



COUNTRY HILL ESTATES CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES

Thursday, September 8, 2011

CHECA DIRECTORS PRESENT:

Mark Wheatley Rick Balboni Al Reilley Elaine Reid Claire Azzalina

HARVARD MGMNT PRESENT:

Robyn McNicholas

A meeting of the Board of Trustees of the Country Hill Estates Condominium Association was held at Harvard Management, Merrimack, NH. Meeting called to order at 5:24 PM. Claire Azzalina attended via conference call.

MINUTES

- A. There are some items in the August minutes that need to be clarified. Robyn will modify and e-mail to BOD for approval.

FINANCIAL

- A. Research electric and water charges with Harvard's Accounting Department and provide the BOD with figures.
- B. Insurance claim expense should be classified as "other income".
- C. General office expense should be reviewed and possibly reclassified as legal expense.
- D. Prepaid taxes shown on balance sheet but not on budget comparison.
- E. Irrigation Work Fence — reclassify to reserves.
- F. Solicit an opinion from Scott and Accounting to see if dollars are adequate to meet the obligation to fully fund reserves in 2011.
- G. Budget money for shortfall from audit.
- H. Make sure Vanguard has the necessary signatures to transfer account from Great North to Harvard.

Al made a motion to accept the financials with changes as noted above. This was seconded by Rick and agreed to by all.

MANAGER'S REPORT

- A. Trash Barrels — Robyn was requested to work with several unit owners to move trash barrels to inconspicuous locations.
 - 1. 9 Brussels Drive
 - 2. 14 Jamaica Lane
 - 3. 5 Trocha Street
 - 4. 7 Trocha Street
 - 5. 7 Amalia Drive
 - 6. 9 Edis Lane
- B. Task Items — Robyn was asked to do the following.
 - 1. 12 Jamaica Lane — Contact new mortgage company for update.
 - 2. 9 Edis Lane — Contact unit owner regarding items stored on the ground near the deck.
 - 3. 6 Brussels Dr — Communicate with unit owner to verify approval for landscaping project.

OLD BUSINESS

- A. Snow Contract — Robyn to review contract with vendor and determine if vendor wants payment in 4 or 5 installments.
- B. Key FOB's — final list was provided.

NEW BUSINESS

- A. Aeration — Morin's has presented a proposal to aerate the soil. It was decided that if soil is aerated it should be seeded at the same time. Robyn will request cost of combined aerating and seeding and present to BOD.
 - 1. Electrical Panel Pool House — panel is failing. Elaine made a motion to spend no more than \$1000 to move and replace electrical panel in the pool house. This was seconded by Claire and approved by all.
 - 2. Winter Tree Work — contact Sayco to recommend which trees should be pruned or removed this winter.
 - 3. 2012 Painting — Jamaica Lane, Amalia Drive and Scarborough Drive are on the cycle. A count on windows, bulkheads, basement windows, and rear porches will be done.
 - 4. Decks — Robyn will compile a list of replacement decks that need maintenance. BOD will then review

CAPITAL PROJECTS

- A. Fence Restoration — this fall the next section of fencing will be taken down and boards will be recycled and used in the next section of fencing.

REVIEW MASTER CALANDER

- A. The Annual Meeting will be held Thursday, October 20, at the Holiday Inn in Nashua.

MEETING DATE

- A. If BOD needs to meet prior to the meeting, a date will be set.

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,

Elaine Reid, Secretary

Board of Directors
Country Hill Estates