



COUNTRY HILL ESTATES CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

Tuesday, December 6, 2011

DIRECTORS PRESENT:

Mark Wheatley Rick Balboni Al Reilley Elaine Reid Barry Hallenbeck

RESOLUTION PRESENT:

Cindy Carroll

SEVIGNEY-LYONS INSURANCE PRESENT:

Lucas Sevigney



Lucas Sevigney attended the meeting to explain the procedures involved when dealing with the Thanksgiving Day fire at 11 Brussels Drive. A construction account will need to be established into which funds from this claim will be deposited. Adjustor's report is not expected until after the first of the year. Lucas was requested to contact the Adjustor and make sure that all correspondence relating to this claim be sent directly to Cindy Carroll who in turn will share with the board.

As a result of this significant claim, the insurance premium for 2012 will increase by up to 25%. Lucas will advise the final figure.

When Lucas left, the meeting was called to order at 6:30 p.m. Mark made a motion to accept the October minutes. This was seconded by Al and agreed to by Elaine and Rick

NEW BUSINESS

- A. **Board of Directors** — Elaine made a motion to nominate Barry Hallenbeck (who volunteered) to the unfilled board seat. This was seconded by Rick and agreed to by all. Rick made a motion that the officers for 2012 would be: Mark Wheatley, President; Al Reilley, Treasurer; and Elaine Reid, Secretary. Motion was seconded by Barry and agreed to by all.
- B. **Budget 2012** — Rick made a motion to set the 2012 condo fee at \$325/month. This was seconded by Elaine and agreed to by all. Detailed budget will be presented at the January meeting.
- C. **Capital Improvements 2012.**
 - 1. Front porches will be done on Scarborough Drive. Steps on ranch style units which were not done when porches were replaced will be completed with composite material.
 - 2. Retaining walls — miscellaneous wooden walls which still exist will be replaced or removed.
 - 3. Fence repairs will continue.
 - 4. Siding project will continue.
- D. **Landscaping** — Morin's will be requested to develop a list of landscape issues that should be addressed

OLD BUSINESS

- A. **Pool** — Cindy to get quote from Pat O'Leary which includes the controller, seasonal service, and fixed price for chemicals. She will then review this quote along with a quote from Hudson Pools (which has been received) and recommend a vendor.
- B. **Painting** — Quotation is required from Richard Rogers of Cornerstone regarding 2012 paint cycle. Mark and Al will discuss quality with Richard.

UNIT OWNER REQUESTS

- A. **6 Jasmine Lane** — unit owner(s) requested permission to have a natural gas line run from the existing gas meter to his fireplace so a gas insert could be installed in his current fireplace. The request was approved with the following stipulations
 - 1. A copy of all necessary permits must be provided to the Property Manager before work starts.
 - 2. Gas line must be buried at least 18" deep..
 - 3. Gas line must enter the unit through the foundation wall and exposed piping must be painted black
 - 4. Property Manager must be provided with a detailed site map showing gas line detail.

5. A signed copy of the closed permit must be provided to the Property Manager for inclusion in unit file.
6. Unit owner(s) are responsible for repairing all damage to the Common Area (lawn, irrigation system, etc.), at his sole cost and expense.
7. Unit owner(s) must agree to the above in writing before work will be allowed to proceed.

Rick Balboni made a motion to adjourn the meeting. This was seconded by Al Reilley and agreed to by all. Meeting adjourned at 8:15 p.m.

Meeting schedule for 2012 will be determined when Cindy Carroll of Resolution Property Management, LLC officially comes on-board.

Respectfully submitted,

Elaine Reid, Secretary

Board of Directors
Country Hill Estates