

LONG HILL ESTATES at PETERBOROUGH, a CONDOMINIUM

**NOTICE OF ANNUAL MEETING**

The Annual Meeting of the Unit Owners' Association  
will be held on

**Sunday, May 22, 2016**  
**at 7:00 pm**  
**Peterborough Town Library**  
**Peterborough, NH**

Members in good standing will be allowed to vote. Good standing means that all monies currently due the Association must be paid in full at least three (3) days prior to the meeting date.

Should you be unable to attend, it is very important that you complete and submit the enclosed proxy form to the Board prior to the meeting, OR it may be submitted by your assigned proxy at the meeting.

*You may assign your proxy to an individual or to the Board.*

Signed: The Board of Directors  
Long Hill Estates at Peterborough, a Condominium  
May 1, 2016

## Documents Included in Annual Meeting Packet

1. Notice of Meeting
2. Agenda
3. 2015 Minutes
4. Profit & Loss Budget Performance 2015-2016
5. Budget for 2016-2017
6. IRS Resolution for Disposition of Excess Revenue
7. Nomination and Proxy Forms

Note: This packet also contains your payment slips for next year's condo fees.

LONG HILL ESTATES at PETERBOROUGH, A CONDOMINIUM  
ANNUAL MEETING  
Sunday, MAY 22, 2016  
7:00 PM  
Peterborough Town Library, Peterborough, NH

AGENDA

- A. Call to order
- B. Roll Call (to be taken via check sheet at door)
- C. Introduction of directors and officers
- D. Acceptance of Minutes of May 28, 2015 Annual Meeting (minutes included)
- E. Mandatory Vote of Resolution for Disposition of Excess Revenue Over Expenses For Fiscal Year ending June 30, 2016 (*IRS Revenue Ruling 70-064 included*)
- F. President's Report
- G. Finance Report (Income/Expense Report included)
- H. Committee Reports
- I. Election of Directors (1 position: 3 years)
- J. New Business \*
- K. Adjournment

\* New business may be brought before the body by any unit owner. Should any votes be taken on any new business, the results are non-binding because of certain statutory requirements re. notification for annual meeting business.

## **Long Hill Estates at Peterborough, a Condominium**

### **Cover Letter for 2016 Financial Report**

**For Easy Identification** of a specific dollar amount

Columns are Labeled F – P

Lines are Numbered

#### **Explanation of each column:**

**F – Apr '16 Actual**

Amount actually spent or earned during April

**H – Apr '16 Budget**

Amount budgeted for this month.

Sometimes this is 1/12 of the annual budget.

Sometimes the annual budget is spread over just a few months.

**J – Jul '15 – Apr '16 Actual**

Amount spent or earned from beginning of our fiscal year through April.

**L – YTD Budget (year to date)**

This is the budget for this fiscal year to date (July through April)

**N – YTD Actual Minus YTD Budget**

This is the difference between what was budgeted and what was

Spent or received so far this year (column J minus column L)

Numbers in parentheses are a negative.

**P – Annual Budget**

Amount budgeted for whole fiscal year (July '15 through June '16)

**LONG HILL ESTATES at PETERBOROUGH, A CONDOMINIUM  
ANNUAL MEETING MINUTES  
May 28, 2015**

**PETERBOROUGH TOWN LIBRARY  
2 CONCORD ST., PETERBOROUGH, NH**

The meeting was called to order at 7:05 p.m. by Allen Hollander, President.  
A quorum was met with 20 units represented by 19 owners present and 1 proxy.

The president introduced Directors Faith Hanson and Sharon Smith (who is also Secretary), and Treasurer Marilyn Britton.

Minutes from last year's annual meeting were accepted as submitted.

