

COUNTRY HILL ESTATES CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

Thursday, July 14, 2011

PRESENT

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Mark Wheatley      Rick Balboni      Elaine Reid      Al Reilley      Claire Azzalina

HARVARD MGMNT

ABSENT

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July meeting excluded from contract.

Robyn McNicholas

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Meeting was called to order at 5:30 p.m. Rick made a motion to accept the June minutes. This was seconded by Al and agreed to by all.

HARVARD PERFORMANCE

Transition has been a bit bumpy. A detailed report will be sent to Robyn/Scott reiterating BOD's expectations of Harvard.

FINANCIAL

Reports were not received in time to be analyzed for the meeting. Al will review and decide if he needs to meet with Harvard Accounting to discuss exactly what the Treasurer needs each month and when it needs to be received.

Audit – preliminary report has been received. Accounting firm needs a few additional pieces of information from Harvard. Audit should be completed by the end of July

OLD BUSINESS

- A. Pool – per City of Nashua, pool is classified as a “common interest bathing place”. Chemical levels are required to be checked one time per day. Signage and safety rules are to be developed by the owner. Property Manager is directed to remove the two signs that O’Leary’s had made without authorization and payment for these signs is not authorized by the BOD. Property Manager is requested to get quotes at the end of the 2011 season for pool maintenance for 2012 and report back to BOD.
- B. Pool Problems – there have been reports of people climbing over the fence to use the pool after pool hours. Residents will be advised that if they see such use they should contact the Nashua Police. Some pool users are leaving the pool house very dirty. Used diapers have been found on the floor of the pool house. Toilets have been plugged on several occasions. Outside windows have been jimmed open. Residents will be advised to report these issues to Harvard Management and to “self-police” the situation.
- C. Pool Privileges – several unit owners have been delinquent in paying their monthly fee since receiving a FOB. Locksmith will be instructed to deactivate the FOB’s of these individuals. Unit owners will be assessed a shut-off fee. When the account is current, there will be a service charge to reinstate the FOB.
- D. Abutters – some abutters have removed debris stored on Country Hill Property against the fence on the West side of the property. There is still some debris which has not been removed. Work continues on alleviating this issue.
- E. Capital Improvements
  - 1. Siding – unit owners selected for re-siding this year have signed necessary forms to proceed. Mark will now be in contact with the siding contractor and schedule a date. Siding contractor will directly contact unit owners to review details of the project. Color palettes have been given to each of the unit owners. Siding contractor will

provide shutter palette. Shutter color needs to be a complimentary color to the siding. For this cycle, shutter color needs to be run by the BOD for approval.

2. 2012 Plan – front porches which have not been replaced will be completed in 2012. A program will then be initiated to replace original rear porches. Material choices will be reviewed before this is done. Unit owners who have original rear porches will be queried prior to replacement to make sure they have no plans to enlarge the rear porch.
3. Roads – scope of project should be outlined by the end of 2011 and contractors bids confirmed.

#### NEW BUSINESS

- A. Expanded Deck Colors – brown, beige, and gray are the approved colors for expanded rear decks.
- B. Irrigation/Landscaping – water costs are beginning to accumulate. Morin's will be instructed to reset timers so irrigation runs every other day.

It was reiterated that the Community is only responsible for trimming bushes/shrubs on the front of units. Furthermore, the maintenance of any plantings on the sides or back of units is the responsibility of the unit owner. CHECA can at their discretion require a unit owner to remove any unauthorized plantings done on the side and/or backs of units and restore the area to its original condition.

A budget will be developed for the on-going removal of over-grown shrubs in front of units. Costs will be obtained for removal of bushes and also for possible transplanting of some shrubs. Cost of replacement shrubs/bushes/plants will be at the unit owner's expense. Unit owners will need to submit completed request forms for both the removal of the shrubs and the restoration of the area. Restoration will need to be completed no later than 45 days from the time shrubs/bushes/plants are removed.

- C. Unit Owner Requests
  1. 16 Scarborough Drive – replacement garage door - approved
  2. 3 Fenwick Street – replacement windows - approved
  3. 9 Brussels Drive – replacement windows - approved
  4. 9 Brussels Drive – landscape improvements - approved
  5. 15 Falls Grove Road – shrub removal - conditionally approved - final approval will be granted upon receipt of completed form detailing restoration plan - shrub removal will be done in late August or early September
  6. 6 Brussels Drive – shrub removal - conditionally approved - final approval will be granted once Morin's approves the number of plants to be used in the restoration - shrub removal will be done in late August or early September

Claire made a motion to adjourn the meeting. This was seconded by Elaine and agreed to by all. Meeting adjourned at 8:06 p.m.

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

Respectfully submitted,  
Elaine Reid