



## From the Board

Shrubs did not get trimmed this year in the usual July time frame. Morin's has been running 4-6 weeks behind due to the late snows in March and early April. Trimming is now underway and should be done by the end of the month.

Painting and pressure washing were completed in July. This year a dozen roofs that were stained or showed signs of moss growth were also pressure washed. These will be inspected both in the fall and spring, and if washing has worked, additional roofs will be done in 2018.

Re-siding resumed in June and all seventeen units scheduled to be done this year will be finished by the end of September.

Community Tag Sale will be held on Saturday, September 9, with a rain date of Sunday, September 10th. A notice will be put in **THE TELEGRAPH**, and a sign will be put out at the entrance to the property.

Pool will close for the season at dusk on Labor Day, September 4, 2017. Tennis courts will remain open until Columbus Day.

**Please note** Labor Day week trash pickup will be on the normal Thursday schedule.

## Annual Meeting

Annual Meeting has been scheduled for 7:00 p.m., Wednesday, October 25, 2017. Meeting will be held at the Holiday Inn, Northeastern Boulevard, Nashua. Official notice of meeting will be mailed to all unit owners of record at least 21 days prior to the meeting. This year in addition to the 2 two year Board of Director's seats up for election, there is an additional one-year seat which has been vacant. If you are a unit owner (name must appear on the deed) in good standing, you are eligible to run for election to the Board. In order to be considered, you need to send your letter of candidacy to Brian Egan so he receives it no later than September 24, 2017.

All unit owners are encouraged to attend the Annual Meeting. You will hear a review of 2017 and be informed of what is planned for 2018. Please make an effort to attend.

## Pets

Pets must be licensed by the City of Nashua. Dogs are not allowed to be tied up outside or left unattended at any time. There have been several incidents this summer where dogs have gotten loose. One woman was knocked down by an overly rambunctious dog that had run out of the house. Dog "rest stops" should be done in the traffic circles or wooded area – not on lawns or edges of lawns where youngsters play and residents walk. Animal waste must be immediately cleaned up and properly disposed of. Waste cannot be left in plastic bags by your door, garage, or deck. Not only is it unsightly, it is also unsanitary. Most of our pet owners are very conscientious, and we appreciate that. Please check out Rule 25 on the web site for the complete rule.

### Inside this issue:

Annual Meeting	1
Pets	1
Re-siding	2
Maintenance Tips	2
Why Contractors Liability	3
Please Remember	4

### Points of Interest

- Please make arrangements to attend our Annual Meeting in October this year. It's important to stay abreast of current events.
- Consider running for one of the open seats on the Board of Directors. All it takes is sending a short statement explaining a little about your qualifications to Brian. You must also be a unit owner and you must be up-to-date with all amounts owed to CHECA.

## Re-Siding Policy

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As mentioned in previous newsletters, the lottery system is no longer the method by which units are chosen for re-siding. Moving forward, the onus is on the unit owner to notify Property Management when their unit is ready for re-siding. Siding information on the Country Hill Estates web-site has been updated, and here is a quick tutorial.

To access our web-site go to [www.countryhillestates.com](http://www.countryhillestates.com)

1. Click on **Home Page**
2. Left menu; click on **CHECA Projects**
3. Click on **Siding Project**
4. Scroll down to read *Vinyl Siding Eligibility Documents*
5. In next to last paragraph, click on **here** to get to *Siding Compliance Check List*.
6. Fill in, sign the document, and return it to the Property Manager.
7. Compliant units will then be added to the *Master Siding Log*.
8. Future siding will be done based on the date your signed Compliance Checklist is received.

If you don't have an Internet connection, contact Brian Egan (603) 424-1480 to have documents mailed. Brian will be happy to answer any questions you might have.

## Unit Maintenance Tips

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Fall is the perfect time to take a few minutes and walk around your unit to check and see if any repairs need to be done.



1. Rusted electrical boxes can become hazardous. If yours looks like this, it's time to call an electrician and get it replaced.
2. Gutters and downspouts need to be cleaned out before winter arrives.
3. Bulk heads should be opened and debris swept away from the inner edges. Check to make sure the seals along the outer edges are in good shape. If not, clean the area where the bulkhead meets the concrete. Once this has been done, caulk around the perimeter with a clear silicone waterproof caulk made for doors and windows.
4. Empty and clean out your dryer vent to prevent a buildup of lint which is a fire hazard.
5. Once you have checked the outside it's time to do an interior check.
6. Check your washer hoses to make sure they are not damaged. Better yet, invest in stainless steel hoses which have a longer life expectancy.
7. Look at your hot water heater to see if there is any water leakage or rust. Life expectancy on tank type water heaters is on average 8-12 years.
8. Replace the batteries in your smoke detectors. Smoke detectors should be replaced every ten years. This includes hard wired units.
9. Consider installing a carbon monoxide detector if your home does not have one.
10. Have your furnace, fireplace, wood burning stove, and chimney cleaned on a regular schedule.

