



COUNTRY HILL ESTATES CONDOMINIUM ASSOCIATION

SPECIAL MEETING REGARDING CHANGE IN PROPERTY MANAGEMENT

Monday, November 7, 2011

DIRECTORS PRESENT:

Mark Wheatley

Rick Balboni

Al Reilley

Elaine Reid

HARVARD MGMNT PRESENT:

None

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A Special Meeting of the Board of Directors of the Country Hill Estates Condominium Association was held at Brussels Dr, Nashua, NH. The meeting was called to order at 5:27 p.m. Harvard Management was not present.

PROPERTY MANAGEMENT

Harvard Management has been given 60-day notice that contract with Country Hill will be terminated December 31, 2011. Al has been asked to get in touch with Robyn and retrieve all unit owner records that are currently stored at Harvard. He will then purge documents saving: legal correspondence; unit request forms; monthly meeting minutes; and annual meeting data including affidavits, agendas, and written correspondence.

Resolution Property Management is the board's first choice to replace Harvard. Mark is waiting for a written proposal from Cindy. Once this is received, BOD will review and if all is in order will sign a one-year contract. Foxfire is second choice.

FINANCIALS

Currently Association is \$18,000 behind in funding reserves and there is a strong possibility that the \$15,000 payment required for both November and December will not be met. If unable to fund in 2011, this must be made up in 2012. Final budget for 2012 will be approved at the December meeting.

STORM DAMAGE

It is estimated the cleanup cost for the October snow storm will be around \$7500. When all bills are received, a decision will be made on a special assessment and the amount of the special assessment. Tree removal will be done in the winter and most of the dollars will be taken from the winter tree work account.

UNIT OWNER ISSUES

**11 Falls Grove Rd** — Elaine will draft a letter removing fines for the air conditioner violation. An offer will be made to split the \$372.50 amount owed in legal fees. Letter will be sent to other BOD members for approval prior to mailing.

**5 Edis Ln** — Mark will contact the unit owner directly regarding the color of the deck.

**10 Scarborough Dr** — Elaine will see if Barry Gerstein will accompany her to this unit to discuss past due account and see if a satisfactory repayment plan can be established.

**5 Trocha St** — Elaine to e-mail Robyn to make sure water to this unit has been shut off at the street.

**5 Meghan Dr** — Elaine to e-mail Robyn to make sure water to this unit has been shut off at the street.

BARRY GERSTEIN

Barry approached Elaine about serving as an adjunct member of BOD. He thinks being an adjunct BOD member would provide him more authority to research what could be done regarding past due accounts. BOD would like to encourage Barry to do whatever he can to research these issues noting that mortgage information is a matter of public knowledge and may be accessed by anyone with an Internet account. BOD agreed that Elaine could provide Barry a list of the 7 major delinquent accounts.

**ACTION ITEMS****Mark**

1. Post notice at mail house announcing termination of Harvard
2. Lean on Cindy to get written proposal ASAP
3. Discuss deck with 3 Edis Lane
4. Arrange to have pool house winterized

**Elaine**

1. Draft letter to 11 Falls Grove Road
2. E-mail Robyn regarding water shutoff
3. E-mail Robyn regarding board packet
4. Try to make arrangements to visit 10 Scarborough Drive
5. Talk with Barry about using his expertise to pursue delinquent accounts

**Al**

1. Arrange to remove files from Harvard Management
2. Contact Vanguard regarding signature cards for our Reserves account

**Rick**

1. Drive through property to determine if units who have had notice of services being withheld are parking in driveways and if so, call tow truck

Meeting adjourned at 7:29 p.m.

Respectfully submitted,

Elaine Reid, Secretary

Board of Directors  
Country Hill Estates