**RESOLUTION FOR DISPOSITION OF EXCESS REVENUE Over Expenses for Fiscal Year Ending June 30, 2015 (IRS Ruling 70-064 inc.): Motion was made, seconded, and passed unanimously.**

**PRESIDENT'S REPORT**

1. Allen expressed thanks to Sharon Smith, Faith Hanson, and Marilyn Britton for the effort, attention, and support they have given to the day-to-day matters of LHE. He thanked Maura Scanlon and Brenda Salmonson for baking for this meeting. Thanks also went to Audrey Carvalho for managing social gatherings at LHE. Audrey has moved to RiverMead, and she will be missed. Allen expressed thanks to Nancy Clarke for helping with insurance renewal, and to Glen Swanson for pursuing issues associated with abutters and with a potential walking trail, and for addressing the details involved with registering LHE as a non-profit with the NH Secretary of State.
2. Allen also thanked additional volunteers Dianne Buchholz, Diana Griffin, and Annagreta Swanson for their willingness to stand ready to help out LHE when and where needed.
3. Allen also expressed thanks to 3 unit owners who have offered their homes as places of refuge, with generators, during winter power outages: #15/Brenda Salmonson; #16/Marilyn Britton; #21/Nancy Clarke.
4. All units are fully owned and fully occupied. Audrey's #10 was under contract just a few days after it was put on the market. We are happy to welcome Laura Lavigne as the new "#10"!
5. Continuing the trend, there have been no insurance claims this year. Allen thanked everyone for being sure to clean chimneys and dryer vents and maintain washer hoses and valves.
6. Last Fiscal Year (2013–2014), even with lots of snow, there were no roof leaks. In contrast, this winter, due to the rare and extreme weather conditions, 15 units had roof leaks, mostly from ice dams at the edge of sunrooms and around skylights. Roof leaks were common throughout New England this winter. Our contractors, and others, were surprised that we fared so well. Our roof contractor said that the only way we could have avoided ice-dam leaks would have been to have a full-time roof scraper. The plan for next year is to be more aggressive with removing snow around skylights, along the edges of roofs, and in valleys between dormers and in back of units.

7. Buildings #3 and #5 were painted.
8. Marilyn was able to get a \$160 rebate from the town for the fire hydrant we shut down last year (on the upper dirt road).
9. In the past, our insurance policy had been a 3-year plan. That is no longer the case. We have to renew every year. The cost of the insurance premium went up 1/3. According to our broker this is because we hadn't had a rate increase in 3 years, and more important, the insurance industry upgraded their methods of evaluating risk. In short: On a 1–10 scale, with 10 being high risk, we are at a 9. This is because Peterborough does not have a full-time fire department, the size and quantity of their equipment is not as "beefy" as it could be, and we are situated a number of miles from the fire department. If we had made any sort of claim, our premium would have jumped even more significantly.
10. Most ends of buildings are now cleared of shrubs/trees that were crowding the siding and causing rot, making a total of 10 sides cleared. Some perennials have been planted in these new areas; more, with shrubs and/or perennials, will be added over time as money is available. Four owners are maintaining these areas on their own. Our roofing contractor says that the tall trees/shrubs at the ends of some of the buildings helped trap snow and ice and contributed to the ice dam problems.
11. Slate was laid by JW to minimize dirt splash-up on ends of buildings.
12. Faith renewed JW's contract for the next 2 years—at the same price.
13. Some revisions and trimming have taken place in the front gardens. More will be done over time. The BOD asks all to be patient.
14. We had 3 gardeners sharing our community garden last year. There is ample space for anyone who would like to start a vegetable garden. Speak to Faith if you want a plot.

## FINANCE REPORT

### Budget highlights for 2014-2015

1. Our cash on hand has increased over the past 3 years as follows:
  - a. April 22, 2013: \$110,112
  - b. April 23, 2014: \$128,732
  - c. April 23, 2015: \$143,800
2. Bank Service charges went up temporarily. The increase will be refunded by the bank when we get the seal of approval from the State, forthcoming, on being a non-profit. Thanks again to Glen Swanson.
3. Insurance went up from \$12,126/year to \$18,363.
4. Legal fees of \$522 were for an opinion about our liability regarding maintenance and repair of driveway #12.
5. Miscellaneous expense was up a few hundred dollars due to the expense of a civil engineer consultation and advice on painting (no need to do it as often as we have) and road/driveways (we need to start on a maintenance schedule).
6. Painting expense was \$1,500 less than expected.
7. Bed Maintenance: We are expecting that to come in at \$4,250 (down \$1,000 from what was budgeted).
8. Tree and Shrub Maintenance: We spent \$3,000 less than expected. We did not plant trees as we needed the funds for unexpected road repairs.
9. Winter plowing, sanding, and shoveling: spent pretty much as we expected.

10. Road and Driveway Maintenance is a new line item. The \$5,274 expense this past year was for erosion prevention work on the dirt road and pavement work on the upper road, as well as driveway work at #12 (the biggest expense).

