



COUNTRY HILL ESTATES CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES
Wednesday, September 19, 2012

DIRECTORS PRESENT:

Rick Balboni Barry Hallenbeck Elaine Reid Al Reilley Mark Wheatley

RESOLUTION PRESENT:

Cindy Carroll

Meeting was called to order at 5:06 p.m. Mark made a motion to accept the minutes of the August meeting; it was seconded by Barry and agreed to by all.

FINANCIALS

- A. Expenditure shown under road work account still needs to be reclassified to fence repair.
- B. Y-T-D Budget Comparison needs to be reviewed and signed off on by Mark and Al prior to the notice of Annual Meeting mailing.

PROPERTY MAINTENANCE

- A. 6 Fenwick Street — while re-siding this unit, the contractor found rotted sheathing caused by a clothes dryer which was improperly vented. The original rear porch must be removed in order to make the repair. Due to the age and condition of this original rear porch, the Association will pay to replace the rear porch. The unit owner will pay for the new sheathing.

LANDSCAPING

- A. Mark and Rick plan to review Morin's contract and add to it or change it as we perceive the future needs of the Association.
- B. Rick will be meeting with an arborist/tree pruner to walk the property and obtain a proposal to do all tree work in the cul-de-sac areas. He will have the quote sent to Cindy and it will be disseminated from there.

OLD BUSINESS

- A. Pool Electronic Locks
 - 1. A year-end report is still required. Still need to determine why lock failed several times this summer. Lock from pool to pool house has not been deactivated. Cindy to contact vendor, provide written expectations for 2013, and ask for a quote for a contract for 2013.
- B. Cornerstone Painting
 - 1. Crew is back on the property to finish up some odds and ends. They will clean and stain two (2) expanded decks next week. Unit owners will be back charged for this work.
- C. Lawn Maintenance
 - 1. Morin's currently on the property aerating and slice seeding as per Paul's recommendations. Sprinkler system will be turned off once this is completed.
- D. Sayco Tree
 - 1. Ted has been on property identifying diseased trees and trees in need of pruning. Once his report is received, BOD will prioritize winter tree work.
- E. Maintenance Walkthrough
 - 1. Barry and Elaine did a walkthrough of the streets on the 2013 paint schedule. Units that have rotten windows or windows that have broken seals will no longer be painted due to the condition of the windows. No windows on the 2013 schedule need painting. A list will be given to Cornerstone with the units that need basement windows, bulkheads, garage doors, and door trim painted. The PVC risers on all replaced front porch steps on the paint schedule will be painted white.

NEW BUSINESS

- A. Annual Meeting/Budget 2013
 - 1. Cindy and Al are working on the mailing which will be mailed out at least 21 days prior to the meeting.
 - 2. The Siding Lottery for 2013 will be held during the annual meeting. There are approximately 22 units eligible for the lottery. Six units will be re-sided in 2013. All windows with the exception of the bay/bow windows must be replaced to be eligible for the drawing. If any of these 22 units have a slider which has not been replaced, the unit owner must agree to replace the slider prior to re-siding.
- B. Pool Proposal for 2013
 - 1. Cindy to request a quote from O'Leary's and Hudson Pool to cover all pool related costs for 2013 including chemicals, opening and closing, and daily pool cleaning. BOD would be receptive to a multi-year contract.
- C. Pool House Repairs
 - 1. During the summer, a wall and a window screen were damaged. Mark has volunteered to do these repairs.
- D. Pool House Winterization
 - 1. Cindy to arrange for a plumber to winterize the bathrooms and outside shower by the end of October. Meters also need to be taken away at that time.
- E. Pool House Cleaning
 - 1. Pleased with services provided by Haley's Cleaning service, Cindy will request a multiyear contract.

UNIT OWNER REQUESTS

- A. No requests this month.

The next meeting will be the Annual Meeting; scheduled for Wednesday, October 24, 2012.

Rick made a motion to adjourn the meeting. This was seconded by Barry and agreed to by all. Meeting adjourned at 8:24 p.m.

Respectfully submitted,

Elaine Reid, Secretary

Board of Directors
Country Hill Estates

Executive Sessions are not published.