



From the Board

The Annual Meeting, which was held on October 22, was attended by 36 unit owners. Proxies were submitted by 12 others. For those of you who did not attend, a brief recap of the meeting.

FINANCIALS

- Due starting 01/01/2015 the monthly fee will be \$355.00/unit/month.
- Coupon books for 2015 have been mailed.

CAPITAL IMPROVEMENTS 2014

- The middle 1/3 of the property was repaved.
- The siding of three units, planned for earlier this fall, has been delayed due to scheduling issues with our contractor. We will complete the siding of those units as soon as possible, hopefully before year's end.
- This year's share of the fence restoration project has been completed.
- Replacement of porches and steps for this year has been completed.

PLAN FOR 2015

- Paving Project (Phase III) will be completed.
- 6-8 units will be re-sided.
- Fence restoration will continue at the back end of the property.
- Replacement of original front steps on ranch style units will be completed.

BOARD OF DIRECTORS

Mark Wheatley and Rick Balboni did not seek re-election to the BOD. Both were long time board members who brought an abundance of talent to the Board. Many, time consuming projects, were undertaken during their tenure including:

- Bringing the well at the rear of the property on-line to diminish the amount of water purchased from Pennichuck for yearly irrigation.
- Redesign and installation of new, low maintenance front porches.
- Major upgrade of the pool and cosmetic upgrade of the interior of the pool house.
- Repairs to the perimeter fence.
- Development and execution of the three-year repaving plan.
- The on-going re-siding program.

All of the above have been accomplished without any special assessments. Their guidance and expertise will be missed. Thanks, Mark and Rick, for all of the time you've invested in our community.

Al Reilley agreed to remain on the Board for another term. David Sgro of 3 Trocha Street was elected at the Annual Meeting and Claudette Dube-Bulsa of 9 Jamaica Lane volunteered to fill the other vacant seat. Claudette was appointed by the board to do so. We are grateful to both of them for volunteering their time to serve on the BOD.

At the November BOD meeting, Barry Hallenbeck was elected President; Al Reilley, Treasurer; and Elaine Reid, Secretary.

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Points of Interest

- Check out our Seasonal Reminders.
- Check out trash pickup schedules for the coming season.
- Please check your personal insurance policies to make sure you are properly covered.
- PLEASE, no overnight parking in the mail house parking lot without prior management authorization.

Miscellaneous Updates

PAST DUE ACCOUNTS

Good News – unit on Meghan which has been empty and non-paying for the last several years has been sold. Prior to the sale, we were able to negotiate a bank payout of \$14,000. This covered most of the lost condo fees and legal expenses.



PAVING UPDATE

In anticipation of the completion of the paving project in 2015, the front entry way was modified this fall. The entrance island was pushed back about 4 feet to:

- Open up the sight-line when exiting the property
- Protect the stone wall which is damaged by sidewalk plowing each winter
- Shorten the length of the island to aid in snow removal

When Country Hill Road is repaved, curbing will be added to the island and additional plants will be planted.

The February newsletter will contain more specific details of 2015 Phase III paving project.

MAINTENANCE PROTOCOLS

Power Washing — in the past, units have been power washed every four years. This is no longer sufficient. Therefore, the Community has been divided up into three zones, and power washing will be done every three years.

Painting — four zones have been established for the painting cycle. In 2014, a new painting contractor was hired with mixed results. Job will be put out to bid again this year.

Driveway Sealcoating — in 2015, driveways which were re-paved in Phase I will be sealed. Phase II will be done in 2016 and Phase III in 2017.

SIDING PROJECT

Some questions were asked at the Annual Meeting regarding siding. The policy is that a unit is eligible for the re-siding lottery if all windows, excluding bay and bow windows, have been replaced with maintenance-free vinyl clad windows. Additionally, unit owners are encouraged to replace aging garage doors and front entry doors prior to re-siding. Garage doors have no direct bearing on the siding project. However, new standard entry doors are sometimes a slightly different dimension than the original doors and can be problematic if not replaced prior to re-siding. Currently, there are around 30 units in the Community that meet these standards.

The lottery for 2015 will be held in late winter or early spring. If you would like to know if you are eligible for the lottery, you can contact Cindy Carroll.