#### Expectations & Expenses for coming year: 2015–2016

1. JW (landscaping and winter maintenance) cost remains the same as the last go around—for the next 2 years.
2. Some of the shrub beds behind the buildings will be cleared of invasive species.
3. Building painting this year will be focused on building #7, Units 25-28. The oil primer with top-coat of paint is holding up well and thus we can reduce the frequency of painting. This will free up funds to put toward our roads and driveways, and to increase our funding of the Capital Replacement account.

#### QUESTION ON FINANCIAL REPORT

1. Marilyn Britton asked how many fire-department employees have to be full time for the insurance company to determine that we have a full-time fire department. She agreed to find out.

#### ABUTMENT COMMITTEE REPORT (Glen Swanson)

1. Glen consulted with Rodney Bartlett again regarding the Hanson Gravel Pit.
2. He (Glen) questioned whether we would need insurance for ourselves and for any other users of a potential trail from our property to Old Jaffrey Road. Sonya volunteered that as long as we're not charging for the use of the trail, we have no liability.
3. Joe and Allen will be walking the perimeter soon. Others are welcome to join them.

#### ELECTION OF DIRECTORS

1. Sharon Smith was elected to a 3-year term on the Board of Directors.
2. It was agreed that the Board would meet soon to name a Secretary and Treasurer.

#### NEW BUSINESS

1. Ann Lammers requested that, if possible (if other spaces are available), people try to keep the space closest to the mail kiosk free for mail pick-up. Ann would like to have a sign to this effect posted. She will talk with Allen re. a way to get a small sign made and posted.
2. A question was raised as to why we ran out of propane last winter. The questioner was asked to call Allen & Mathewson to find out.
3. A question was raised re. whether the signs indicating unit numbers, placed at the end of each road, are necessary. This is to be determined.
4. A concern was raised re. the dead shrubbery next to the mail kiosk. It might be possible to plant other shrubs there that would be less appealing to deer.
5. A question came up about outdoor faucets in the rear of units. It was explained that most units don't have such faucets, but that an individual owner can hire a plumber to install one.
6. Allen explained that the roofing contractor discouraged us from adding flashing because it would cause sheets of ice to fall off the roof on people's heads.
7. It was noted that the dumpster lid needs repair.

8. Brenda Salmonson suggested that asterisks be added to the public list of owners, denoting those residents who are willing to let others benefit briefly from their generators in case of a power outage. Allen will do this.
9. Allen requested that anyone who has a recurring water leak, report it in writing.
10. Sally Austermann questioned whether it's possible to get a dumpster for single-stream recycling. She'll find out if the town will pick up on such a basis.

The meeting adjourned at 8:05 p.m.

**Long Hill Estates at Peterborough, a Condominium  
Budget for 2016 – 2017**

**Income**

Assessments

Owner Base Monthly	\$250.00
<b>Total Assessments/Income</b>	<b>\$108,000.00</b>

**Expense**

Administration

Accounting Services	600.00
Bank Service Charges	70.00
Bookkeeper	250.00
Insurance	17,500.00
Legal Fees	100.00
Miscellaneous	255.00
Office Supplies	300.00
Postage	50.00
Taxes	25.00
<b>Total Administration</b>	<b>19,150.00</b>

Buildings

Painting	8,500.00
Pest Control	1,250.00
Repairs/Maintenance/Labor	8,000.00
Repairs/Maintenance/Materials	3,800.00
<b>Total Buildings</b>	<b>21,550.00</b>

Funding of Funds

<b>Capital Replacement Fund</b>	<b>21,000.00</b>
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Grounds Maintenance

Bed Maintenance	5,750.00
Fall Cleanup	1,540.00
Fertilization	2,170.00
Mowing	8,000.00
Spring Cleanup	3,300.00
Tree/Shrub Maintenance	2,000.00
<b>Total Grounds Maintenance</b>	<b>22,760.00</b>

Roads/Winter Maintenance

Other Winter Maintenance	2,700.00
Plow/Sand/Shovel	10,000.00
Roads/Driveway Maintenance	6,000.00
<b>Total Roads/Winter Maintenance</b>	<b>18,700.00</b>

