



COUNTRY HILL ESTATES CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES  
Wednesday, August 22, 2012

DIRECTORS PRESENT:

Rick Balboni                      Barry Hallenbeck                      Elaine Reid                      Al Reilley                      Mark Wheatley

RESOLUTION PRESENT:

Cindy Carroll

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There was no July 2012 Board Meeting.

Meeting was called to order at 5:09 p.m. Rick made a motion to accept the minutes of the June meeting, seconded by Barry and agreed to by all.

FINANCIALS

- A. Payment to Hudson Paving was posted to Roads account and needs to be posted to Fence account.
- B. Revenue account should be added for legal income.

PROPERTY MAINTENANCE

- A. Pine Needles — Joel Sandborn of All Outdoors Construction to remove accumulated pine needle debris from unit roofs. We will stipulate that the work should be done as late as possible in the season; just before the snow flies.
- B. Front Porches — Joel will also replace pressure treated steps on 4, 8, 3, 5, 7, 9, 17 Brussels Drive and 5 McTavish Drive with composite material.

OLD BUSINESS

- A. Decks.
  - 1. Decks — 3 decks in need of painting/staining or repair still not done. Property Manager requested to send one final letter giving estimates of what it would cost to have this done by our painting contractor. If no communication is received from unit owner within two weeks, Property Manager will arrange to have it done and expense posted to the unit owner's account
- B. Shrub Trimming/Removal
  - 1. Cindy to provide Morin's with a list of units in arrears that should not be trimmed; and also a list of units to be sided so a more aggressive trimming can be done to provide better access to the siding crew.
- C. Pool Electronic Door Lock — Still some issues with the door. Cindy to send list of questions to vendor and ask for a final report on the season activities be provided at the end of the pool season.

NEW BUSINESS

- A. Annual Meeting/Budget 2013  
Meeting will be held on October 24, 2012 at the Holiday Inn, Northeastern Blvd., Nashua. Notice will be posted at the mail house and on the web-site on August 23. Al will work with Cindy to ensure all mailings are mailed at least 21 days prior to the meeting. Preliminary budget for 2013 was presented, reviewed, and modified. Final 2013 budget will be presented at the Annual Meeting. Monthly fee for 2013 will be \$335 per unit per month.
- B. 2013 Maintenance Projects.— Barry and Elaine will do a joint walk-through of the property and provide
  - 1. Painting count for windows, garage doors, and bulkheads
  - 2. Rear deck (originals) assessment
  - 3. Visual inspection of roofs
  - 4. Recommendation for power washing
- C. 2013 Tree Work — Ted Sayce, of Sayco Tree, will walk the property to develop a list that we can use to prioritize the work that needs our primary attention for winter tree work

**UNIT OWNER REQUESTS**

- A. 3 Fenwick Street — Request to add a new window in living room to provide more light to a dark room. New window will conform to all current window requirements. Approved.
- B. 15 Brussels Drive — Request to repaint unit front door the same as previous color and to also paint shutters the same color. Approved (docs do not require a form).

The next meeting will be scheduled for Wednesday, September 26, 2012.

Barry made a motion to adjourn the meeting. This was seconded by AI and agreed to by all. Meeting adjourned at 7:17 p.m.

Respectfully submitted,

Elaine Reid, Secretary

Board of Directors  
Country Hill Estates

Executive Sessions are not published.