



FROM THE BOARD

It's been a busy summer at CHECA.

Landscaping - after a rocky start, Morin's is back on-track with landscaping. In early September, tree stumps will be ground and debris removed followed by loaming and re-seeding. Sugar Maple and Flowering Pear Trees will be planted on Country Hill Road. These will replace the dying maple trees which were removed a couple of years ago.

Tennis Courts - work has been completed at the tennis courts. Old net posts were removed and replaced; court was resurfaced, painted, and lined; and new nets were installed. Take a look the next time you pick up your mail.

Original Rear Decks - six decks were replaced.

Siding - ten of the fourteen units have been completed. The remaining units plus the mail house and pool house will be completed by mid-September.

Sink Holes - a couple of sink holes opened during the summer. In June, one opened up around a catch basin at the corner of Country Hill Road and Falls Grove Road. Contractor determined this was caused by the fact that this was never properly plugged and made the necessary repairs. Just recently several sink holes have opened up in the grassy area near the Community Garage. This occurred in an area that had been filled with tree stumps when the property was developed in the 80's. Over the years, stumps have decomposed and settled. Repairs were made by filling in the sink holes. Additionally a better swale was built so some of the water run-off would be diverted away from that area.

As summer draws to a close remember:

- Pool will close at dusk on Labor Day, September 3.
- Trash pick-up Labor Day week will not change and as usual be picked up on Thursday.
- Yearly Tag Sale will be held on Saturday, September 8, rain date the 9th.
- Tennis Courts will remain open until the end of October, weather permitting.

ANNUAL MEETING

Annual Meeting will be held on Wednesday, October 24th, at The Holiday Inn, Northeastern Boulevard, Nashua. Meeting will begin at 7 p.m. At the end of the Annual Meeting, the Quarterly Open Meeting will be held.

This year three seats will be up for election. One of these seats is currently open; Al Reilley who has been a fixture on the BOD for many years has chosen to step down when his current term ends on October 24th. Bob Iwicki will be running for re-election. *WE NEED YOU TO STEP UP AND VOLUNTEER TO BE ON THE BOARD. CHECK THE BULLETIN BOARD AND THE WEB-SITE TO SEE THE ANNUAL MEETING NOTICE TELLING YOU HOW TO PUT YOUR NAME ON THE BALLOT.* If you have any questions about becoming a Board Member, please contact Brian or any of the Board members.

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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 your unit account must stay current while on the Board.

Last year only 37% of unit owners either attended the meeting or exercised a proxy. Let's try to do better this year.

STATE CHANGES CONDO LAWS

Condo laws/policies were updated in 2017. Associations were given until July 31st, 2018 to enact these changes. Open Meetings are required to be held on a quarterly basis. CHECA began doing this in March.

Now that August 1st has rolled around we will need to comply with several other changes:

Board Meetings - must be taped and a copy of the recording kept at the Property Manager's Office for 30 days. Any unit owner can request an appointment with the Property Manager to listen to the recording.

Unit Owner Requests - can no longer be voted on via e-mail. Voting can either be done at the Monthly Meeting or via telephone conference call with board members and Property Manager. Therefore, it's important to get your requests in as quickly as possible because turnaround time may take longer.

Annual Budget - must be voted on at Annual Meeting. This will be implemented at the October 2018 Annual Meeting.

You should also note that Monthly Minutes and Financials will no longer be posted to the web-site. Instead these will be on Buildium. Newsletter will remain on the web-site.

HEADS UP

Are you aware that if your air conditioning system was installed before 2010 it probably runs on R22 refrigerant or Freon? Research has shown that this refrigerant is harmful to the ozone layer. As a result, it is being phased out and will be illegal as of January 1, 2020. That means it will no longer be manufactured or imported into the U.S. Any repairs needing to be done between now and December 31, 2019 will become very costly.

If you have an older system, it might be worthwhile to contact an HVAC expert to see what replacing your system would entail and cost. AC systems installed today save about 30% on the energy used operating the system.



MAINTENANCE TIPS

Fall is the perfect time to take a walk around your unit to make sure there are no issues with your siding or your roof. If you find any, let Brian know.

Some other outside tips:

1. Check the electrical box for your air conditioner to make sure it's not rusted. If it is, call an electrician and have it replaced.
2. Clean your gutters and downspouts.
3. Perform some easy maintenance on your bulkhead to extend its life.
 - a. Open the bulkhead and clear any debris from the inner edges.
 - b. 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 is done, caulk around the perimeter with a clear, silicone waterproof caulk made for doors and windows.
 - c. Empty and clean out your dryer vent to prevent a buildup of lint which is a fire hazard.

Now do an interior check:

1. Check your washer hoses to make sure they are not kinked or damaged. Better yet, invest in stainless steel hoses which are more rigid and have a longer life expectancy.
2. Look at your hot water heater to see if there is any leakage or rust. If there is, contact your plumber. Life expectancy of tank type water heaters is on average 8-12 years.
3. Replace the batteries in your smoke detectors. Smoke detectors should be replaced every ten years. This includes hard wired units.
4. Consider installing a carbon monoxide detector if you don't have one.
5. Have your furnace, fireplace, wood burning stove, and chimney cleaned on a regular schedule.

ANIMAL WASTE

How many times do you see animal waste along the sidewalk, the roads, or in the grass? This continues to be an on-going, never-ending issue which gets worse as we go into fall and winter.

How many times do you see dogs “doing their business” on lawns instead of in the circles or the wooded areas? One irritated unit owner pointed out 17 spots on the grassy area next to the unit where a dog urinated.

Please remember – clean up after your pet and use the cul-de-sac circles or wooded areas for pit stops.

PARKING

Another area that generates numerous complaints is parking on the grass or parking directly across from someone’s driveway. Let’s all try to be more considerate and conscientious when we park our vehicles.



It’s on the way.....

Web Site Request Forms



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.



Managed by

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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, 2018.
- 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.

REMEMBER

ACH Payments as of September are no longer accepted. You can set up an electronic payment through your Financial Institution. The check will need to be made payable to Country Hill Estates Condominium Association. You can also make a payment via your owner portal on Buildium. Any questions, contact Brian.

Also...

- Brian Egan is 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, 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. It cannot be left in plastic bags by your door, garage, or deck. It's not sanitary; get rid of it.