



COUNTRY HILL ESTATES CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES
Wednesday, March 28, 2012

DIRECTORS PRESENT:

Rick Balboni Mark Wheatley Barry Hallenbeck Elaine Reid Al Reilly

RESOLUTION PRESENT: MORIN'S LANDSCAPING PRESENT: LARCHMONT ENGINEERING PRESENT

Cindy Carroll Paul Van Blarigan & Joe Jim

Paul and Joe from Morin's and Jim from Larchmont Irrigation attended the meeting to participate in the board's discussion of landscaping projects.

LANDSCAPING

- A. Irrigation
 - 1. Existing well — flow testing would need to be done to determine GPM. Water quality testing would also need to be done to determine iron content. If iron content is too high, it would be cost prohibitive to treat the water. The deeper the well the less chance of high iron content. Depth of well is 1360'. If flow and quality are deemed acceptable, a pump would need to be purchased and installed. System could then be divided by zones, and well water could be used on the back section of the property. Dollars have not been budgeted for this in 2012.
 - 2. Booster Pump — the addition of a 1½ HP booster pump for the existing irrigation system would increase water pressure to 40 psi. Once pump is installed, valves and heads would need to be adjusted.
 - 3. Water Conservation — moisture sensors could be connected to valves for automatic monitoring.
 - 4. Action Plan 2012.
 - a. Purchase booster pump and install at the garage.
 - b. Adjust valves and heads.
 - c. Cap heads that are not needed.
 - d. Obtain pricing on sensors.
 - e. Quality and quantity testing for existing well.
- B. Master Landscaping Plan — Paul was directed to draw up a long-term plan that would address the following issues:
 - 1. Front Entrance
 - 2. Pool and Tennis Area
 - 3. Utility Box Plantings
 - 4. Ornamental Trees
 - 5. Islands
 - 6. Drip Lines

When Paul, Joe and Jim left, the board meeting was called to order at 6:08 PM. Al made a motion to accept the February 2012 minutes. This was seconded by Barry and agreed to by all.

FINANCIALS

- A. Mark and Al advised Cindy of changes that needed to be made to various account classifications and postings.
- B. BOD would like to see a monthly posting of past due receivables.
- C. Reserve funding needs to be reviewed.
- D. Cindy was requested to check interest rates on CD's and if advantageous, transfer some of the dollars in the TD account to a short term CD.
- E. Bookkeeper charges \$450 for year-end tax prep.
- F. 2011 financial review and taxes are currently being done by Seelye & Schulz.

OLD BUSINESS

- A. Pool House.
 - 1. One drain at the pool house that was plugged with epoxy needs to be cut out and cleared. Plumber is requested to save the old drain as evidence so Cindy can give it to Cornerstone Painting. Cornerstone will then be asked to repaint the floor at no charge.
 - 2. Al will be in charge of securing required pool signs for 2012.
- B. Pressure Washing — this is scheduled for April 11-16. Fitzpatrick Circle, McTavish Drive, and Brussels Drive are scheduled this year. Any unit that is delinquent for more than 60 days will not be done. A notice will be posted at the mail house and on the web-site to advise unit owners of the above. GSPW will also be directed to wash the mail house.
- C. Tree Work — Cindy will *lean on* Ted at Sayco Tree to have him remove hangers ASAP.
- D. Fence Cleanup — Cindy will arrange for removal of trees and branches that are leaning on the fence on both sides of the property.
- E. Painting — this is scheduled for early April. Streets that will be done are: Jamaica Lane, Amalia Drive, and Scarborough Drive. Any unit that is delinquent for more than 60 days will not be done. A notice will be posted at the mail house and on the web-site to advise unit owners of the above.
- F. Siding — Units selected in the 2012 lottery are: 15 Scarborough Drive, 7 Fenwick Street, 17 Brussels Drive, 3 Fenwick Street, 6 Fenwick Street, and 5 McTavish Drive. Prior to re-siding, Pennichuck will be given a list of the units being done so any necessary movement of the meter can be done.
- G. Trash Removal — new 3 year contract has been signed with Waste Management.

UNIT OWNER REQUESTS

- A. 3 Brussels Drive — replacement of front door approved.
- B. 15 Falls Grove Road — replacement of two windows and door approved.
- C. 11 Falls Grove Road — unit owner will supply additional information on installation of air conditioning unit prior to approval.

RULE VIOLATIONS

- A. Decks — Cindy will review the list of expanded decks that need maintenance and send a reminder letter to these unit owners with a deadline of May 31 to do the necessary maintenance. Letter would also advise painters will be on site in April and unit owner at their expense could contract with the painter to do the required maintenance.
- B. Trash Cans — Cindy is requested to directly contact trash can violators to reinforce the rule and rectify the issue.
- C. Commercial Vehicles — Cindy directed to contact the violators, reinforce the rule and rectify the issue.

The April meeting has been scheduled for Wednesday, April 25th at 5:00 PM.

Barry made a motion to adjourn the meeting. This was seconded by Rick and agreed to by all. Meeting adjourned at 9:13 PM.

The Executive Session will not be published.

Respectfully submitted,

Elaine Reid, Secretary

Board of Directors
Country Hill Estates