Utilities

Electricity	1,100.00
Trash Removal	3,540.00
Water – Hydrant	200.00
<b>Total Utilities</b>	<b>4,840.00</b>
<b>Total Expense</b>	<b>\$108,000.00</b>

**Long Hill Estates Condominium Association**  
**Profit & Loss Budget Performance**  
**April 2016**

15 - 16 Budget

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																
2					Apr '16 Actual	April '16 Budget		Jul '15 - Apr '16 Actual				YTD Actual Minus YTD Budget				Annual Budget
3	Income															
4	Assessments															
5	Owner Base Monthly				8,250.00		9,000.00		87,470.00		90,000.00		(2,530.00)		108,000.00	
6	Total Assessments				8,250.00		9,000.00		87,470.00		90,000.00		(2,530.00)		108,000.00	
7	Investments															
8	Interest Earned				0.00				62.35				62.35			
9	Total Investments				0.00				62.35				62.35			
10	Total Income				8,250.00		9,000.00		87,532.35		90,000.00		(2,467.65)		108,000.00	
11	Gross Profit				8,250.00		9,000.00		87,532.35		90,000.00		(2,467.65)		108,000.00	
12	Expense															
13	Administrative															
14	Accounting Services				0.00		50.00		400.00		500.00		(100.00)		600.00	
15	Bank Service Charges				0.00		5.84		15.00		58.32		(43.32)		70.00	
16	Bookkeeper				0.00		20.84		50.00		208.32		(158.32)		250.00	
17	Insurance				321.00		1,584.00		15,244.00		15,832.00		(588.00)		19,000.00	
18	Legal Fees				0.00		8.40		0.00		83.20		(83.20)		100.00	
19	Miscellaneous				16.99		21.25		188.60		212.50		(23.90)		255.00	
20	Office Supplies				0.00		25.00		110.21		250.00		(139.79)		300.00	
21	Postage				0.00		4.18		49.00		41.64		7.36		50.00	
22	Taxes				0.00		2.10		0.00		21.00		(21.00)		25.00	
23	Total Administrative				337.99		1,721.61		16,056.81		17,206.98		(1,150.17)		20,650.00	
24	Buildings															
25	Painting				0.00		708.40		8,000.00		7,083.20		916.80		8,500.00	
26	Pest Control				0.00		104.10		0.00		1,041.80		(1,041.80)		1,250.00	
27	Repairs/Maintenance-Labor				0.00		666.60		5,642.00		6,666.80		(1,024.80)		8,000.00	
28	Repairs/Maintenance-Materials				0.00		316.60		2,196.71		3,166.80		(970.09)		3,800.00	
29	Total Buildings				0.00		1,795.70		15,838.71		17,958.60		(2,119.89)		21,550.00	
30	Funding of Funds															
31	Capital Replacement Fund				0.00		1,750.00		0.00		17,500.00		(17,500.00)		21,000.00	
32	Total Funding of Funds				0.00		1,750.00		0.00		17,500.00		(17,500.00)		21,000.00	

**Long Hill Estates Condominium Association  
Profit & Loss Budget Performance**

April 2016

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1					Apr '16 Actual		April '16 Budget		Jul '15 - Apr '16 Actual		YTD Budget		YTD Actual Minus YTD Budget		Annual Budget	
2																
<b>Grounds Maintenance</b>																
33																
34					Bed Maintenance	0.00	354.10	7,077.50	3,541.80		3,535.70		4,250.00			
35					Fall Cleanup	0.00	128.40	1,540.00	1,283.20		256.80		1,540.00			
36					Fertilization	0.00	180.90	2,510.00	1,808.20		701.80		2,170.00			
37					Mowing	0.00	666.60	6,900.00	6,666.80		233.20		8,000.00			
38					Spring Cleanup	0.00	275.00	3,300.00	2,750.00		550.00		3,300.00			
39					Tree/Shrub Maintenance	0.00	166.60	4,022.50	1,666.80		2,355.70		2,000.00			
40					Total Grounds Maintenance	0.00	1,771.60	25,350.00	17,716.80		7,633.20		21,260.00			
41					Roads & Winter Maintenance											
42					Other Winter Maintenance	0.00	225.00	1,611.50	2,250.00		(638.50)		2,700.00			
43					Plow, Sand & Shovel	560.00	833.40	5,135.00	8,333.20		(3,198.20)		10,000.00			
44					Roads & Driveway Maintenance	0.00	500.00	6,295.00	5,000.00		1,295.00		6,000.00			
45					Total Roads & Winter Maintenance	560.00	1,558.40	13,041.50	15,583.20		(2,541.70)		18,700.00			
46					Utilities											
47					Electricity	0.00	91.60	810.30	916.80		(106.50)		1,100.00			
48					Trash Removal	295.00	295.00	2,950.00	2,950.00		0.00		3,540.00			
49					Water - Hydrants	0.00	16.60	120.00	166.80		(46.80)		200.00			
50					Total Utilities	295.00	403.20	3,880.30	4,033.60		(153.30)		4,840.00			
51					Total Expense	1,192.99	9,000.51	74,167.32	89,999.18		(15,831.86)		108,000.00			
52					Net Income	7,057.01	(0.51)	13,365.03	0.82		13,364.21		0.00			
53					ASSETS											
54					People's United Checking		64,807.51									
55					Capital Replacement		83,868.45									
56					Working Capital		16,664.53									
57					TOTAL CHECKINGSAVINGS		165,340.49									