SNOW REMOVAL

W. F. Falls and Sons have once again been awarded the snow removal contract. Storm protocol is as follows:

- Keep the main roads open during storms
- During the storm, make **one cut** to driveways prior to 6 a.m. or 4 p.m., depending on the timing of the storm.
- Once the storm **has ended**, clear the main roads and then the driveways.

Miscellaneous Updates

- Walkways and **steps are not cleared** until the storm is over.

Unit owners and guests are requested to park in their driveways when a storm is forecasted to allow for adequate snow removal. During the winter months, parking that restricts road width to a single lane is not allowed. Cars should not be parked on any of the circles. By following these guidelines, emergency vehicles can safely navigate our property.

When a storm has ended and Country Hill Road has been cleared, cars can be moved to that area while driveways are being cleared. Once your driveway has been plowed, your vehicle(s) should be moved back into your driveway.

Please be considerate of your neighbors and do not park in front of or too close to their driveway. Any

problems with snow removal, parking, or high snow banks should be reported to the Property Manager either by e-mail or phone.



REMEMBER — if you are delinquent on your condo fees your driveway will not be plowed and your walkway and steps will not be shoveled.

A Message from our Mailman

If you find a key with a numbered tag on it in your mailbox, please use it to open the corresponding large mail box on the back side of the mail house to remove your package or bulky mail. Once finished, simply leave the key inserted in the key slot. Any questions regarding your mailbox or keys need to be directed to the mail carrier or the post office. Thanks.

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 muss, no fuss, 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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TRASH PICKUP

Thanksgiving week trash removal will be on Saturday, November 29th. Christmas week trash removal will be on Saturday, December 27th. New Year's week trash removal will be on Saturday, January 3rd.

NEW UNIT OWNERS

Year to date, 10 units have been sold within the Community.

- 27 Country Hill Rd
- 7 Edis Ln
- 6 Trocha St
- 3 Falls Grove Rd
- 14 Brussels Dr
- 9 Falls Grove Rd
- 7 Trocha St
- 4 Scarborough Dr
- 5 Meghan Dr
- 21 Brussels Dr

We would like to welcome all of the new residents to our Community. Please visit our extensive website at: www.countryhillestates.com to review the Bylaws and Rules that govern our Community. Our website includes meeting minutes, newsletters, financials, and owner project request forms. Additionally, if you have not yet shared your e-mail address with Cindy Carroll our Property Manager, we encourage you to do so; **e-mail address above.**

Please Be Considerate...

- Normally there is no overnight parking allowed at the mail house without prior notification. If you or your guests need to park a vehicle at the mail house overnight, **Please inform the manager so you don't get towed.**
- Refrain from on-street parking on Fridays so Waste Management can navigate our streets without needing to drive on lawns or over the traffic circles.
- Satellite dishes are being installed without prior authorization. Owners must submit the **Satellite Dish Installation** form to obtain Board approval prior to installation.
- Pet Rules are being violated. Some dogs are not being held on leashes while others are being left unattended on decks or in yards. There were complaints this summer of excessive barking. A recent walkthrough noted bags of animal waste being stored on top of or next to trash receptacles. Pet owners — please take a few minutes to review Rule 25.
- Use the traffic circles and wooded areas as **rest stops** for your dogs — not the lawn or edges of the lawn.

Seasonal Reminders

Seasonal decorations can be placed in the mulched area in front of a unit and on perimeter shrubbery. No decorations can be placed on lawns. All displays must be removed no later than January 31, 2015.

Discarded Christmas trees will be picked up in early January. Date will be posted on the bulletin board. Trees need to be brought to the Community Garage for disposal. When facing the garage, place the trees in a neat pile on the left hand side of the garage close to the street. All decorations must be removed from the trees; the trees cannot be placed in plastic bags.

- Anyone who uses a wood burning fireplace or stove should have it cleaned prior to seasonal use. It's an Insurance requirement.
- Gutters need to be cleaned to prevent winter ice buildup. It's a unit owner responsibility.
- Basketball hoops must be removed and properly stored off site prior to November 1st.
- Plants should have been cut back and planters stored until spring.