



COUNTRY HILL ESTATES CONDOMINIUM ASSOCIATION
2016 ANNUAL MEETING MINUTES
Wednesday, October 26, 2016

DIRECTORS PRESENT:

Elaine Reid Al Reilley Judy Turner

ABSENT:

RESOLUTION MANAGER:

Cindy Carroll

The Annual Meeting was called to order at 7:00 p.m. at the Holiday Inn, Nashua, NH. Cindy Carroll, Property Manager, Resolution Property Management, introduced herself and Members of the Board, Elaine Reid (Secretary), Al Reilley (Treasurer) and Judy Turner (Director).

Cindy explained that three Board Members resigned their positions during the past year for personal and medical reasons and that Elaine Reid re-joined the Board. In lieu of the Presidents Report, the Board Members together will provide updates from the past year to attendees

New members of the community were invited to introduce themselves. Anton Pugachevsky, 3 Jamaica Lane; Gregory & Linda Durbin, 11 Jamaica Lane, and Jack Randall, 5 Edis Lane introduced themselves and were welcomed by the Board, Manager and Attendees.

Cindy stated that a notarized affidavit and mailing list of all unit owners provided with the Annual Meeting Notice via US Mail on September 30, 2016 is available for inspection by anyone wishing to do so. It will also be available for inspection by unit owners for three years after the date of the Annual Meeting.

A motion was made and seconded to waive the reading of the 2015 Annual Meeting Minutes and by a show of hands agreed to by all present

SECRETARY'S REPORT

Elaine Reid

1. Irrigation.
 - a. Extreme drought caused many issues.
 - b. The irrigation system ran from before Memorial Day through the end of September.
 - c. There was a significant increase in the Pennichuck water expense.
 - d. When requested by Pennichuck, irrigation was shut down and only our well water was used for watering the newly slice-seeded areas of the property..
2. Tree Removal
 - a. Significant tree removal on Fenwick & Falls Grove was completed.
 - b. Stump removal and turf restoration was recently completed.
 - c. Owner's Requests & Inquiries
 - i. 5 Meghan Drive unit owners requested that Morin's evaluate the tree limbs overhanging their deck area; 19 Brussels Drive unit owner requested that the limbs touching her roof also be evaluated.
 - ii. Some residents inquired if a property wide tree & shrub installation plan has been formulated. Rick Balboni, former Board Member, 19 Jamaica Lane, explained that Morin's has been approached in the past but unless a specific project is requested by the Board, a plan is not expected to be forthcoming at Morin's initiative.
 - iii. Further it was explained that some requests by unit owners to plant in the common area have been denied due to a proposed location interfering with utilities or property maintenance. The Board will consider landscape requests carefully, however encourage front unit bed planting requests.
3. Seal Coating
 - a. Phase III driveways were seal coated, completing the cycle
 - b. Residents reported pavement damage at the mail house circle and sealer damage at the driveways of 3 Jamaica Lane & 21 Brussels Drive.
 - c. Owners of 23 Brussels Drive reported a large crack in their driveway, not located at the seam, but in the driveway. Crack sealing roads and driveways on the property was

- discussed. The Board will evaluate and investigate the cost for crack sealing in the spring.
4. Power Washing
 - a. In 2017, front porches (\$10/unit) will be added as part of the power washing. (Cycle includes Amalia Drive, Timothy Drive, Tracy Avenue, Meghan Drive, Jamaica Lane)
 - b. 15 Roofs will be algae washed as part of the power washing (\$225/roof). Roofs will be prioritized based on need.
 5. Contracts.
 - a. Property Management Contract renewed/to increase by 5% in 2017, the first increase in 5 years.
 - b. Morin's contract extended for 3 years; to increase 2.5% in 2017; 2.5% in 2018; no increase in 2019.
 - c. Wayne Fall Snow Removal contract is effective through 2018 without an increase.
 - d. Waste Management Contract has been terminated/Stateline Waste Management hired effective January 1, 2017 for a 3-year term at an annual fixed cost of \$12,600. Smaller trucks are less likely to cause damage to pavement & customer service is expected to improve. The pick-up day changes to Thursdays. Notices will be distributed to the community with schedule details.
 6. Siding
 - a. 15 Units were sided in 2016/3 carry-overs from 2015.
 - b. 37 total units have received new siding to date.
 - c. 19 Units will be sided in 2017 by Gionet's Home Improvement commencing in May, concluding in October. In place of a lottery, selections will be based on 100% siding ready compliance status.
 - d. Some unit owners questioned the criteria for being siding ready. Elaine elaborated on the criteria and the Board agreed to re-publish the checklist for becoming siding eligible.
 - e. Joe Humphrey, 21 Brussels Drive, remarked that Gionet & his crew did an excellent job, were professional and communicated well.

TREASURER'S REPORT

Al Reilley

1. 2017 Budget.
 - a. Monthly dues will remain at \$365 per unit per month.
 - b. Unit Owners should expect a \$10 increase in 2018.
 - c. The 2017 Operating Budget is \$600,060; The Reserve Funding Budget is \$252,623.
2. Delinquent Accounts
 - a. 16 Brussels Drive is bank owned and unoccupied owing \$16,000.
 - b. 11 Brussels Drive realized a settlement from Wells Fargo of \$103,948.86 consisting of insurance proceeds to be retained by CHECA in lieu of past due fees to be applied to Reserves.
 - c. Wells Fargo Bank was paid \$31,000 of insurance proceeds from the fire loss to be used to restore the unit interior. Wells Fargo is responsible to pay monthly condo fees moving forward.
 - d. One other unit carries a balance and is paying it down.
3. FHA Approval was obtained and runs through 2018.

NEW BUSINESS

1. Election of Board Members. Cindy Carroll
 - a. There are three (3) seats available on the BOD.
 - i. Al Reilley is seeking re-election to the Board
 - ii. Claudette Dube-Bulsa is seeking election to a vacant board seat.
 - b. A motion from the floor by Joe Humphrey, 21 Brussels Drive, motioned to elect Al Reilley and Claudette Dube-Bulsa to the Board of Directors; Irene Holland, 10 Jamaica Lane, seconded the motion; All agreed in favor of electing Al Reilley and Claudette Dube-Bulsa to the Board of Directors.
 - c. Cindy asked that anyone interested in filling the vacancy on the Board to contact herself or a Board Member.

IRS RULING 70-604

A motion was made by unit owner at 21 Brussels Drive (Joe Humphrey), and seconded by unit owner at 23 Brussels Drive (Larry Di Benedetto), to authorize CPA's to utilize the provisions of IRS ruling 70-604 and 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, 2016, shall be allowed application against the subsequent tax year member assessments as provided by IRS Revenue Ruling 70-604.

The motion passed with an all in favor show of hands.

Unit owner at 9 Falls Grove Road (Judy Turner) made a motion to adjourn the meeting. Unit owner at 10 Jamaica Lane (Irene Holland) seconded the motion. Meeting adjourned at 7:43 p.m.

Respectfully submitted,



Elaine Reid, Secretary
Board of Directors
Country Hill Estates