



From the Board

Snow removal during the last couple of weeks has been quite challenging. In the span of 10 days, over 50" of snow fell. That's nearly the total yearly average for Nashua. Snowbanks are high and will stay that way for the foreseeable future. Please use extreme caution when exiting your street and turning onto Country Hill Road. We want to thank all of you who kept your vehicles in driveways and trash receptacles placed out of way so plowing was not affected.

INSURANCE

As of January 1st, our Master Insurance Policy carrier is Union Mutual Insurance. Sevigney-Lyons continues to be our insurance agency. Each December, Sevigney-Lyons seeks quotations for the following year. Union Mutual's quote was a 9.9% increase from 2014. Middleoak, the 2014 insurer, came in with a 29.6% increase for 2015. Several carriers refused to quote because of the loss history due to the 2011 fire.

Our Master Policy carries a \$10,000 deductible, so all unit owners should make sure they have an HO-6 Policy, and that the policy is sufficient to cover the \$10,000 deductible as well as their personal items and any improvements made to their unit. Contact Cindy if you have any questions.

CONTRACTS

The trash removal contract was renewed with Waste Management for a one-year period. Morin's was given a two-year lawn maintenance contract. This also covers spring and fall clean-ups, mulching, and the irrigation systems operation and maintenance.

SPRING WALK-THROUGH

Once the snow has melted, a spring walk-through will be done. Remember nothing can be stored under your deck or front steps. Expanded decks will also be inspected. Unit owners will be notified if their expanded deck needs maintenance.

TRASH REMOVAL

As you know, Waste Management has changed the pick-up day to Tuesday. Therefore, trash receptacles should be put out no earlier than Monday evening and stored in your garage or in its usual storage place by Tuesday evening. If you do not have a garage, your receptacle can be stored near your unit's walkway or driveway when there is snow on the ground. Also, during the winter months if snow is forecast for a Monday night, please don't put your trash receptacle out until Tuesday morning. Whenever possible, cars should not be parked on the streets on trash pick-up day.

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Points of Interest

- Please help keep our children and walkers safe. Please slow down when driving on Country Hill Road. High snow banks have led to decreased visibility. Thank you.
- Please check your personal insurance policies to make sure you are properly covered.
- Our monthly condo fee for 2015 is \$355.

Miscellaneous Updates

RE-PAVING PROJECT

Planning is on-going for Phase III of the re-paving project. It's anticipated the project will begin toward the end of April and take approximately one month to complete. This, of course, will be weather dependent. Try not to schedule home improvements or deliveries during this time. We are working with the City of Nashua to determine if the fire gate on Amalia Drive can be used while re-paving is done.



Country Hill Road will be kept open as much as possible, but there will be times when you are inconvenienced.

Dumpsters will once again be used during and for a couple of weeks after project completion. Only household trash should be placed in the dumpsters. Please remember that all boxes must be broken-down before being placed in the dumpsters.

More information will be e-mailed and posted on the bulletin board next month. If anyone living in Phase III (Tracey Avenue, Timothy Drive, Meghan Drive, Jasmine Drive, Edis Lane and Trocha Street) requires daily medical assistance, please let Cindy know so Hudson Paving can be informed. Almost daily communications are sent to unit owners while re-paving is under-way, so it's beneficial for each unit owner to provide their e-mail addresses to Property Management. If yours is not on file, please send it to Cindy before re-paving starts. Better yet, take a few minutes and fill out an *Emergency Personal Information Form* from the web site and check the box to receive our quarterly Newsletters by e-mail.

Once re-paving is completed, Morin's will finish modifications to the entry way.

SIDING UPDATE

Siding of the three units chosen for the 2014 lottery is still on-going. One unit was completed in early December. Siding contractor was scheduled to start the second unit the last week of January. However, the weather did not cooperate and a new start date has not been determined. These units will be completed before the 2015 work begins.

Six units will be chosen for re-siding in 2015. A list has been compiled, and thirty-three units meet the eligibility requirements. Of those, seven do not require any unit owner corrections. The others have some issues that will require unit owner action.

A unit is eligible for the re-siding lottery if all its windows, excluding bay and bow windows, have been replaced with maintenance-free vinyl-clad windows. Replacement of bay and bow windows is encouraged but not required for lottery eligibility.

The 2015 lottery drawing is scheduled for May. Prior to the drawing, Cindy will send written notification to all eligible unit owners. This notification will list any corrective action that needs to be taken to make your unit "siding ready".

MAINTENANCE UPDATE

Winter tree work is partially done. The amount of snow on



the ground has delayed the remainder of the work until later this month or early next month.

During the fall, a property maintenance walk-through was conducted. It was determined that units need to be power-washed more frequently. Starting this spring, units will be done every three years. At the same time, zones were created for both power-washing and painting cycles.

In 2015, units on Scarborough Drive, Fitzpatrick Circle, McTavish Drive, and Brussels Drive (48 units) are scheduled for pressure-washing. This will be done after pollen season, and a notice will be posted at the mail house advising the date.

Updates Continued

Power-washing and painting will not be provided to any unit owner who owes money to the Association.

Painting will still be done based on a 4-year cycle. Painting will not be scheduled until after the paving is done. Again, a notice will be posted at the mail house advising the date. Units on Edis Lane, Trocha Street, Jasmine Drive, Meghan Drive, Timothy Drive, and Tracey Avenue are on the schedule. The pool house, mail house, and maintenance garage will also be done.

Driveways in Phase I of the re-paving project will be seal coated this year. You will be notified ahead of time.

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 e-mail 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

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Seasonal Reminders

Our monthly condo fee for 2015 is \$355.

From this amount, \$212.00 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 \$143.00 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...

- When entering CHECA, please refrain from driving on the left-hand side of the road to take advantage of the low side of the speed bump
- Please help keep our children and walkers safe. Please slow down when driving on Country Hill Road. High snow banks have led to decreased visibility
- Deadline for removing holiday decorations was January 31st
- Make sure water heater and furnace vents are not blocked by snow
- Overflow parking at the mail house is short term only
- Park in a way that does not inconvenience your neighbor
- Unit owner exterior alterations need to be approved *prior to starting* alterations
- Clean up after your pets
- Basketball hoops can be placed in your driveway from April 15th — October 31st
- Contact Cindy Carroll with questions or issues