



COUNTRY HILL ESTATES CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES
Wednesday, April 19, 2017

DIRECTORS PRESENT:

Judy Turner

Al Reilly

Elaine Reid

Claudette Dube-Bulsa

ABSENT

None

RESOLUTION PROPERTY MANAGEMENT PRESENT:

Brian Egan

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

PROPERTY MANAGEMENT

1. Brian Egan introduced himself as new property manager who will be assuming the role formerly held by Cindy Carroll.
 - a. Email address – began.rpm@gmail.com.
 - b. Mailing address and office phone will remain the same.
 - c. Elaine and Judy will accompany Brian on a property walk through on April 27th.
2. Cindy will no longer be involved with the day-to-day activities at CHECA.
3. Elaine will post notice at mail house.

FINANCIALS

1. **Accounting**
 - a. Al made a motion to move fire proceeds from 11 Brussels to Reserves as authorized by Bigelow & Company, Public Accountants. This was seconded by Elaine and agreed to by all.
2. **Reserve Spending 2017**
 - a. Profit & Loss Performance Ledger needs to be updated with budgeted dollars added to each item.
 - b. \$8399 in Maintenance and Repairs (5075) needs to be moved to Storm Damage (5130).

CONTRACT RENEWAL

1. **Painting** - contract was reviewed.
 - a. Brian will give Judy a copy for signature.
2. **Power Washing** – contract was reviewed.
 - a. Brian will give Judy a copy for signature
 - b. Roofing list will be reviewed during April walk through.

LANDSCAPING

1. **Front Entrance**
 - a. Morin's is recommending removing shrubs and replacing with either mulch only or mulch and perennials.
 - i. Paul P. will provide quote.
2. **Rotted Pines**
 - a. Paul P and Paul V have walked the property and will provide a list of trees they perceive to be dangerous.

OLD BUSINESS

1. **All Outdoors Construction**
 - a. Brian to follow up will Joel to get date on when work will be done on:

- i. Porch replacements
 - ii. Fence Repairs.
- 2. **W F Falls & Son**
 - a. Brian to contact Wayne to remove snow removal equipment from property.
 - b. Brian to contact Wayne to discuss repairs to damaged turf caused by snow removal
- 3. **Pool**
 - a. Brian to arrange for no smoking signs to be posted in the pool house and pool area prior to pool opening.

MAINTENANCE ISSUES

- 1. None

RULE INFRACTIONS/VIOLATIONS

- 1. **5 Brussels Drive** – violation letter failure to clean up dog waste.

UNIT OWNER REQUESTS

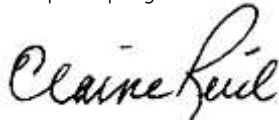
- 1. **6 Scarborough Drive** – replacement windows..... Approved.
- 2. **7 McTavish Drive** – replacement windowsApproved.
- 3. **5 Trocha Street** – slider installation..... Approved.

NEW BUSINESS

- 1. **Roads** – Brian to contact vendor(s) regarding surface cracks

Claudette made a motion to adjourn the meeting. This was seconded by AI and agreed to by all. Meeting adjourned at 7:24 p.m. Next meeting will be held on May 24, 2017.

Respectfully submitted,



Elaine Reid
Secretary, Country Hill Estates

END