## Why Contractor's Liability Insurance?

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Liability insurance is essential for contractors working on Association property for the following reasons:

1. To ensure that contractors can pay lawyers fees and damages if they're sued over their work.
2. To ensure that unit owners and/or the Association employing the contractors don't end up paying if the contractor is sued and doesn't have insurance.
3. To meet statutory requirements in states and industries where everyone needs to be covered by insurance (for example, in construction).

Contractors provide specialized services to their customers, so they face unique risks and need insurance to protect themselves. For instance:

*Bodily Injury:* A customer trips over one of your tools while you are performing work in their yard or in their unit and you are found legally liable for the injury. Liability insurance will cover the subsequent claim and related medical expenses up to your limits of liability.

*Property Damage:* One of your employees breaks a

customer's window in their unit while renovating the kitchen. Liability insurance will cover the subsequent claim up to your limits of liability.

*Personal Injury:* One of your employees is at lunch. He talks to the owner of the unit about one of your clients in a false and unflattering way. The client learns of this discussion and sues for slander. Liability insurance will cover the subsequent claim, up to your limits of liability, and pay for an attorney to defend you if necessary.

This is the reason we require that any unit owner that hires a contractor must provide a Certificate of Liability Insurance (Acord 25) for their contractor. The certificate will list dates of coverage and types of insurance coverage as well as the unit address where the work will be performed. Additionally, it will list Country Hill Estates as the certificate holder. The certificate ensures that their contractor is insured in case of bodily injury, property damage and/or personal injury and if the contractor has help, workers compensation. It protects both the unit owner and the Association.

## Web Site Request Forms

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By now, owners should be familiar with our fill-in PDF request forms that are available on the web site for owners to request allowable architectural changes to the exterior of their units.

One of the reasons we developed these forms was because it was difficult for the Board to decipher our previous handwritten forms plus electronic storage considerations. Unfortunately, in some cases, we find that some owners still print out the form and fill it in by hand; back to the original problem of readability. On occasion, we receive forms that are half typed and half handwritten. Please, we need you to fill-in your request forms by typing your information in the shaded form fields provided.

Version 2017.009.20044, the latest version of the free Adobe Reader DC, which we recommend that everyone download, provides the additional ability of signing your completed form if you have a scanned copy of your signature. If you don't and you have a scanner, you can scan your signature and save it to a file for use with the new version of Adobe Reader DC.

Previous versions of the free reader would not allow you to save the completed form, the only option was to print the form. With the current version, you can save the completed form as a PDF file to your desktop which can

then be attached to an email message to our property manager. No fuss, no muss, no postage.

After filling in the form; below the "Learn More" dialog, click the "Fill & Sign" dialog. Click on the pen image and follow the directions. Click Use Image, then browse to the file that contains your handwritten signature. Click Accept. Scroll to the desired location on the form, and click to place the signature.

To sign your file more than once, click Place Signature again. Scroll to the desired location, and click to place the signature.

To permanently merge the signature into the PDF, save the file. Click Confirm to finalize the changes. Type a name for your file. Click Save.

You are then presented with an option to send the signed document to others with Adobe EchoSign. Adobe EchoSign is a paid service that you will not need. If you don't want to use the Adobe EchoSign service, click Not Now.

Tip: Acrobat Reader sets the first signature method chosen as the default method of signing. To change methods, click the down arrow next to Place Signature, and select Change Saved Signature to return to the full list of options. The last method you choose becomes the default.



## Country Hill Estates

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## Seasonal Reminders

- Annual plants should be removed and perennials cut back when the growing season is over. Pots need to be properly stored for the winter. Remember storing them under your deck or porch is not allowed.
- Hoses should be drained and stored inside.
- Basketball hoops need to be removed and stored in your garage, basement or off-site before November 1, 2017.
- A Fall walk through will be done in October, so please take a walk around your unit to make sure nothing is stored under decks or porches and any litter or animal feces is picked up.

## Please Remember...

- Brian Egan is now your contact for all requests, questions, and problems. Transmit directly to Brian.
- It's extremely important that you share your email address with Brian. This is our preferred manner of communication. If you haven't done so, please fill out an Emergency Personal Information form and return it to Brian.
- Drive at a safe speed to ensure our children and walkers are not harmed.
- Do not park on the grass, there are sprinkler heads located along the perimeter of all grass areas.
- Prior authorization is required for window and door replacements, expanded decks, gutters, downspouts, rain deflectors, vents (bathroom, kitchen, and dryer), radon mitigation systems, satellite dishes, shrub removal and replacement, and enlarging planting beds. Use our fill-in PDF forms found on our web site.
- Nothing can be hung from a deck railing or a front porch railing.
- Lawn furniture placed in the common area during the day must be removed and returned to its storage place in the evening.
- Bikes and toys cannot be left in the common area overnight.
- Pet waste must be immediately picked up and properly disposed of.
- Pet waste cannot be left in plastic bags by your door, garage, or deck. It's not sanitary; get rid of it.