

COUNTRY HILL ESTATES CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

Thursday, June 9, 2011

PRESENT

Mark Wheatley Rick Balboni Elaine Reid Al Reilley Claire Azzilina

HARVARD MGMNT

ABSENT

Scott Barbera Robyn McNicholas

Meeting was called to order at 5:30 p.m. Pat O’Leary of O’Leary’s Pool Service discussed Nashua Board of Health pool requirements for 2011. He also showed those present a chlorine monitoring system that he thinks CHECA should consider installing next year. Currently the installed cost is \$2400 with an anticipated \$300-400 yearly savings in chlorine consumption.

When Mr. O’Leary left, Rick made a motion to accept the April minutes. This was seconded by Claire and agreed to by all.

FINANCIAL

Al provided Harvard with a chart of accounts he would like used to categorize accounts. Scott will check with Accounting to see if their General Ledger can be expanded.

Additional Items:

- A. Harvard to provide Al with General Ledger report monthly.
- B. Harvard needs to reclassify some expenses that were misclassified by Great North per corrected document provided by Al.
- C. Close out Great North account that still has money. This may not be done until July.
- D. Transfer Vanguard account from Great North to Harvard. Claire will need to make contact with Vanguard and request transfer document. Robyn will provide assistance if required.

Budget for 2011 is very tight. Reserve funding will be done as Harvard sees fit. Reserve funding for June and July will definitely be delayed. Vendors need to be paid on time. Morin’s has been doing some extra work and this should be classified as “Landscape Other”.

Water bills from Pennichuck should be reviewed promptly. If water cost for irrigation has exceeded our budgeted amount, it should be brought to the attention of the BOD immediately. Two bills are received from Pennichuck; one for irrigation and one for the pool house.

Fence, pool, and porches are the only reserve projects at this point in time.

Claire made a motion to accept the Financials as per corrections noted. This was seconded by Elaine and agreed to by all.

OLD BUSINESS

- A. Siding – 4 additional colors were approved. These colors cost more than the basic siding colors. If a unit owner selects any of those 4 colors, the unit owner must pay the cost differential. Rick will work with Robyn on sending notification letters. Color selections should be made ASAP. Rick will get additional sample books and visit with unit owners.

NEW BUSINESS

- A. Snow Removal Contract – contract submitted by Joells Outdoor Service (current vendor) was \$18,000 less than the next bidder. Contract has been written in a tighter language

this year and Robyn and Mark have both spoken with the vendor and have been assured vendor will live by the contract. This is a 3-year contract with an increase of only \$1000 from the 2010 contract. Only increase in the life of the contract could come in the 3rd year and would be a fuel price increase. Harvard suggested changing the termination period from a 30-day notice to a 7-day notice. Rick made a motion to accept the contract. Elaine seconded this. Claire had some concerns about the quality of snow removal but could not justify the additional expense and cast a vote in favor resulting in unanimous approval.

- B. Leased Units – Harvard was instructed to send letter with unit info sheets to the following units in an effort to determine who the lessee is:
1. 12 Scarborough Drive
 2. 6 Fitzpatrick Circle
 3. 7 Trocha Street
 4. 9 Trocha Street
 5. 12 Jamaica Lane
- a. Owners will be assessed a \$25/weekly fine if information is not returned by the requested date.
- C. Walkthrough – BOD acknowledged walkthrough report provided by Robyn was very detailed. Critical items from a Board perspective are: trash receptacles improperly stored, improper storage of items in the common area, and dog issues. BOD encouraged Robyn to get to know residents.
- D. Audit – has not been completed. Robyn will follow up with Seelye & Schulz and report back.
- E. CHECA/Harvard – all requests for info/approvals will be sent from Harvard to Mark with Al as the backup. BOD members will forward responses back to Mark and he will send to Robyn. Robyn was requested to get more involved with vendors particularly Morin's.
- F. Unit Owner Request Forms
1. 19 Jamaica Lane – shrub removal - approved
 2. 7 Fenwick Street – window replacements - approved
 3. 6 Fenwick Street – removal and replacement of back steps - denied
 4. 6 Fenwick Street – permission to add a sign with street name and number to top of porch peak - denied
 5. 6 Fenwick Street – permission to paint front door slate blue - approved
 6. 8 McTavish Drive – permission for replacement/modifications to deck, kitchen door, and basement windows - approved for permitting. Once permit has been received, unit owner should complete respective forms and submit to BOD for final approval.
 7. 11 Falls Grove Road – installation of window air conditioner - denied
- G. Bond Application – Harvard will contact our insurance agent Sevigney & Lyons to make sure insurance covers the amount of reserves plus 3 months of condo fees. If adjustments need to be made, it will be done at the end of the year.

Claire made a motion to adjourn the meeting. This was seconded by Elaine and agreed to by all. Meeting adjourned at 8:02 p.m.

Harvard does not do management meetings during July. BOD members only will schedule a tentative meeting for July 14 at 5:30 p.m.

The date and location of the August meeting will be determined at a later date.

Respectfully submitted,
Elaine Reid