



COUNTRY HILL ESTATES CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES
Wednesday, March 20, 2013

DIRECTORS PRESENT:

Rick Balboni Barry Hallenbeck Elaine Reid Al Reilley Mark Wheatley

RESOLUTION PRESENT:

Cindy Carroll

Meeting was called to order at 5:05 p.m. Barry made a motion to accept the February minutes. This was seconded by Rick and agreed to by all.

FINANCIALS

- A. Treasurer to send updated budget spread sheet to Cindy.
- B. Treasurer to forward a copy of preferred General Ledger layout to Bookkeeper
- C. Cindy was asked to update and accelerate all liens.

LANDSCAPING

- A. Cindy will contact Morin's and request a discount on sprinkler parts.
- B. Cindy will contact Paul and advise CHECA wishes "to live to the contract" this year.
 - 1. Mulch and plant per contract.
 - 2. Complete trimming by July 31.
- C. Irrigation system should be tested and adjusted in May.
- D. Irrigation modifications on Amalia Drive and Scarborough Drive should be done early in the season

OLD BUSINESS

- A. Painting — Cindy will contact Cornerstone Painting Contractors with the following parameters for 2013 paint cycle
 - 1. Paint all original garage doors (use discretion regarding rot).
 - 2. Paint all garage door trim.
 - 3. Paint all front door trim.
 - 4. Paint all original rear decks that have been repaired.
 - 5. Paint bulkheads if required (use discretion). Do not paint bulkheads which have been painted a different color by unit owner.
 - 6. Paint basement windows if required.
- B. Pressure Washing — Cindy will advise Granite State Pressure Washing of the following:
 - 1. Do not pressure wash units with past due condo fees.
 - 2. Do not pressure wash newly sided units.
 - 3. Do not pressure wash 3 Trocha Street which will be re-sided.
 - 4. Front porches will be pressure washed.
 - 5. Notice will be placed at the mail house asking unit owners on Country Hill Road, Fenwick Street, Falls Grove Road, Edis Lane, Trocha Street, Jasmine Drive, and Meghan Drive to turn on their outside water facets so units can be washed.
- C. Snow Removal — Initial visual inspection shows an increase in damaged sprinkler heads this year. Wayne will be billed when there is a final count.
- D. Rules — draft revisions have been received from all BOD members. These will be reviewed before final board action.
- E. Siding — new unit owner at 15 Fenwick Street has declined re-siding.

NEW BUSINESS

- A. Waste Management — price has increased by 10%. Cindy to make some calls and solicit other quotes.
- B. Violations. — Cindy will send letters to unit owner(s) on Fenwick Street/Falls Grove Road who have thrown their Christmas trees behind their units. They will be charged a disposal fee to remove. She will also contact unit owner at 22 Jamaica Lane to remove wedding bell decorations from the front of the unit.

ROAD REPAVING

- A. Paving protocol notice and question and answer documents are being developed for posting at the mail house and on the web-site. Document will be sent to the email list.
- B. Elaine will work with Cindy to create an email list just for the streets in Phase I.
- C. Barry will research signage.
- D. Mark will discuss taping off driveways with Hudson Paving.
- E. Damage done to a driveway or road by parking on it prior to Hudson Paving's go-ahead will be the responsibility of the unit owner.

MAINTENANCE ISSUES

- F. Exhaust Vent/Pipe — a couple of potential roof leaks have been investigated. It was determined that there was not a roof leak. Instead, the problem was caused by improper or inferior installation; or no insulation around the vent resulting in condensation. This is a unit owner expense and will be covered in the next newsletter.
- G. 20 Jamaica Lane — unit owner was concerned about the trees. Sayco Tree has evaluated and found no visible decay. These six trees will be added to the 2014 winter tree work list and pruned at that time.
- H. 27 Country Hill Road — new unit owner has been advised that front porch will be replaced prior to re-paving. Morin's will remove the pressure treated wall and replace with a stone wall. Unit owner will be responsible for replanting shrubbery.
- I. Tree Stumps — Morin's will be requested to remove tree stumps when chipper is on the property.
- J. 3 Trocha Street – Cindy to discuss removing front tree with Shady Hill prior to re-siding.

UNIT OWNER ARCHITECTURAL CHANGE REQUESTS

As approved via email in February & March of 2013.

- A. 3 Tracey Avenue — slider door replacement approved.
- B. 7 Falls Grove Road — window replacement approved.
- C. 7 Falls Grove Road — slider, front and screen door replacements approved.
- D. 7 Scarborough Drive — replacement windows approved.
- E. 8 Scarborough Drive — replacement windows approved.
- F. 27 Country Hill Road — replacement windows approved

Rick made a motion to adjourn the meeting. This was seconded by Al and agreed to by all. Meeting adjourned at 8:38 p.m.

Next meeting is scheduled for April 24, 2013

Respectfully submitted,

Elaine Reid, Secretary

Board of Directors
Country Hill Estates