



COUNTRY HILL ESTATES CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES
Wednesday, June 27, 2012

DIRECTORS PRESENT:

Rick Balboni Barry Hallenbeck Elaine Reid Al Reilley Mark Wheatley

RESOLUTION PRESENT: CRONIN & BISSON, P.C.

Cindy Carroll John F. Bisson, Esq.



Prior to the June meeting being called to order the BOD went into Executive Session with our Attorney John Bisson and discussed the status of 11 Brussels Drive and other delinquent accounts.

When John departed, the meeting was called to order at 6:15 p.m. Rick made a motion to accept the minutes of the May meeting. This was seconded by Elaine and agreed to by all.

FINANCIALS

Cindy presented copies of the Seelye & Schulz review of the 2011 Financial Statements. O'Leary Pool Service invoiced a charge higher than the quoted price for the chemical monitoring system. This invoice needs to be credited. There were also two charges for chemical delivery which need to be deducted from the next payment to O'Leary Pool Service.

PROPERTY MAINTENANCE

- A. 3 Amalia Drive — Property Manager waiting for resident to set a time and date for contractor Joel Sandborn to evaluate roof. Great North investigated this matter about 2 years ago.
- B. 6 Timothy Drive — roof vent replaced
- C. 21 Jamaica Lane — side porch issue resolved
- D. Fenwick Circle Area Cold Patching — Wayne Fall needs to patch. The rest has been completed.
- A. POOL FOB'S

There has been an issue with activation of newly issued pool FOB's and also with the number of visits vendor has to make to the property. Contract with the vendor should be structured for four yearly visits – May to start up; June and July for changes; and Labor Day to put system in winter mode. Cindy will develop a system she is comfortable with and advise the Community how the system will work.

OLD BUSINESS

- A. Pool House.
 - 1. Floor will be repainted at the end of the season
- B. Fence — Cindy to check with Gate City to see when fence will be modified.
- C. Painting
 - 1. An inspection will be done when the painting cycle is complete to verify quality of job
 - 2. In the fall, a list will be compiled for the 2013 paint cycle. Unit owners who have rotted windows or doors will be notified that these items will not be painted in the spring. This will give the unit owner several months to make the necessary repairs.
 - 3. Property Management will work more closely with the painter in 2013.
- D. Well Project.
 - 1. Shed still needs to have the door installed. This is scheduled for the week of July 2, 2012. Shed will be sided when the siders are on site this fall.
 - 2. There is an issue with time clocks. Three clocks are operational on the front part of the property. Clocks are not operational for the back portion.
 - 3. There are some pressure issues which may be caused by a controller. Morin's to meet with Capital to resolve the issue.
 - 4. Morin's will be directed to run half the property from the well and the other half from Pennichuck water.
 - 5. Isolation valves will be added where required.

DECKS

1. 7 Edis Lane — unit owner has been reluctant to paint and repair expanded deck. Cindy to contact and offer to arrange to have deck removed and restored to original size (at unit owner's expense).
2. Decks which needed repair will be re-inspected in early July 2012.

B.

NEW BUSINESS

- A. Website & Database Software used by CHECA needs to be upgraded. Vendors have ceased support of current versions. A motion was made by Barry and seconded by Elaine to authorize this purchase. All agreed.
- B. Morin's — Rick to contact Paul and see if some of the contract dollars allocated for trimming can be used for removal of over-grown front perimeter shrubs. This has been done in the past. If this can be done, shrubs will be tagged and a notice will be placed at the mail house.

UNIT OWNER REQUESTS

- A. 8 McTavish Drive — bulkhead and window request approved.
- B. 3 Jamaica Lane — removal (at the unit owner's expense) of two trees in the front of the unit approved. Unit owner will be responsible for restoring the grass

There will be no July meeting. The next meeting will be scheduled for Wednesday, August 22, 2012.

Rick made a motion to adjourn the meeting. This was seconded by Elaine and agreed to by all.
Meeting adjourned at 8:45 PM.

Respectfully submitted,

Elaine Reid, Secretary

Board of Directors
Country Hill Estates

Executive Sessions are not published.