



COUNTRY HILL ESTATES CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES  
Wednesday, February 6, 2013

DIRECTORS PRESENT:

Rick Balboni                      Barry Hallenbeck                      Elaine Reid                      Al Reilley                      Mark Wheatley

RESOLUTION PRESENT:

Cindy Carroll

CRONIN, BISSON & ZALINSKY, P.C.:

Atty. John Bisson & Atty. David Howard

UNIT OWNER:

6 Brussels Drive

---

The unit owner residing at 6 Brussels Drive was granted permission to attend the February 2013 board meeting to address some lingering concerns regarding his unit. Action items follow:

- Shrubs, including hemlock in front of cable box, will be removed. Stumps will be removed in the spring. This will be done at Association expense.
- Unit owner will replace shrubs in the spring and plant a small tree in front of cable box.
- Unit owner will be responsible for any wiring issues.
- Association will fill sink hole around cable box in the spring.
- Joel Sandborn will arrange a suitable time to visit the unit to investigate a roof leak.
- Rotted wood around garage door frame will be fixed at Association expense during our normal spring maintenance cycle.

At 6:00 p.m., with only the BOD and Property Manager in attendance, the meeting was called to order. Barry made a motion to accept the minutes of the December 2012 meeting as amended; this was seconded by Al and agreed to by all.

FINANCIALS

- A. Treasurer needs to receive a copy of the general ledger.
- B. 2013 budget is now ready to be posted on the CHECA website and sent via email to unit owners who have provided their email addresses to Property Manager.

OLD BUSINESS

- A. Painting — waiting for final quote from Cornerstone Painting.
- B. Pressure Washing — Cindy to forward revised specs to Granite State.
- C. Snow Removal — Cindy to review no plow list with Wayne in anticipation of the forecast for heavy snow February 8<sup>th</sup> – 9<sup>th</sup>.
- D. Rules — Draft revisions have been made and are currently being reviewed by each board member.
- E. Siding — Cindy to check and see if 3 Trocha Street has signed re-siding agreement. All other unit owners selected for re-siding this spring have signed off on any outstanding issues that must be remedied prior to re-siding.

NEW BUSINESS

- A. Maintenance Issues.
  - 1. Original Rear Decks — Joel Sandborn will evaluate original rear decks on Fitzpatrick Circle, McTavish Drive, and Brussels Drive and provide a list of decks in need of maintenance. List should be received before the end of March 2013.
  - 2. 23 Jamaica Lane — some damage to the siding occurred during Super Storm Sandy. Siding removed from 3 Trocha Street will be used to repair this unit. Cindy will contact unit owner regarding timing and method of repair.
  - 3. Fence Repair — section behind 18 Jamaica Lane that was damaged by a falling tree during Super Storm Sandy will be repaired. Repairs will then begin on the west side of the property. Work will begin behind 8 Jasmine Lane and go towards Timothy Drive.
- B. Road Repaving
  - 1. Property will be divided into 3 sections for repaving.

2. First phase will include Fenwick Street, Falls Grove Road, Brussels Drive, McTavish Drive and Country Hill Road from Fenwick/Falls Grove to just past Brussels/McTavish. driveways and streets will be done.
3. Anticipated timetable from starting point to completion of Phase I will be 3 weeks.
4. Meetings will be held for affected unit owners prior to project commencement.
5. Color coded site plan will be placed on the bulletin board to keep unit owners updated.
6. AI made a motion to award a \$217,140 contract to Hudson Paving and Excavation. Price is subject to adjustment based on asphalt pricing at time work commences. This was seconded by Elaine and agreed to by all.
7. The contract will be signed

#### **UNIT SALES**

Mid-February closings are scheduled for:

- 15 Fenwick Street and
- 27 Country Hill Road

#### **UNIT OWNER ARCHITECTURAL CHANGE REQUESTS**

As approved via email in January & February of 2013.

- A. 5 Trocha Street — exterior entry door replacement approved.
- B. 7 Brussels Drive — 2 roof vents approved for exhaust fans.
- C. 7 Jamaica Lane — exterior light replacement approved.
- D. 16 Scarborough Drive — central air conditioning unit approved
- E. 3 Jamaica Lane — exterior sliding door approved.

Rick made a motion to adjourn the meeting. This was seconded by Barry and agreed to by all. Meeting adjourned at 7:55 p.m.

Respectfully submitted,

Elaine Reid, Secretary

Board of Directors  
Country Hill Estates