



From the Board

Winter has been relentless this year, and some challenges are still in front of us. Salt supplies have been used up, and private contractors are having difficulty replenishing their supplies. Future road treatment may be affected because of this shortage. Even though Wayne has pushed snow piles back and knocked other piles down (and will continue to do so), banks are high, and it is difficult to see around corners. Therefore, we ask everyone to be more cautious and drive at a safe speed. Remember – keep vehicles off the streets until the snow has ended and streets have been plowed. Cars should only be parked on Country Hill Road when driveways on your street are being plowed. Let's be considerate of Waste Management and not park on the street on Friday's. Now would also be a good time to take a look at your roof. If you see a buildup of ice and icicles, there is a potential for ice dams and potential leaks. Inadequate attic insulation or improper venting of bathroom fans is usually what causes the leaks. Try to be proactive and remedy the situation before it becomes a problem for you.

Election of Officers

The Board held their election of officers for 2014 with results as follows: Mark Wheatley, as President; Al Reilly, as Treasurer; Elaine Reid, as Secretary; Rick Balboni and Barry Hallenbeck, as Directors.

Master Insurance Policy

CHECA's Master insurance policy for 2014 has been renewed with MiddleOak Insurance. If needed, a current certificate of insurance can be obtained from the Document Library on the CHECA website or by calling Sevigney-Lyons at 800-286-0280. Each unit owner should obtain their own Homeowners Policy (HO-6) to cover personal insurance requirements.

Winter Tree Work

Winter tree work should begin within the next couple of weeks. Sayco and Shady Hill will both be on property to do trimming and some tree removal.

Miscellaneous Updates

- A spring property walk through will be done in April. When the snow melts, take a few minutes to walk around your unit to make sure the area is neat and no items are stored under decks, steps, or in common areas. Decks will also be inspected at this time. If you have an expanded deck and it is in need of maintenance, you will be advised.
- Standalone basketball hoops are allowed in a unit's driveway from April 15th until October 31st in accordance with Rule 18.
- A decision has been made to hold the annual community tag sale on Saturday, September 6 with a rain date of Sunday, September 7th. No other tag sale is allowed.

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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

RE-PAVING PROJECT

Phase II is scheduled to begin sometime from mid to late April. Of course, this date is dependent on the weather. Phase II includes: Country Hill Road from McTavish/Brussels up nearly to Timothy Drive/Tracey Avenue, Fitzpatrick Circle, Scarborough Drive, Amalia Drive, and Jamaica Lane. Speed bumps will be installed in both Phase I



and Phase II this year.

Approximately 2/3's of the Community will be affected by Phase II work. Country Hill Road will be kept open as much as possible during the process, but there will be times when you are inconvenienced. Try not to schedule deliveries or home improvements during this project. There will also be areas where parking is restricted. Anticipate paving will take approximately one month from start to finish. Again, weather issues might prolong the project.

Trash removal is being addressed and a decision will be made on the size/quantity of dumpsters required and emptying frequency. The dumpster is meant for household trash only and is to be used only by people living on the streets where the garbage truck will be prohibited from making pick-ups.

Once the paving is completed, Morin's will begin lawn restoration of grass displaced during the project. Newly seeded grass will need to be watered, and we ask that residents make an effort to do so. If you have a neighbor who is not able to water, please take a few extra minutes and do it for them. It is possible that due to weather conditions, the grass may need to be re-seeded in the fall.

Communications will continue to be done via e-mail and postings at the mail house. Therefore, it is extremely critical that you share your e-mail address with Cindy Carroll (shamca@aol.com). Frequent updates will be provided during the

project. Anyone with special medical needs should notify Cindy before the project begins.

More detailed information will be provided beginning next month.

SPRING MAINTENANCE

Power washing is scheduled for: Timothy Drive, Tracey Avenue, Jamaica Lane and Amalia Drive along with the mail house, pool house, and community garage.

Painting will be done on Scarborough Drive, Amalia Drive and Jamaica Lane. Items that will be painted are: original garage doors, garage door trim, and front entry way trim. Painting contractor will determine if bulkheads and basement windows need painting. Builder's original decks will be repaired and painted as needed.

When dates for this work have been determined, notices will be placed at the mail house.

Reminder – delinquent units will not be power washed or painted.



SPRING CLEANUP

Morin's Landscaping will begin spring cleanup when the snow has melted. Mulching will be done again this year. Only the front planting bed of a unit will be mulched. Once the paving project has been completed, the irrigation system will be checked and necessary repairs will be done.

Unit Owner Alterations

With spring just around the corner, some of you may be anticipating some upgrades to your unit. Keep in mind that approval is required before any of the following can be done:

- Replacing windows or installing new windows
- Replacing doors including entry, sliders, and garage
- Replacing Bulkhead
- Building an expanded deck
- Adding or replacing gutters, rain deflectors, and downspouts
- Installing radon detection system
- Adding vents for the bathroom, kitchen, and dryer
- Installing satellite dishes
- Removing or adding shrubbery or enlarging planting beds

All request forms are on the website.



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 manager. 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

Resolution Property Management
7 Bernards Road
Merrimack, NH 03054-2782

Cindy Carroll, Property Manager

Phone: (603) 424-1480

E-mail: shamca@aol.com

Seasonal Reminders

Our monthly condo fee for 2014 is \$345.

From this amount, \$211.00 is allotted to the Operating Budget to cover routine expenses i.e. insurance, property management, lawn care, snow removal, trash collection, irrigation system, painting, pressure washing, pool, tennis courts, and any other expenses required to maintain common and limited common areas.

The remainder of \$134.00 is designated for the Reserve Budget. As per the Bylaws of CHECA, the BOD is charged with adequately funding the Reserves so dollars are available to cover major improvements.

In the past few years, reserve dollars have been spent to re-pave our roads and driveways, replace existing front porches, pool upgrades, replacement siding, and bringing our existing well on-line to help reduce our irrigation water expenses.

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.
- Overflow parking areas are designated for Unit Owners, residents, and their guests and are to be used only on a very limited basis. Overnight parking and other longer-term parking or storage of vehicles can create problems, especially in winter and is prohibited.
- Park in a way that does not inconvenience your neighbors.
- Litter is unsightly! Let's take pride in our Community and pick up litter we might see in the common areas.
- Bring problems to the attention of Cindy Carroll our Property Manager. We can't fix something we're not aware of. Cindy is your clearing house for all issues.
- Make sure you immediately clean up after your pet.
- If you display the American flag, please show respect and replace or remove the flag if it becomes faded, torn, or damaged.