



COUNTRY HILL ESTATES CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES
Wednesday, November 19, 2014

DIRECTORS PRESENT:

Barry Hallenbeck Al Reilley Elaine Reid Claudette Dube-Balsa Dave Sgro

RESOLUTION PRESENT:

Cindy Carroll

Meeting was called to order at 5:07 p.m. Claudette Dube-Balsa of 9 Jamaica Lane volunteered to fill the open position on the Board, and the BOD unanimously voted for her to fill that position. Elaine Reid made a motion to nominate Barry Hallenbeck to serve as President. This was seconded by Dave Sgro and agreed to by all. Barry Hallenbeck made a motion to nominate Elaine Reid for Secretary. This was seconded by Al Reilley and agreed to by all. Barry Hallenbeck made a motion to nominate Al Reilley for Treasurer. This was seconded by Claudette and agreed to by all.

Barry made a motion to accept the September minutes. This was seconded by Al and agreed to by all.

FINANCIALS

- A. 2015 budget was discussed.
 - a. Adjustments will be made to legal and lien, insurance, and siding.
 - b. Budget will be presented for approval at the December meeting.

PROJECT UPDATES

- A. Re-siding
 - a. Sider has not confirmed when he will begin.
 - b. The three units chosen are ready for sider.
- B. Paving — Phase III
 - a. Hudson Paving has promised to correct some issues we have with the Phase II paving.
- C. Front Entry
 - a. Morin's has adjusted sign.
 - i. BOD is still unhappy with installation.
 - ii. Cindy to contact Morin's to ask for a warranty on sign installation to protect the Association against future repairs.
- D. Landscaping
 - a. Aeration completed.
- E. Fall Maintenance
 - a. Ranch porch steps completed at 3 Edis Lane, 7 Timothy Drive, 9 Tracey Avenue, and 7 Meghan Drive.
 - b. 2014 fence work completed.
 - c. Roof blowing will be completed by Thanksgiving.

CONTRACTS

- A. **Waste Management**
 - a. Elaine made a motion to accept 2-year contract. This was seconded by Al and approved by all.
- B. **Resolution Property Management**
 - a. Contract reviewed and Property Manager agreed to:
 - i. Weekly on-site visits
 - ii. Monthly property, violations, and projects report
 - iii. Advise BOD when contractors are on property

- b. Barry made a motion to accept 1-year contract. This was seconded by Dave and approved by all. Following policies will be implemented:
 - i. Any invoice over \$500 needs to be approved by the President and Treasurer prior to payment. This does not pertain to yearly contracts or utility bills.
 - ii. All correspondence to unit owner should be copied to the Secretary.
 - iii. Review alteration forms to make sure information is complete before forwarding to BOD.
- C. **Morin's Landscaping**
 - a. Concerns
 - i. BOD unhappy with amount of time Account Manager spends on site.
 - ii. Mowing schedule 7-10 days needs to be changed to 7 days with BOD approval needed if frequency needs to be adjusted.
 - iii. Street sweeping – quote separately if terms cannot be negotiated.
 - b. Cindy to contact Morin's and renegotiate contract.

UNIT OWNER REQUESTS

- A. 21 Brussels Drive — bathroom vents..... Approved
- B. 11 Jamaica Lane — storm door replacement..... Approved
- C. 21 Jamaica Lane — cable drop line..... Approved
- D. 8 Scarborough Drive — vent flapper..... Approved
- E. 11 Falls Grove Road — replacement garage window..... Approved
- F. 6 Trocha Street — satellite dish installation..... Approved
- G. 12 Scarborough Drive — window sill replacement Approved

UNIT OWNER ISSUES

- A. Violations
 - a. Outstanding leases
 - i. 5 Amalia Drive - unit owner being fined
 - ii. 21 Jamaica Lane – unit owner being fined
 - iii. 23 Brussels Drive – unit owner being fined
 - b. Basketball hoop still out at 21 Jamaica Lane
 - c. Trailer is still parked at 11 Falls Grove Road

NEW BUSINESS

- A. 2015 Paving
 - a. Cindy will arrange a meeting with Hudson Paving prior to year end. The purpose is to walk through and measure Phase III, so that we can finalize the Phase III Agreement. Quote will then be submitted.
- B. Front Entrance
 - a. Cindy will investigate installing brighter lighting around the sign.

Elaine made a motion to adjourn the meeting. This was seconded by AI and agreed to by all. Meeting adjourned at 7:05 p.m.

Next meeting is scheduled for Tuesday, December 16, 2014.

Respectfully submitted,

Elaine Reid
Secretary, Country Hill Estates