



## From the Board

As of January 1, 2016, our Master Insurance policy renewed with 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 included a 3% increase from 2015. All unit owners should make sure they have an HO-6 Policy, and the policy is sufficient to cover the \$10,000 deductible as well as personal items and any improvements made to the unit. Unit owners should document improvements in writing & by photograph or video. Documentation should be filed with the master insurance agent, your home owner's insurance agent, and a copy should be kept in a safe location off site in the event of a total loss.

*Hint:* The deadline for removal of holiday decorations was January 31st. Any remaining decorations are subject to fines, so kindly remove them immediately.

*Hint:* Remember, nothing can be stored under your deck or front/side porch steps. This includes bikes, toys, pots, gardening tools – any and all personal items are prohibited from under deck storage which is designated as *Common Area*.

Expanded decks will be inspected in the spring. Unit owners will be notified if their expanded deck needs maintenance.

## SIDING UPDATE

The 2016 lottery drawing is scheduled for April 2nd and will be held at the pool house. Twelve units will be drawn for siding replacement. Three units remain to be sided from the 2015 drawing. If time and funds permit, additional homes may be sided later in the season. Currently there are 23 confirmed eligible units, with another 15 potentially eligible units, to be confirmed following inspection. 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".

As you know, your unit is eligible for the re-siding lottery if all of its windows, excluding bay and bow windows, have been replaced with maintenance-free vinyl, fibrex composite or aluminium-clad windows. Replacement of bay and bow windows is encouraged but not required for lottery eligibility.

This year, we have hired two siding installers, All Outdoors Construction & Gionet's Home Improvement, in hopes of completing all of the selected homes in a more efficient manner.

### Inside this issue:

Miscellaneous Updates	2
Alterations	3
Web Site Request Forms	3
Seasonal Reminders	4
Please Be Considerate	4

### Points of Interest

- Please help keep our children and walkers safe and slow down when driving on country hill road. Thank you.
- Please check your personal insurance policies to make sure you are properly covered.
- Monthly condo fee for 2016 is \$365 per month. Due on the first day of the month.

# Miscellaneous Updates

## Maintenance Updates

Winter tree work has been completed by Morin's Landscaping.

## Pressure Washing

In 2016, 45 units are scheduled for pressure-washing by Granite State Pressure Washing. This will be done after pollen season, and a notice will be posted at the mail house advising the date. The following streets will be pressure washed:



- Edis Lane,
- Trocha Street,
- Jasmine Drive,
- Country Hill Road,
- Fenwick Street and
- Falls Grove Road.

## Unit Exterior Painting

Goodridge Painting will be painting 40 units this year. Effected units will be notified previous to the commencement of work on specific units. All units on the following streets will be painted:

- Amalia Drive,
- Jamaica Lane and
- Scarborough Drive.

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

## Seal Coating

Driveways in Phase III of the re-paving project will be seal coated this year, as well as five driveways in Phase II that were skipped last year. You will be notified ahead of time.

## Tag Sale

In 2016, only one *community wide* tag sale will be authorized. The scheduled date will be Saturday, September 10th with a rain date on Sunday, September 11th.

## Trash Removal

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.

Units with garages must store trash barrels in the garage on non pick-up days. Units without garages must store barrels in an inconspicuous location. If you do not have a garage, your trash 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 Monday night please don't put the receptacle out until Tuesday morning.

Whenever possible, cars should not be parked on



the streets on trash pick-up day. It makes it extremely difficult for the large trash truck to navigate our rather tight cul-de-sac road design.

## 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 a satellite dish
- 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 (always use the current version).

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](mailto:shamca@aol.com)

## Seasonal Reminders

- Any exterior changes to a unit require the proper request form be filled out and submitted to property manager for approval prior to work commencing. All forms can be found on the web-site.
- Pet owners are encouraged to make a reasonable effort to have their pets defecate and urinate in the wooded areas only, where grass, unit shrubbery and other plantings are not present. Owners must immediately remove and properly dispose of all feces left by their pet.
- 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 of any kind can create a myriad of problems, especially in winter, and is therefore prohibited. Any vehicle left unattended for extended periods of time in the overflow areas will be towed at the owner's expense.

## Please Be Considerate...

---

- Basketball hoops can be put on your driveway from April 15th — October 31st.
- 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 of our walkers.
- Park in a way that does not inconvenience your neighbors
- Parking in the fire lanes is a safety code violation
- Clean up after your pets immediately