



COUNTRY HILL ESTATES CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES  
Wednesday, August 17, 2016

DIRECTORS PRESENT:

Dave Sgro

Judy Turner

Elaine Reid

Al Reilly

ABSENT

RESOLUTION PROPERTY MANAGEMENT PRESENT:

Cindy Carroll

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Meeting was called to order at 6:08 p.m. Judy made a motion to accept the June minutes. This was seconded by Al and agreed to by all.

FINANCIALS

- A. Cindy was asked to correct the YTD Budget line under painting and staining.

LAWN CARE CONTRACT RENEWAL

- A. Morin's proposal for 3-year contract was reviewed.
  - a. Cindy to contact Morin's to have some additional language added to contract.
    - i. Spring Cleanup — add sides, backs, and drip lines.
    - ii. Tree & Shrub Maintenance — add in back and sides.
    - iii. Irrigation System — verify property visits to assess irrigation are open-ended.
  - b. Elaine made a motion to accept the contract subject to language review. This was seconded by Judy and agreed to by all.

LANDSCAPING

- A. 3 Timothy Drive — Cindy to discuss tree planting with unit owner.
- B. 14 Fenwick Street — Cindy to discuss turf improvements with Paul to make sure it is a viable plan.

TRASH REMOVAL

- A. Waste Management will be sent registered correspondence on August 19<sup>th</sup> terminating current agreement effective upon the renewal date of the contract (1/1/2017).
- B. After an affirmative vote by the Board, the President signed a 3-year contract with Stateline Waste Management.
  - a. Community members will be advised of this at the Annual Meeting.
  - b. Written correspondence will be sent to the Community in early December.

SIDING 2016

- A. Claude Gionet has completed 8 units. Remaining 5 units will all be completed by mid-September.
- B. Joel Sanborn is currently working on 1st of 2 units he will side this year.

SIDING 2017

- A. Siding Policy is being revised.
- B. Elaine will have revised documents ready for Annual Meeting.
- C. Claude Gionet will inspect all units on the "ready to side" list this fall.
- D. Comprehensive new procedures will be announced.

OLD BUSINESS

- A. **Tag Sale** will be held Saturday, September 10<sup>th</sup> with a rain date of September 11<sup>th</sup>.
  - a. Cindy to arrange to have an ad placed in THE TELEGRAPH.
  - b. Cindy to advise Morin's to turn sprinkler system off during the tag sale.

**MAINTENANCE ISSUES**

- A. Front Fence — Cindy will remind Joel that fence on Broad Street at the entrance of the property needs to be repaired.

**RULE INFRACTIONS/VIOLATIONS**

- A. 5 Jasmine Drive — owner is being fine \$25/week for improperly installing a satellite dish and not getting authorization before installation.
- B. 17 Jamaica Lane — owner had pool privileges revoked for letting an unauthorized person use pool FOB assigned to that unit.

**UNIT OWNER REQUESTS**

- A. 3 Jamaica Lane — radon mitigation system installation ..... Approved
- B. 11 Fenwick Street — window replacement ..... Approved
- C. 9 Falls Grove Road — slider replacement ..... Approved
- D. 4 Jasmine Drive — storm door replacement..... Pending
- E. 9 Amalia Drive — deck refurbishment post structure..... Submitted
- F. 8 Jamaica Lane — window replacement..... Pending

**NEW BUSINESS**

- A. FHA Renewal
  - a. John Bisson & RPM have submitted CHECA's FHA renewal package..
- B. Annual Meeting
  - a. Holiday Inn, Nashua NH has been reserved for October 26<sup>th</sup> meeting.
  - b. 2017 Budget is being prepared.

Judy made a motion to adjourn the meeting. This was seconded by AI and agreed to by all. Meeting adjourned at 8:30 PM. Next meeting is scheduled for September 14, 2016 at 6:00 PM.

Respectfully submitted,

Elaine Reid  
Secretary, Country Hill Estates

END