



COUNTRY HILL ESTATES CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES
Wednesday, August 19, 2015

DIRECTORS PRESENT:

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

RESOLUTION PRESENT:

Cindy Carroll

Meeting was called to order at 6:00 p.m. Claudette made a motion to accept the July minutes. This was seconded by Dave and agreed to by all.

Mike and Wendy Doucette of 15 Jamaica Lane, attend the August meeting to discuss why the Board rescinded permission to park their commercial tow truck, on the property. The Board explained permission had been rescinded due to:

- A. Complaints from other unit owners.
- B. Requests from other unit owners wanting to park commercial vehicles on the property which BOD has refused.

The Board will consider extending the period allowed for compliance with association Rules in this matter.

FINANCIALS

- A. No issues.

PAVING

- A. Final payment is being withheld until the following areas are addressed:
 - a. Shut-off valves at the corner of Timothy Drive and Country Hill Road
 - b. Drain grate position on Trocha Street
 - c. Shut-off valve on Brussels Drive
 - d. Loose man-hole cover Country Hill Road/Megan Drive
- B. Cindy to stay in contact with Hudson Paving to get this done.

RE-SIDING

- A. Barry to contact Pascoe to get a date when Pascoe will be on-site.
- B. Cindy to begin searching for alternate siders.

MORIN'S CONTRACT MAINTENANCE

- A. Cindy to advise Morin's to cut back irrigation to once per day on Pennichuck portion of the property.
- B. Well portion of the property can be run twice per day.
- C. Cindy to get estimate and timetable for slice seeding before next Board Meeting.
- D. Cindy to check and see if aeration has been done and if not, schedule it.
- E. Cindy to get date when shrubs will be trimmed.
- F. Cindy to let Paul know irrigation runs when it's raining.

MORIN'S PROPOSED LANDSCAPE IMPROVEMENTS

- A. Entrance plantings can be done at any time.
- B. Cindy to check with unit owner at 3 Brussels Drive about pruning the tree in front of the unit.
- C. Overhanging branches from behind 4, 8, 10, 9, 17, and 19 Fenwick will be removed.
- D. Two falling maples between 3-9 Brussels Drive will be removed.
- E. Double trunked birch at 3 Timothy Drive will be removed.

- F. Ornaments will be trimmed at:
 - a. 9 and 11 Falls Grove Road
 - b. 4 and 6 Brussels Drive
 - c. 6, 8, and 16 Fitzpatrick Circle
 - d. 24, 22, 20, 5, and 4 Jamaica Lane
 - e. 3, 7, and 9 Edis Lane
 - f. 11 Trocha Street
 - g. 7 Jasmine Drive
 - h. All crab apples at mail house
 - i. 3 Timothy Drive
 - j. 3, 5, and 6 Tracey Avenue
 - k. 7 Amalia Drive

OLD BUSINESS

- A. Painting
 - a. Completed.
- B. Pressure Washing
 - a. Completed with the exception of 7 Scarborough Drive which will be done when unit owners return from vacation and turn the water on.
 - b. Roof cleaning for test unit at 21 Fenwick Street will not be done until fall.
 - i. Zinc strips will be applied to the back side of the roof only.
- C. Seal Coating
 - a. Phase I driveways are scheduled to be done September 16.
 - i. Driveways will be roped off when done.
 - ii. Vehicles will not be allowed to drive on or park in the driveway for 72 hours.
 - iii. Cindy to inform all unit owners in Phase I via mail.
- D. Pool
 - a. Pool will close for the season at dusk on Labor Day, September 7th.

MAINTENANCE ISSUES

- A. 7- 9 Trocha Street was treated for animal holes last fall.
 - a. Holes are still there.
 - b. Pest Control has advised holes will remain until the grubs move from the area.
- B. 6 Fenwick Street needs siding repair from ice damage last winter.

VIOLATIONS

- A. Notices of illegal parking on the grass will be sent to:
 - a. 9 Fenwick Street.
 - b. 21 Fenwick Street.
 - c. 4 Tracey Avenue.
 - d. 9 Edis Lane.
- B. 4 Meghan Drive will be fined for failing to clean gutters..

UNIT OWNER REQUESTS

- A. 3 Falls Grove Road — window replacement Approved.
- B. 14 Brussels Drive — window replacement..... Approved.
- C. 3 Scarborough Drive — garage door replacement..... Approved.
- D. 3 Scarborough Drive — window replacement..... Approved.
- E. 6 Trocha Street — satellite dish installation..... Approved.
- F. 7 Trocha Street — bulkhead replacement..... Approved.
- G. 3 Timothy Drive — landscape alterations..... Approved.

NEW BUSINESS

- A. Waste Management

- a. WM has been unable to navigate traffic circles on Jamaica and Scarborough without damaging the grass and pavement due to vehicles being parked on those circles on trash pick-up day.
 - b. Cindy to send letters advising no parking on the circles until after trash has been picked up to all residents on the affected circles because BOD does not know who the vehicles belong to:
 - c. 10, 12, 14, 16 and 18 Scarborough Drive
 - d. 11, 15, 17, 19, 21, and 23 Jamaica Lane
- B. Snow Removal
- a. BOD unanimously voted to accept Wayne Fall's bid for snow removal for 2015-2018.
 - i. \$39,000 contract represented a 3% increase.
 - ii. Wayne will be allowed to park equipment at the mail house provided he puts down some type of protection so pavement will not be damaged.
- C. 2016 Budget
- a. First draft of budget was reviewed.
 - b. Updates will be made as required.
 - c. Budget will need to be accepted by BOD at the September meeting.

Elaine made a motion to adjourn the meeting. This was seconded by AI and agreed to by all. Meeting adjourned at 9:00 p.m.

Next meeting is scheduled for September 23rd, at 6 p.m., at 10 Brussels Drive.

Respectfully submitted,

Elaine Reid

Secretary, Country Hill Estates