



COUNTRY HILL ESTATES CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

Wednesday, April 24, 2013

DIRECTORS PRESENT:

Rick Balboni

Barry Hallenbeck

Elaine Reid

Al Reilley

Mark Wheatley

RESOLUTION PRESENT:

Cindy Carroll

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Meeting was called to order at 5:02 p.m. Rick made a motion to accept the March minutes. This was seconded by Al and agreed to by all.

FINANCIALS

- A. Al is pleased with the new general ledger report layout.
- B. Dollars for Phase I paving comes out of reserves. Cindy needs to make arrangements to move money from Vanguard to Bank North for prompt payment.

LANDSCAPING

- A. Cindy was requested to contact Morin's and advise them to inspect irrigation system on the, Pennichuck supplied, front portion of the property to ensure it will be ready to be turned on when required.
- B. Morin's will be requested to inspect and make repairs to the well portion of the irrigation system ASAP after paving has been completed.
- C. Mulching will be scheduled ASAP after paving has been completed.

OLD BUSINESS

- A. Painting.
  1. Original rear deck on 6 Fenwick needs to be added to the schedule. Brown stain should be used on the deck.
  2. Expanded deck at 4 Brussels should be removed from the list. Paint basement windows if required.
- B. Pressure Washing — Completed:
- C. Snow Removal — Waiting for Wayne to sign contract extension.
- D. Rules — Full board discussed and several additional changes will be made.
- E. Siding — 3 Trocha Street needs to remove the wiring that runs on the exterior of their unit before the re-siding project can be started. Cindy will arrange for the tree in front of the unit to be cut down prior to re-siding.

NEW BUSINESS

- A. Pool Key Fobs.
  1. Option 2 of B&S Proposal was approved. Services included:
    - a. Installation of new batteries at the start of the season, and removal of the batteries at the end of the season.
    - b. 14 visits per season.
  2. All undistributed key FOB's will be returned to B&S. Unit owners will now be required to pick new and/or repaired FOB's up at the B&S Broad Street shop.
  3. New owners will need to fill out the application (available on the web site) and pay the \$50 fee prior to picking up their key FOB at the B&S shop.
  4. Any delinquent unit owner will not have their FOB activated.
  5. If a condo fee is not received by the end of the 15th day of the month, unit owner will have pool privileges rescinded until account is paid in full. Reactivation will not occur until the next regularly scheduled visit of B&S.
  6. Communication will be sent to unit owners prior to pool opening.

**ROAD REPAVING**

- A. Quotes have been received from two vendors for spreading topsoil and raking the edges of the road and spreading topsoil. Areas will then be seeded.
- B. Project should be completed by May 10, 2013.

**MAINTENANCE ISSUES**

- A. Pool House
  - 1. Pump room fan needs to be repaired or replaced.
  - 2. Corrosion issues need to be monitored.
  - 3. Pool deck needs to be pressure washed and sealed.

**UNIT OWNER ARCHITECTURAL CHANGE REQUESTS**

As approved via email in March and April of 2013.

- A. 6 McTavish Drive — kitchen vent approved.
- B. 4 Jamaica Lane — front door replacement approved.
- C. 15 Falls Grove Road — landscaping request on hold until completion date is specified.

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

Next meeting is scheduled for May 29, 2013

Respectfully submitted,

Elaine Reid, Secretary

Board of Directors  
Country Hill Estates