



COUNTRY HILL ESTATES CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES
Wednesday, November 4, 2015

DIRECTORS PRESENT:

Dave Sgro Al Reilley Judy Turner Claudette Dube-Bulsa Barry Gerstein

RESOLUTION PROPERTY MANAGEMENT PRESENT:

Cindy Carroll

Meeting was called to order at 6:00 PM The Annual Meeting Minutes were reviewed. All agreed that the content appears accurate for presentation at the 2016 Annual Meeting.

NEW BOARD POSITIONS

- A. Board members discussed the positions that best suit their experience and availability. All agreed to appointments as follows:
 - a. Dave Sgro, President; Al Reilley, Treasurer; Claudette Dube-Bulsa, Judy Turner & Barry Gerstein, Directors.
 - b. Cindy will assume Secretary Duties of Meeting Minutes & Newsletter Drafts; Judy will assist with posting notices; Judy & Barry will share walk-through duties.
- B. Al suggested that Board meetings be held quarterly unless Association business requires more frequent meetings. All agreed with Al's proposal.

MANAGEMENT CONTRACT

Claudette motioned to renew the contract with Resolution Property Management; Al seconded; All agreed in favor of approving the renewal of the management agreement for 2016.

UNIT SALES

- A. 18 Scarborough Drive:
 - a. Sellers: Allan & Jennifer Tate
 - b. Buyer: REM Capital, LLC — Albert Chu, Manager

OLD BUSINESS

- A. Joel Sanborn Repair List
 - a. 5 Timothy Drive — Window Well Repairs.
 - i. Cindy will follow up with Joel & report scheduled completion.
 - b. 21 Fenwick Street— Zinc Strip installations.
 - i. Cindy will confirm with Joel.
 - c. Fence repairs behind Timothy Drive & Fenwick Street up to \$8K.
 - i. Cindy will confirm with Joel.
 - d. Cindy will discuss with Joel his interest & ability to complete siding for 16-18 units as planned for 2016.
- B. Morin's Landscaping
 - a. Cindy will confirm Morin's schedule for Fall Clean Up.
 - b. Cindy will follow up with Morin's for Tree quote.
- C. Documentation for new Board Members
 - a. Cindy will forward letter sent to Mahoney concerning insurance procedure
 - b. Cindy will forward past Management Reports from 2015

MAINTENANCE UPDATES

- A. Phase I & II Driveways have been sealed. NH Blacktop will invoice for Phase II driveways in July 2016 because they sealed Phase II driveways a year early.

- B. Pool system & bathrooms have been winterized.
- C. The irrigation system has been shut down for the season.
- D. Pennichuck has pulled the water meters for the pool pump room & irrigation system.
- E. Tennis nets have been removed and stored in the garage.
- F. Granite State Power Washing has completed the algae washing for 21 Fenwick Street. Board members confirmed that Joel Sanborn should proceed to install zinc strips as planned to test the process for future prevention of algae streaking on roofs.
- G. Joel Sanborn has completed siding 3 Edis Lane. All agree that Joel has done a great job. Joel is in the process of siding 10 Jamaica Lane & replacing the original deck which was in poor condition.

VIOLATIONS

- A. 15 Jamaica Lane — Tow truck has not been back on property..
- B. 11 Scarborough Drive — Offer to waive late fees & finance charges if fines and condo fees are paid. Two weeks will be given for payment, and then lien will be filed.
- C. Basketball Hoops — Board members will report any hoops left outside to Cindy.

UNIT OWNER REQUESTS

- A. 10 Jamaica Lane — window replacements..... Approved
- B. 5 Trocha Street — window replacement Approved
- C. 9 Falls Grove Road — window replacement..... Approved
- D. 31 Country Hill Road — gas pipe installation Withdrawn/Pending
- E. 17 Fenwick Street — exhaust vent/exterior electrical outlet..... Withdrawn/Pending

NEW BUSINESS

- A. TRASH REMOVAL
 - a. Cindy will confirm the window for notification to Waste Management for termination of contract or it will otherwise renew.
- B. NEWSLETTER DRAFT
 - a. Cindy & AI will include a reminder that vehicles should not park on the street during storms or snow removal efforts.
 - b. Cindy & AI will include a reminder that residents traveling during the winter should leave heat on in their homes to avoid frozen pipes.

Claudette made a motion to adjourn the meeting. This was seconded by AI and agreed to by all. Meeting adjourned at 8:22 PM.

Next meeting will be held on February 17, 2016 at 9 Jamaica Lane at 6:00 PM.

Respectfully submitted,

Cindy Carroll
 Manager, Country Hill Estates