging \$35-\$50 depending on how many at a time (less travel time) and whether it was just snow or ice and snow. His regular manual rate is \$25/hr. Roof replacement labor rate is charged by squares. I expressed my approval.

Tony N. will be replacing center section of bldg. 5 with new shingles soon...estimate of \$2980 is for labor and all materials except shingles – (using new light color shingles that we have)

Gave Tony N. a list of leaking roof issues for estimates...main roof #14 over cathedral ceiling room, sunrooms of #11, 12, and parts of #8, 21 and 28.

- 4/19: Spoke to Tim Arel re: town irrigation water issue. He suggests:  
Bring our concerns and findings into town office before they make this a formal invoice.  
A cursory check turned up no state statute that says water chgs. are tax no mater what they call them.  
If needed, we can incur legal fees for more complete search on basis of several questions such as: three year limitation, "tax" issue and if non-maintained meters are indeed accurate, etc. Conferred with Rob: Wait for now. He also asked Ed Juengst (selectman) to hold if a formal bill comes in.

Wk of 4/23-27:

Visit from #4 owner, Mr. Lee. Questioned subrogation of \$9866.92 from credit collection co. for Hanover Ins. Jan.2000 water damage claim. I made inquires...Hanover's policy puts these items into hands of collection Co. Amount corrected: it included Servpro work, but also deductible that Mr. Lee had already paid. Could not reach Mr. Lee. Called his ins. for claim number so this can proceed.

Call from Fran Huntley, #30 to report water gushing from hose of #34...no one home. Shut off faucet. I checked...unfastened hose from faucet. Appeared to be no accident. Asked neighbors to be observant. Told owner when I saw her later in week.

Tony N. completed new roof over #18 & 19. \$2980 bill per estimate brought to Ed. Also \$25 bill for minor items. Insurance issues came up...If any problems, they would go to Tony. He is contractor we hired. He can hire family members without having workman's comp. Tim is sub-contractor for Tony. Asked them not to leave any light weight items on roof...shingle blew off in heavy wind. They will begin bldg. 1 roof replacement by 5/7.

Rec'd Anderson Adj. Co. estimate for #18 garage ceiling...\$1938.08. (copy in insurance file)  
Reviewed it with Tony N. A few minor questions.

Rec'd Arel ans. to amendment questions. (see attached)

Rec'd e-mail from T.Forman #10 re roof plans, etc...in file.

4/28: Rec'd letter from #10...will review my response with other board members at meeting Mon.  
Rec'd letter from #24...moving plans...mailed standard letter to owner

4/30: Working board meeting to discuss roofs, painting, roads and well.

Bill to check on local prices for shingles and roadwork.

Rob to answer T.Forman's concerns and check on well.

Marilyn to check with Tony N. on roof questions.

Marilyn's ans. to J.Morrissey read....mailed.

Bill and I will walk property with painter.

Gave Anderson's estimate to Hampson's for their insurance co.

5/1-5: Discussed roof issues with Tony N. "He can get a much better price directly from the mfg., especially if we get another full truck...he passes most of those savings on to us, but keeps some for his profit. It is contractor etiquette to work with contractor on this issue. We would not save much by doing another roof this year just to get a little off on two sunrooms roofs, and he couldn't do it until very late fall...if snow fell early, only part of roof would be done."

His price estimate at this time for sunroom roof replacements is \$600 for shingled and \$800 for rolled. He will be doing a complete roof inspection before starting bldg. #1 to see how many places have missing shingles.

Called Tim Goodridge (painter)...will be power washing in May...staining in June...briefly mentioned our concerns about paint coming off...we (Bill, Tim and I) will walk around in June.

Rec'd bill of \$226.10 from Tim Arel for work on by-law amendments...brought it to Ed Juengst to pay. Called Linda Fisher to finalize two points on amendments...will do a final version for board approval at 5/17 mtg. before sending out to owners. Also drafted a ltr to mortgage holders on 4 amendments for Linda's opinion.

Called True Green for: 1) had they scheduled their first application and did it include grub control as the contract states? 2) asked for someone to look at all out "dead grass" areas to evaluate before first application.

Wrote an e-mail to landscaper: 1) was Wed our scheduled day from now on? 2) On 5/2 did they power brush all the sand out of the grass left from snow plows...they could only do some of it the first time as we still had snow cover? Requested walk around soon with Bill and me.

Rec'd final building permit OK from #7...sent an e-mail to owner Tom Webber to that effect.

5/7: Ltr (certified) to Greene, units 9&12 re lack of mortgage forms.

Any additional points that come up between now and BOD meeting on 17<sup>th</sup> will be added to minutes of meeting under president's report.



Addendum to President's Report  
For 5-17-01 BOD meeting

wk of 5/8-5/12:

Bill W. and I walked around property with landscaper... came to understanding on specific items that needed attention... As soon as mulching is complete will give accountant bill for \$2850 (spring clean-up, mulching/edging and sand sweeping).

- 1) Typed re-seeding: normal winter wear and plow damage  
(separate out heavy plow damage for discussion with Tom Keenan)  
(one large area at end of unit #28 needs extra seeding attention...)  
(use good loam in front of units, use our loam for all other re-seeding)
- 2) Ordered two trees: 9&10 and 25&26. Keep cost of 9&10 out for Tom Keenan discussion.
- 3) Remove several dead/broken branches – in trees, berms and in front of units.
- 4) Trim a couple of trees around air conditioners that were missed last year.
- 5) Take center rock out at end of upper road... room for winter path to gas tanks.
- 6) Finish taking plastic out of tennis court paths.
- 7) Mowing day will be Wed... if rain, next dry day.

Spoke to Anrik... to set up irrigation 5/18... Said if town asked about water charge to say "See board".

Spoke with TruGreen... specialist visited property. They will not do first application of fertilizer, etc. until the irrigation system is on. Ground too dry... chemicals would stress grass too much. They said dead grass spots behind bldg #4 were definitely dog urine.

Ltr to Myhaver's of #14 re: dog damage to grassy slop behind bldg #4. (copy to BOD)

Bill W. call with \$4000 Baird (Jaffrey) quote for our driveway and road sealing project.

Rec'd ltr from P'bro. Selectmen... they can't hire out their sweeper for us.

Rec'd Workman's Comp. Policy from Liberty Mutual Group of Wausau, WI – Bill OK'd.

Rec'd receipt from Bette Greene ltr. re: mortgage forms.

After my walk around property 5/12, wrote notes to owners of following units: (copy to BOD)

- 1 – pick up around patio prior to mowing & did she want the old flowerbed
- 10 – move plantings on common area before mowing begins
- 34 – pick up around sunroom before mowing & throw away Christmas tree.

Wk of 5/14:

Called Tony N. to fix fence gate around gas tanks. He begins #1 roof wk of 5/21.

Called Mathewson 5/14 to report a lower bid. No need to attend BOD 5/17 mtg. Mathewson called and wanted us to know that machine sealing gives a more even, longer lasting coat... but understood price concern. I told him I'd call after board meeting.

Invited Baird 5/14 to attend meeting to discuss his bid... *no ans. as of printing.*

Rec'd 4/01 notice from Waste Mngt... Will not pick up if any "overage". Meaning covers must be closed. Our contract calls for no material outside dimensions of our containers. Put notices up.

Owner of #36 asked Plantscape Services of Ashburnham, MA to see me. Told him we were all set, but if the need arose, I'd call him. (Stephen Coswell at 978-827-5416)