



# COUNTRY HILL ESTATES CONDOMINIUM ASSOCIATION

## BOARD OF DIRECTORS MEETING MINUTES Wednesday, December 6, 2017

### DIRECTORS PRESENT:

Judy Turner      Al Reilley      Elaine Reid      Bob Iwicki      Claudette Dube-Bulsa

### ABSENT

### RESOLUTION PROPERTY MANAGEMENT PRESENT:

Brian Egan                      Tanya Egan

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

Elaine made a motion to nominate Bob Iwicki to fill the vacant one-year board seat. This was seconded by Al, and agreed to by Judy and Claudette.

### FINANCIALS

1. Past Due Accounts
  - a. Brian verified that the bookkeeper is sending out past due statements each month and forwarding accounts to legal when required.
  - b. Al needs to meet with Brian to officially close out the Fire Insurance bank account.

### LEASES

Rule 8 governs the requirements of Unit Owners when Leasing their Units.

1. Rule 8 requires that a copy of all leases by and between a Unit Owner and his lessee, which shall include the name and phone number of such lessee, must be provided to the Board or its managing agent within seven (7) days from the signing of the lease. Additional requirements also apply.
  - a. Brian to provide board members with a current list of units for which we don't have a signed copy.

### PROJECT/MAINTENANCE UPDATES

1. Irrigation System has been winterized.
2. Second round of fall clean-up will be completed by December 7<sup>th</sup>.
3. Gionets has cleaned off several roofs which were covered with pine needles.
4. Gionets will be replacing an original deck at 11 Falls Grove.
5. Tennis court nets have been taken down and stored in the garage.
6. Pool house has been winterized and the water meter at the pool will be removed on December 11<sup>th</sup>.

### UNIT OWNER REQUESTS

1. 9 Trocha Street – replacement front and side doors and storm doors ..... Approved.
2. 3 Brussels Drive – gutters..... Approved.
3. 31 Country Hill Road – replacement triple window..... Approved.
4. 31 Country Hill Road – wall and plantings (waiting for sketch) ..... On hold.
5. 31 Country Hill Road – replacing a bay window with a slider ..... Denied.
6. 11 Falls Grove Road – replacement windows (11) ..... Approved.
7. 11 Falls Grove Road – replacement front door and slider ..... Approved.

### RULE INFRACTIONS/VIOLATIONS

Violation letters (16) were sent out as a result of the fall property walkthrough.

1. Rule Infractions
  - a. 14 Jamaica Lane – unrestrained and unregistered dogs.
    - i. Brian will send registered letter notifying owner both issues are unacceptable.

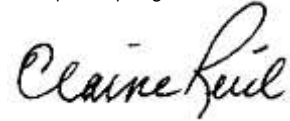
- b. 5 Fenwick Street replacement windows unauthorized installation.
  - i Unit owner still has not forwarded completed paperwork for windows that were replaced without prior authorization.
  - ii Brian to send a second reminder.
- c. Rule 28. Overflow Parking Areas.
  - i In violation of Rule 28, an Advantage Solutions, inscribed company truck, has been parking at the mail house overflow parking area overnight and will be ticketed.

**NEW BUSINESS**

- 1. Buildium Software Overview.
  - a. Tanya presented an overview of a new Condo Management Program called Buildium that Resolution will be introducing in early 2018.
    - i BOD asked Resolution to let BOD members experiment with it before it is rolled-out to residents.
  - b. Prior to roll-out, Resolution will send a mailing to all unit owners with an overview of Buildium software.

Claudette made a motion to adjourn the meeting. This was seconded by Judy and agreed to by all. Meeting closed at 7:26 p.m. Next meeting will be held February 28<sup>th</sup>.

Respectfully submitted,



Elaine Reid

Secretary, Country Hill Estates

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END