



From the Board

February's snow storm hit with a vengeance — two feet of snow and lots of blowing and drifting. Thanks to all of you who kept your vehicles off the streets so plowing could be done. To those of you who did not, once again we ask for your cooperation in keeping all vehicles off the streets until the storm has ended and the main roads have been cleared. We know some of you are unhappy with the length of time it takes to clear driveways and shovel walks. Please keep in mind there are 137 driveways that need to be plowed and 137 walkways and steps that need to be shoveled. Any comments you might have about snow removal should be directed to our Property Manager.

The 2013 Budget has been updated and is posted on the website. Actual spending is updated on a monthly basis. Past budgets have been archived and can be viewed.

To reiterate the Association's policy on delinquent accounts:

- Late fees will be charged if payments are not received, in hand, by the close of business on the 15th of the month. If the 15th of the month does not fall on a business day, the next business day will be used.
- Any unit owner who is two months in arrears will receive a letter from the Association's Attorney advising that a lien will be placed against the unit at 90 days and services will be terminated. Legal fees are charged to the unit owner's account.

We are pleased to report that improvements have been made in the collection process, and the number of delinquent accounts has been reduced.

Those of you who use generators during power outages should make sure the generator is at least 10' away from the unit in a well-ventilated area. Once power is restored, the generator must be removed from the common or limited common area in a timely manner.

Fire Update

CHECA petitioned the Court to allow the Association to remove personal items that the unit owner had left at 11 Brussels Drive. A December ruling was in our favor, and last month the unit was emptied. Exterior repairs and repairs to fire damage inside the unit will commence when necessary permits are received. Wells Fargo, the mortgagor, has once again postponed the foreclosure sale and rescheduled it for March.

Leased Units

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. All leases entered into must contain language that binds the lessee and his guests to abide by the Bylaws and Rules of CHECA.

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Points of Interest

- The February snowfall has been extreme and by the time you read this, we may have had another one. If you have more cars than will fit in your driveway and/or garage, please use the mail house parking lot for your extra vehicles only until the snow plows have finished their work.
- Please check your personal insurance policies to make sure you are properly covered.

Miscellaneous Updates

Master Insurance Policy

Sevigney-Lyons Insurance Agency "shopped" our 2013 Master Policy and was able to secure a more favorable premium from MiddleOak Insurance. MiddleOak is an insurance carrier based in Connecticut with an A+ rating. Coverage with MiddleOak provides CHECA with a Guaranteed Replacement Cost Policy. Additionally, our coverage for Ordinance, Law and Crime has been significantly increased. In addition to the associations Master Policy, each unit owner should obtain their own



Homeowner's Policy (*HO-6*) to cover their personal insurance requirements. A current certificate of our Master Policy insurance can be obtained from the *Document Library* on the CHECA website or by calling Sevigney-Lyons at (800) 286-0280.

Maintenance Updates

Last fall, Sayco Tree prepared the winter tree work list which identified trees that needed to be removed or trimmed. The work is nearly completed.

Shady Hill Nursery has been awarded the contract for ornamental tree trimming and cul-de-sac work.

Power washing scheduled for the spring will include units on: Country Hill Road, Fenwick Street, Falls Grove Road, Edis Lane, Trocha Street, Jasmine Drive and Meghan Drive. When a date has been set, a notice will be posted at the Mail House. Granite State Power Washing will be doing the work.

This year's painting cycle includes:

- Fitzpatrick Circle,
- McTavish Drive and
- Brussels Drive.

Items that will be painted are: original garage doors, garage door trim, front entry way trim, bulkheads and basement windows as determined by Cornerstone

Painting. Original rear porches will be painted and repaired as needed. Further communication will be provided before this work begins.

Delinquent units are not eligible for power washing or painting.

Fence work will continue in 2013. During super storm Sandy, a large pine tree fell through the fence on the East side of the property. The tree will be removed when winter tree work is done, and this section of the damaged fence will be repaired. Repairs will begin on the West fence at Jamaica and continue down toward Timothy.

Walkthrough

A walkthrough was done in late November. Over half of the units had some type of violation. Most of them were minor and required only a gentle reminder to comply. Improper storage of items on the common or limited common area was cited most often. Another walk through will be done this spring. In addition to checking for any violations, units will be inspected to see what type of maintenance work might be required. This helps when generating an operating budget for the following year. Expanded decks will be checked to make sure no repairs or staining is required. If work is required, you will be notified by the Property Manager.



Tag Sale

Last year, several tag sales were held on the Property. This was a deviation from previous years. In 2013, only one *community wide* tag sale will be authorized; scheduled date Saturday, May 18th with a rain date on Sunday, May 19th.

Roads

After almost a year of extensive study, the Board felt that it would be prudent to start the repaving project this spring; citing the escalating price of petroleum as the primary consideration. We are confident that a savings can be derived by starting this spring, so a contract has been awarded to Hudson Paving & Excavating, Inc. to begin work on repaving our roads and driveways. We anticipate that the project can be completed in three years. The property has been divided into three sections. Phase I will begin at the rear of the property and include Fenwick Street, Falls Grove Road, Brussels Drive, and McTavish Drive. Both roads, including cul-de-sac's and driveways, will be repaved. Country Hill Road will be paved from the rear of the property to just beyond the intersection of Brussels Drive and McTavish Drive. The driveways of the three units on Country Hill Road will also be repaved.

Our current plan is for Phase I to begin this spring; it will take approximately three weeks to complete. A letter, detailing the time of road closures, parking plans, delivery schedules, etc., will be sent to all Phase I unit owners. Additionally, a color coded site map will be placed at the Mail House to show a timetable of when and where work will be occurring.



Emails will be sent to those who have shared their email addresses. The website will also carry timely updates.

Present plans are for Phase II to include the area from McTavish Drive/Brussels Drive up to Jamaica Lane including Fitzpatrick Circle, Scarborough Drive, Amalia Drive and Jamaica Lane. Phase III will include the the front entrance and the balance of the property.

Some inconvenience may be experienced during the project, but the end result will be worth it.

Web Site Request Forms



By now, most owners are 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 new 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.

Fortunately, version XI, the latest version of the free Adobe Reader, 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.

Previous versions of the free reader would not allow you to save the completed form, the only option was to print the form. With version XI, 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 manage. No fuss, no muss, no postage.

After filling in the form; at the top right in the form, click the *Sign* pane. Open the *I Need to Sign* panel.

Click *Place Signature*. 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

- Seasonal unit decorations should have been removed by January 31, 2013. Are your decorations still up?
- Please be aware that Country Hill Road will be plowed during and after a storm, allowing us to move cars out to our main road. After the storm, the cul-de-sacs, parking areas and driveways will be plowed. Please move your cars to Country Hill Road at the appropriate time so the contractor can effectively service your area. After the storm subsides, our contractor will have a crew on the premises to clear off our porches and walkways.
- No storage of any type under your deck or on the Common Areas beside or behind your unit is permitted.

Please Be Considerate...

- Request forms must be filled out and submitted to Property Management prior to making any exterior changes. All forms are on the website. If you have any questions about what needs approval or what form to use, contact Cindy.
- If you are going to change the color of your deck, check with Cindy to make sure it is an acceptable color.
- Trash receptacles can be put out Thursday evening and should be brought in Friday evening.
- Basketball hoops can be put on your driveway from April 15 - October 31.
- A visible street number should be displayed on your unit for emergency personnel.
- Gutters, down spouts and Radon mitigation systems are a unit owner responsibility and should be cleaned and maintained as necessary.
- Keep your speed down to ensure the safety of our kids and of all our walkers.