



COUNTRY HILL ESTATES CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES
Wednesday August 27, 2014

DIRECTORS PRESENT:

Barry Hallenbeck Rick Balboni Elaine Reid Al Reilley

RESOLUTION PRESENT:

Cindy Carroll

ABSENT

Mark Wheatley

Meeting was called to order at 6:10 p.m. Barry made a motion to accept the June 2014 minutes. This was seconded by Al and agreed to by all. There was no Board meeting in July 2014.

FINANCIALS

- A. No issues.

OLD BUSINESS

- A. Painting
- a. Work has begun.
 - i. Bulkhead paint is a slight variation of paint previously used.
 - ii. Door jambs will be painted if painter has access.
 - b. Unit owner issues:
 - i. 11 Falls Grove – a lot of personal items are on the deck. Cindy will contact unit owner and advise these need to be moved before painter can pressure wash and paint deck.
 - ii. 3 Amalia Drive – outside water not turned on so deck cannot be pressure washed before painting. Cindy to try and remedy problem.
- B. Re-siding
- a. Unit owner at 27 Country Hill Road has decided against having unit re-sided.
 - i. Only three units will be re-sided this year.
 - ii. Cindy to verify start date.
- C. Paving
- a. Cindy is to compile a complete written list of paving issues from Phase II.
 - i. List should include repairs that have been accomplished and repairs that will be performed later along with indication of when this will be done.
 - b. Cindy needs to get an update and quote from Morin's on timber wall replacements which need to be done this fall in preparation for paving; Phase III.
- D. Trash Removal
- a. Waste Management offers the best price for CHECA needs.
 - b. Cindy to ensure contract gets renewed within the proper time frame.
- E. Front Entry
- a. Cindy is to contact Morin's and request preparation work (required for Phase III in 2015) and the entry modification be completed by the Annual Meeting.
- F. Pool Closing
- a. Cindy to request Pat O'Leary to repair or replace pool light fixture which is damaged.
 - i. Light is not to be hooked up when repaired.
 - b. Cindy to discuss missing and loose tiles with Pat and get a quote on repair.
- G. Morin's
- a. Cindy to discuss mowing pattern with Paul as it does not appear that mowing pattern is changing on a regular basis.
 - b. Cindy to discuss condition of the lawn in front of 7 Fenwick Street and request a quote for restoring the area.

NEW BUSINESS

- A. Outstanding Leases
 - a. Cindy to follow up and get copy of leases.
 - b. If within a reasonable period of time leases are not received, Cindy to fine owner.
 - c. Current List
 - i. 5 Amalia Drive
 - ii. 21 Jamaica Lane
 - iii. 6 Fitzpatrick Circle
 - iv. 23 Brussels Drive
- B. Aeration
 - a. Property will be divided into 3 zones for future aeration.
 - i. BOD agreed to consider starting at the first 1/3 of property this year.
- C. Satellite Dishes
 - a. Elaine will update listing of units with satellite dishes.
- D. All-Outdoors Construction
 - a. Cindy to get a list of work planned for Joel (ALL Outdoors Construction) this fall.

ANNUAL MEETING

- A. Holiday Inn has been booked.
 - a. Al will print required documents.
 - b. Cindy will mail.
 - c. Notice of Meeting to be mailed no later than 9/30/2014.
- B. Preliminary Budget has been prepared.
 - a. Cindy to run 2013 ledger for
 - i. Landscape extras
 - ii. Maintenance

MANAGEMENT CONTRACT

- A. 2015 contract was reviewed.
 - a. Section 4 collections to be modified to address need for repayment plan to require a written, signed copy.
 - b. On-site property inspections should be done every week to 10 days.
- B. Contract was agreed to in principle and will be signed at next meeting.
 - a. Contract to be renewed at the 2014 yearly amount of \$31,236.

UNIT OWNER REQUESTS

- A. 6 Timothy Drive – window replacement — approved.
- B. 3 Timothy Drive – foundation stone replacement — approved.
- C. 7 Timothy Drive – deck replacement by uninsured person — not approved.
- D. 12 Jamaica Lane – solar deck post caps — approved.
- E. 12 Jamaica Lane – garage door installation — approved.
- F. 11 Jamaica Lane – central air conditioner installation — approved.
- G. 20 Jamaica Lane – window replacement — approved.
- H. 11 Trocha Street – expanded deck — approved.
- I. 29 Country Hill Road – window and door replacement — approved.
- J. 27 Country Hill Road – slider replacement — approved.
- K. 8 Jasmine Drive – window replacement — approved.
- L. 7 Jasmine Drive – window replacement — approved.
- M. 10 Brussels Drive – bulkhead replacement — approved.

UNIT OWNER ISSUES

- A. Decks
 - a. 5 Edis Lane – advised Property Manager repairs and cleaning will be done.

- b. 7 Trocha Street – scheduled to close by September 1st and the buyer is aware deck needs to be cleaned.
 - c. 7 Timothy Drive – unit owner has been advised a non-insured person cannot perform the work. Cindy will give unit owner the name of the painter working on the property who would be able to do required maintenance at unit owner's expense.
 - d. 20 Jamaica Lane – status unknown. Cindy to contact unit owner.
 - e. 6 Meghan Drive – scheduled to be done the week of September 2nd.
- B. Violations
- a. Cindy has been requested to add a Violation Section to the Manager's monthly report.

Barry made a motion to adjourn the meeting. This was seconded by Elaine and agreed to by all. Meeting adjourned at 8:30 p.m.

Next meeting is scheduled for Wednesday, September 25, 2014.

Respectfully submitted,

Elaine Reid
Secretary, Country Hill Estates