



COUNTRY HILL ESTATES CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES
Wednesday, November 14, 2012

DIRECTORS PRESENT:

Rick Balboni Barry Hallenbeck Elaine Reid Al Reilley Mark Wheatley

RESOLUTION PRESENT:

Cindy Carroll

Meeting was called to order at 5:10 p.m. Barry made a motion which was seconded by Rick that the slate of officers for 2013 remains the same as 2012 – President, Mark Wheatley; Secretary, Elaine Reid; and Treasurer, Al Reilley. This was then approved by all.

Barry made a motion to accept the minutes of the September 2012 meeting, seconded by Al and agreed to by all.

FINANCIALS

- A. Separate ledger account to be created for rebuilding income and expenses for 11 Brussels Drive.
- B. Remove bad debt account from cash basis report in 2013.
- C. Review list of reports provided by Al and incorporate for 2013.

PROPERTY MAINTENANCE

- A. Banking — Cindy pays contractual bills. Other bills need approval prior to payment. Everything is done electronically – no written checks. Al has online access.
- A. Budget Preparation — Cindy will critique and offer input on yearly budget.
- B. Property Oversight — Cindy will do a weekly drive through and twice a year a walkthrough.
- C. Property Maintenance — required repairs need to be documented.
- D. Violations – need a good system for tracking violations and fines.

After agreeing to the above, the contract with Resolution Property Management was renewed for another year.

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. Tree and Shrubs — quotes and scope of work were reviewed and a decision was made to use Shady Hill for ornamental tree trimming and cul-de-sac work. Sayco will continue to do major tree work. Both companies will be requested to provide new quotes based on revised lists.
- B. Insurance — a 25% increase was estimated due to 2011 loss. Final rate for 2013 has not yet been set and may come in at only a 10% - 20% increase. Cindy will seek another quote and investigate the possibility of raising the deductible to \$25,000.

NEW BUSINESS

- A. Morin's — need more definite input, oversight and reminders on projects. Irrigation oversight needs to come from the Community. Contract will be reviewed to see if there are any areas that can be fine-tuned.
- B. Painting — Fitzpatrick Circle, McTavish Drive, and Brussels Drive are on the 2013 schedule. Items to be painted in 2013 are: garage doors and trim; front entry way trim; bulkheads and basement windows as determined by the Painting Contractor. Any of these that are rotted will not be painted. Windows will no longer be painted. Original rear porches will be

painted. When needed, repairs will be done. A quote for the painting of vinyl trim on front porches will be requested; a final decision regarding painting this trim will be made later..

- C. Power Washing — Country Hill Road, Fenwick Street, Falls Grove Road, Edis Lane, Trocha Street, Jasmine Drive, and Meghan Drive are on the 2013 schedule.
- D. Snow Removal — Cindy will provide a DO NOT PLOW list to Wayne and review the list with him. A reminder notice will be posted on the bulletin board.
- E. Generators — these cannot be stored on the Common or Limited Common area. A rule will be developed.
- F. Rule Changes — rules will be reviewed during the winter to see if any changes are required.

UNIT OWNER REQUESTS

As approved via email October — November

- A. 14 Fitzpatrick Circle — tree replacement approved.
- B. 9 Jamaica Lane — one casement window replacement approved.
- C. 23 Jamaica Lane— window replacement approved.
- D. 4 Fenwick Street — garage door replacement approved.
- E. 17 Brussels Drive — landscape request approved.
- F. 8 Falls Grove Road — window replacement approved.

PROPERTY WALKTHROUGH

Tentatively scheduled for November 30, 2012; weather permitting.

Rick made a motion to adjourn the meeting. This was seconded by Elaine and agreed to by all. Meeting adjourned at 8:49 p.m.

Respectfully submitted,

Elaine Reid, Secretary

Board of Directors
Country Hill Estates

Executive Sessions are not published.