



COUNTRY HILL ESTATES CONDOMINIUM ASSOCIATION  
2013 ANNUAL MEETING MINUTES  
Wednesday, October 23, 2013

**DIRECTORS PRESENT:**

Mark Wheatley                      Rick Balboni                      Al Reilly                      Elaine Reid                      Barry Hallenbeck

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**RESOLUTION PRESENT:**

Cindy Carroll

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Annual Meeting was called to order at 7:09 p.m. Members of the Board, Mark Wheatley, Rick Balboni, Al Reilly, Barry Hallenbeck, and Elaine Reid were introduced as was Cindy Carroll, Property Manager, Resolution Property Management.

A motion was made by unit owner at 12 Brussels Drive (Claire Azzalina) to waive the reading of the 2012 Annual Meeting Minutes. This was seconded by unit owner at 7 Scarborough Drive (Richard Kiley) and agreed to by all present by a show of hands.

**PRESIDENTS REPORT**

1. Capital Improvements 2013
  - a. Steps have been replaced on ranch style units which were on the 2013 paint schedule.
  - b. Five units were re-sided.
  - c. Fence repairs have begun on the west side of the property.
  - d. Re-paving was done on the back 1/3 of the property.
2. Financial Update — on track. Fee for 2014 will be increased by \$10/month.
3. Delinquent Accounts
  - a. 3 accounts owe a total of \$97,459.
  - b. Total delinquent accounts \$112,000.
4. Fire Update — 11 Brussels Drive
  - a. Court order was granted so CHECA could arrange to remove personal goods from unit.
  - b. Exterior repairs have been made to the unit – siding, roof, windows, doors, and rear deck
  - c. Numerous unsuccessful attempts have been made to encourage Wells Fargo to proceed with foreclosure sale.
5. 2014 Plan
  - a. Replace original steps on ranch style units which are on the 2014 paint schedule.
  - b. Continue with fence restoration on west side of property.
  - c. Continue re-siding this fall with 4 units anticipated to be re-sided.
  - d. Continue re-paving project including: Fitzpatrick Circle, Scarborough Drive, Amalia Drive, Jamaica Lane, and Country Hill Road from McTavish Drive to Jamaica Lane.

**POINTS OF DISCUSSION**

1. Landscaping
  - a. Irrigation — improvements will continue to be made in targeted areas.
  - b. Irrigation – bringing existing well on line has met expectations and has reduced water charges.
2. Maintenance Issues
  - a. Power washing — need to be more aggressive.
  - b. Windows — will not paint rotted windows and may stop painting all windows.
  - c. Rear porches — 50 original rear porches still remain. Will be aggressive with repairs.
3. Roads
  - a. Discussions with the City of Nashua regarding using the fire gate at the end of Country Hill Road as a point of egress during 2014 paving revealed it would cost \$10,000 to bring the area "up to code". The BOD could not justify the expense for 2 weeks use of the fire road as an egress during the paving operation.
  - b. Discussions are on-going with Hudson Paving regarding the paving sequence for 2014.

- c. Speed bumps — quantity and placement — will be decided at the end of the project.
4. Unit owner at 12 Brussels Drive (Claire Azzalina), asked the following questions:
  - a. Bank Fees — why is our bank charging us a monthly service charge?
  - b. Subsequent research revealed that the service charges were for ACH transactions for owners that have signed up to have their monthly condo fees deducted directly from their bank accounts.
  - c. Cost of landscape contract – Mark pointed out contract was for 2010-2014 with a set fee for all three years and that the contract will be sent out for bid for 2015.
  - d. Cost of trash removal – Mark advised this was sent out to bid and Waste Management came in with the lowest cost.

#### **OLD BUSINESS**

1. Solar Panels
  - a. Unit owner at 7 Brussels Drive (Tyler Robison) had introduced this topic at the 2012 Annual Meeting and was charged with forming a committee to draft guidelines for the proper installation and maintenance of solar generation equipment. An announcement was made in the newsletter and a survey was posted on the web-site asking if unit owners were or were not interested in solar. Very few unit owners took part in the survey and there was not much interest. Unit owners who might be interested should contact Tyler.

#### **IRS REVENUE RULING 70-604**

A motion was made by unit owner at 12 Brussels Drive (Claire Azzalina), and seconded by unit owner at 6 Jasmine Drive (Tom Fencil), to approve the use of the provisions of the IRS Revenue Ruling 70-604 and to adopt the following resolution:

Resolution of the Country Hill Estates Condominium Association regarding excess membership income applied to the following year's assessment:

Whereas, the Country Hill Estates Condominium Association is a New Hampshire Corporation duly organized and existing under the laws of the State of New Hampshire and,

Whereas, the members desire that the association shall act in full accordance with the rulings and regulations of the United States Internal Revenue Service,

Now, therefore, the members hereby adopt the following resolution by and on behalf of the Country Hill Estates Condominium Association: Be it resolved, that any excess of membership income over membership expenses for the year ended December 31, 2013, shall be allowed application against the subsequent tax year member assessments as provided for by IRS Revenue Ruling 70-604.

An affirmative vote for this ruling allows the Associations tax accountant to carry over year end surpluses on the association books and use the method best suited to minimize the Association tax burden.

The motion passed by a show of hands; all in favor.

#### **NEW BUSINESS**

1. Mold
  - a. Unit owner at 6 Timothy Drive (Bob Iwicki) spoke about a mold issue at that unit. Issue has been resolved.
  - b. Board President pointed out that mold issues have not shown up on inspections prior to recent unit sales. Also discussed how inadequate insulation and exhaust fans venting directly into attics can cause mold.
  - c. Unit owners who think they might have an issue should contact Property Manager who will arrange for Maintenance Contractor to evaluate.
2. Permanent Automatic Standby Generators
  - a. Unit owner at 12 Scarborough Drive (Joe Recko) requested permission to install a permanent generator at his unit. The BOD was unable to approve because the CHECA Bylaws, as written, do not allow for a unit owner to do construction on Common Area. Approval could only be granted if Bylaws were amended which would require the approved of a 2/3 majority of the unit owners.
  - b. Unit owner at 6 Timothy Drive (Bob Iwicki) volunteered to head a committee to research this issue and provide a proposal for a bylaw amendment.
3. Financials

- a. Cost of landscape contract – President pointed out contract was for 2010-2014 with a set fee for all three years and that the contract will be sent out for bid for 2015.
  - b. Cost of trash removal – President advised this was sent out to bid and Waste Management came in with the lowest cost.
4. Election of Board Members
    - a. Barry Hallenbeck and Elaine Reid were the only two candidates for the two open board seats. They were reelected by a show of hands.

Unit owner at 9 Jamaica Lane (Claudette Dube-Bulsa), made a motion to adjourn the meeting. Unit owner at 12 Brussels Drive (Claire Azzalina), seconded the motion. The meeting adjourned at 8:33 p.m.

Respectfully submitted,

Elaine Reid, Secretary

Board of Directors  
Country Hill Estates