RESOLUTION FOR DISPOSITION OF EXCESS REVENUE OVER EXPENSES

FOR

FISCAL YEAR ENDING JUNE 30, 2016

RESOLVED: That any excess of membership income over membership expenses for the year ending June 30, 2016 shall be applied against subsequent tax year member assessments as provided by IRS Revenue Ruling 70-064.

**PROXY STATEMENT  
ANNUAL MEETING**  
Long Hill Estates at Peterborough, a Condominium

I/We \_\_\_\_\_ and \_\_\_\_\_ of  
Unit # \_\_\_\_\_, being member(s) in good standing of Long Hill Estates at  
Peterborough, a Condominium, under the provisions of the duly recorded legal  
instruments governing the community, do hereby grant my/our proxy to:

\_\_\_\_\_ (name)

\_\_\_\_\_ (address)

For the purpose of establishing a quorum and for any other business that  
may come before the Association at the Annual Meeting of Long Hill  
Estates at Peterborough, a Condominium on **May 22, 2016 at 7 p.m. at the  
Peterborough Town Library, 2 Concord Street, Peterborough, NH.**  
This proxy carries full right for the proxy holder to cast his/her vote(s) as  
he/she feels fit. This proxy revokes any and all proxies previously assigned;  
personal appearance at the Annual Meeting will negate this proxy.

Date Signed \_\_\_\_\_

*NOTE: In the event more than one individual appears on the deed, ALL such individuals must sign this proxy form.*

Unit Owner Signature  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Unit Owner Signature  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Unit Owner Printed Name  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Unit Owner Printed Name  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Unit address \_\_\_\_\_

Note: *ONLY this EXACT FORM can be used for a proxy from your unit. Copies will not be accepted.*

**AFFIDAVIT  
ANNUAL MEETING  
May 22, 2016**

We hereby certify that notice of the Annual Meeting of Long Hill Estates at Peterborough, a Condominium was mailed to all unit owners at their addresses of record via 1<sup>st</sup> class mail

OR

handed directly to owners at the direction of the Board of Directors by an owner who concurrently received a signature of acceptance from each recipient; both methods according to the requirements of RSA 356B and the By-Laws. The list of owners and addresses is attached to this affidavit.

Signed \_\_\_\_\_

Allen Hollander  
President of the Board of Directors

\_\_\_\_\_ Date

Signed \_\_\_\_\_

\_\_\_\_\_ Date

Witness \_\_\_\_\_

\_\_\_\_\_ Date

LONG HILL ESTATES at PETERBOROUGH, a CONDOMINIUM

**NOMINATION FORM**

At the Annual Meeting on May 22, 2016, the membership will be electing the following to the Board of Directors:

**ONE UNIT OWNER TO FILL A THREE-YEAR TERM**

Should you wish to nominate someone prior to the meeting, please do so by using this form and submitting it to the Board before the meeting.

This same form may be used for self-nomination.

Nominations may also be submitted on the floor, at the meeting, verbally or in writing up until the time the election takes place.

Nominators must be unit owners.

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NOMINEE FOR 3-YEAR TERM:

\_\_\_\_\_ UNIT # \_\_\_\_\_

NOMINATED BY:

\_\_\_\_\_ UNIT # \_\_\_\_\_