

COUNTRY HILL ESTATES CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

Thursday, April 14, 2011

PRESENT

Mark Wheatley Rick Balboni Elaine Reid Al Reilly Claire Azzilina

GREAT NORTH

ABSENT

Barry Heller

Meeting was called to order at 5:27 p.m. March Minutes were amended to document discussions held via email regarding termination of Great North Property Management. A motion to approve the amended March minutes was made by Mark. This was seconded by Al and agreed to by all present.

MANAGER'S REPORT – no report was received from Great North.

LEGAL ISSUES

- A. Board members agreed that it is best to let Harvard manage legal issues. Board policy, which will be conveyed to Harvard, is as follows:
 - 1. Liens should be filed when a unit owner is 3 months in arrears.
 - 2. Liens should be re-filed every six months until item resolved.
 - 3. Letters announcing the withholding of services should be sent by the Property Manager.
- B. Harvard should have the option on how they do the items above. BOD anticipates it to be an automatic system with minimal input from BOD members.

OLD BUSINESS

- A. Siding – Rick has the list of units eligible for re-siding this year and is working on updating siding criteria. This will be presented at the May BOD meeting. Once the 4 units are identified, siding contractor will be notified to schedule ASAP.
- B. Abutter Notice – these were sent out via registered mail. One was refused and seven were not signed for. These will be sent via regular mail.
- C. Pool – pool house modifications are proceeding. Painting will begin any day. Carpet vendor has been chosen. Pool house weekly cleaning contract should be awarded to the low bidder. This needs to be confirmed with Barry Heller. Unit owners wanting to use the pool will pay \$25 to obtain a key fob. When a date has been set for key fob distribution, the date will be posted at the mail house, published on the web site and in the May newsletter, and sent via email. Records of key fobs will be by unit owner. Elaine and Al will work together to finalize revised pool rules.
- D. Snow Removal – snow removal contract needs further review.

NEW BUSINESS

- A. Harvard Management – it is expected that Harvard will handle day-to-day operations with minimal Board input. Alteration forms exist on the web site. Gutters, satellite dishes, and window and door replacement are standard. It is anticipated that Property Manager can verify forms to make sure they are completely filled out; information

presented is in accordance with condo docs, and contractor proof of insurance in on file. Once Property Manager has confirmed this info, packet can be sent to board members for approval. Decks and landscaping require more input from the board so these need to be shared with board members upon receipt. BOD will handle reserve projects. Introductory letter from Harvard to residents will be mailed the week of April 11.

- B. Rules – a decision was made to publish future rule changes electronically. When a rule has changed, a notice will be posted at the mail house, published on the web site and in the next newsletter, and sent via email. Anyone who does not have computer access can request a copy from Property Management.

MISCELLANEOUS

- A. Violations – Barry Heller will be requested to provide the Board with a list of violations currently on record.
- B. Walkthrough – BOD will do a walkthrough prior to Harvard coming on board .
- C. Newsletter – next newsletter will be published in May. Legal fees, lawn maintenance, garage door panels, change in property management, and walkthrough update will be among the topics.
- D. Broken Electrical Box – in spite of repeated requests to the Property Manager this has not been handled. This will be on the list for Harvard to handle when they come on board.
- E. Meeting Time – Claire has an issue with 5:00 p.m. meeting times when Harvard takes over. She advised she would be forced to resign from the board if meeting time continues to be 5:00 p.m. Furthermore, she stated that 5:00 p.m. is an unreasonable time for many people who work and it might be considered prejudicial to the Community since only those who are retired or work in the vicinity would be able to serve on the BOD. After discussion, Elaine offered an alternative to meeting at the Merrimack location. Meeting date, time, and location will be discussed with the assigned Property Manager after May 1.

Claire made a motion to adjourn the meeting. This was seconded by Mark and agreed to by all. Meeting adjourned at 7:25 p.m.

Respectfully submitted,
Elaine Reid