

COUNTRY HILL ESTATES CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

Thursday, August 11, 2011

PRESENT

Mark Wheatley Rick Balboni Al Reilley

HARVARD MGMNT

ABSENT

Robyn McNicholas Scott Barbera Claire Azzalina Elaine Reid

A meeting of the Board of Trustees of the Country Hill Estates Condominium Association was held at Harvard Management, Merrimack, NH. Al Reilley, Treasurer, called the meeting to order at 6:35 PM.

MINUTES

- A. Al Reilley motioned to approve the July 14, 2011 minutes, Rick Balboni seconded. The vote was all in favor.

FINANCIAL

- A. Rick Balboni motioned to approve the June and July 2011 Financials, Al Reilley seconded. The vote was all in favor.

MANAGER'S REPORT

- A. There was a discussion regarding Harvard meeting the expectations. It is expected that Harvard will manage the daily business. It was discussed that if something is seen in the timeframe between property visits, it needs to be brought to management's attention to be addressed. Management is on the property every other week. In regards to trash barrels, management will send out notification and if the barrel is still out the next time on the property could result in a work order being submitted to have the barrel removed and stored at the garage and the owner would be back billed- this should be the 3rd action.
- B. Property Condition Oversight – Owners need to be counseled on what constitutes an emergency and that it should be bold and or highlighted in the newsletter that if a homeowner calls the emergency line and it is deemed a homeowner responsibility or not an emergency, the owner will be back charged for maintenance to come out.

REVIEW TASK ITEMS

There was a brief discussion that the task items listed were old and there were no issues with them. The items to add to the task report are:

- A. Contact O'Leary's Pool Service as well as another company to get a price for the 2012 pool season to include the automated chlorinator. Confirm that the price from Hudson Pools would be good for 2012 as well.
- B. Contact 6 Brussels again regarding needing a response on their plan so Morin's can go in and remove the shrubs – need confirmation within 30 days.
- C. Go forward with \$88 increase for the Fidelity Bond.
- D. The Board would like the total amount spent YTD on legal.
- E. Change the annual calendar to reflect the Annual Meeting is in October... review Bylaws so have the required date correct.
- F. Book the Annual Meeting at the Holiday Inn in Nashua.

- G. Shop the insurance around to see if can get cheaper... the Board is ok staying with Sevigney/Lyons but if we can get it cheaper, they would like to.
- H. Send a letter to 5 Amalia Drive regarding the motorized bikes by small children.
- I. 15 Jamaica Lane is a unit that consistently has trash barrel out... in response to their letter to the Board – let know if stays out it will be removed at the owners expense.
- J. 12 Jamaica Lane – confirm with Pennichuck that the water is off for this unit. Also contact the company listed on the sign to see who owns the unit.
- K. 12 Falls Grove Road – add the fines for July to the ledger regarding the AC and send a letter letting the owners know that the Board would recommend other alternatives for the AC, but the window AC is not acceptable – don't send to attorney, continue with Demand Letters only.
- L. Invoice #65238 from 6-13-11 from Morins needs to be reclassified as paid from reserve dollars as it constitutes work that was done on the fence.
- M. Scott was asked about the fee increase we could expect for mgmnt. in 2012 and said he expected it to be in the neighborhood of about 2%
- N. Robyn was asked to inspect and evaluate expanded decks before the next painting cycle

OPEN/CLOSED WORK ORDERS

- A. There was a brief discussion on the emergency calls that had come in. There were no current open or closed work orders to discuss.

NEW BUSINESS

- A. Mark Wheatley discussed the 2012 budget. This will be finalized for the September meeting so it can be included with the Annual Meeting mail out.

REVIEW MASTER CALANDER

- A. There was no discussion on the master calendar.

MEETING DATE

- A. The next meeting is September 8, 2011 at 5:30 PM at Harvard Management.

Al Reilley motioned to adjourn the meeting. This was seconded by Rick Balboni and agreed to by all. Meeting adjourned at 7:48 PM.

Respectfully submitted,

Robyn McNicholas, CMCA

Property Manager

Harvard Management Solutions, Inc.