

PEVERLY HILL ESTATES CONDOMINIUM ASSOCIATION
MEETING MINUTES
Annual Meeting - 2025
November 5th, 2025
6:30 pm

- **Call to Order**

Scott Tranchemontagne residing, time 6.42 pm

- **Roll Call**

Scott Tranchemontagne, President, requested identification of all present, and that each unit must have at least one member present.

All units confirmed they were represented by at least one household member, as follows:

- Unit 1- EM- Ellen Maher
- Unit 2- BG- Ben Goldberg
- Unit 3- FC-Francesca Capellini
- Unit 4- LT-Lisa Tranchemontagne and ST-Scott Tranchemontagne
- Unit 5- CG-Cole Goucher and KP- Kate Pease
- Unit 6- KG-Kyle Griffin and LG-Lynn Griffin
- Unit 7- NH- Noah Hester
- Unit 8- MB – Mark Breen (requested to attend by Sue Taggart)
- Unit 9- RW- Ryan Walsh

- **Recitation of Proof of Notice of Meeting**

ST recited the meeting notice sent to all via email.

- **Election of Board of Directors for 2025**

Proposal of Board of Directors: association members were asked to submit their proposal for a board position via email, none received.

Ryan Walsh discusses during the meeting his potential proposal but withdrawal.

Motion made by KG to accept the proposed Board of Directors as follows:

- President – Scott Tranchemontagne
- Vice President – Cole Goucher
- Treasurer - Lynn Griffin
- Secretary- Francesca Capellini

Seconded the motion- CG

Vote on the motion - All in favor

- **Acceptance of Minutes from November 20th, 2024**

Motion for accept the minutes for 2024 – KG

Seconded the motion - ST

Vote on the motion - All in favor

- **Reports from Officers:**

- **Treasurer's Report from Lynn Griffin:**

- LG present the 2026 annual budget for a total of \$ 46,988.53 (\$ 51,687.38 with reserve amount added)
- HOA monthly fees arose from \$ 463.43 for 2025 to \$ 480.00 for 2026.
- LG explains the water bill on the 2026 budget is based on 3 years consumption average.
- LG explains the change of vendor to Rainmaker for the water sensor. The new sensor is more efficient and can be controlled by an app by zones.
- BG advised he has looked into alternative for trash vendors. If we decide to change, the actual vendor has a "first right of refusal" per contract.
- EM advised there is a cabinet in the dumpster area that needs to be removed and seems it belongs to nobody in the condo. It seems the cabinet might have placed from people outside the condo and needs to be taken care of (moved to the dumpster).
- The budget is approved.
- Motion to approve Treasure's Report-FC
- Seconded the motion-BG
- Vote on the motion-All in favor

- **President's Report from Scott Tranchemontagne :**

- **Landscaping / Plowing - ST:**

- ST : board has renewed the contract w O'Neill , the contract has been renewed for 2 years at no price increase from 2025.
- EM mentioned a plow from O'Neill last year ruined a piece the curb. LG advised it might be too late now to ask O'Neill to fix as was reported before. LG asked the units for the future to report asap when noticing if any damages done by O'Neill. ST to call O'Neill and ask if they can still fix the damage or be extra careful this upcoming season. ST confirmed the road is private and is our responsibility. FC to take pics of the curbs to keep record. Suggest to do this every year to assess if damages will be done.

- **Weeding and lawn care :**

- ST : The current Landscaping contract does not include weeding for the front of the units. The service can be added as needed by paying a fee for each service.
- ST: Sue Tagger suggested to seed the area in front of the units and remove the existing stones, there are concerns due to salt for winter. Decided to wait until next year to reassess.
- Discuss to eventually buy a seed spreader to reseed internally the areas around the curbs.

- **Beautification / Maintenance :**

- Trash removal 2025 : ST to update, trash removal around the property completed.

- Barrels (planters) in front of the units : LG to update. Some of barrels are heavily damaged and need to be replaced. LG ,LT ,Sue Taggart to look into options to share with the units owners. The condo board will buy as bulk but each unit will cover for the individual cost (budget aprox 100\$ each). As order of operation , the barrels should be changed after the sewer maintenance is done .
- **Master Insurance policy:**
 - LG to update.
 - LG got another quote but Vermont (actual insurance provider) is still the best option. LG advised the insurance agent suggested for the unit owners to get individually a water sensor for the units to help avoid water damages, LG to show an example of the item.
- **Minuteman Security:**
 - ST updated the Sprinkler and Fire Alarm testing is completed for 2025, certificate has been issued.
- **Unit Sewers' maintenance :**
 - LT advised it is recommended to do a maintenance every 2 years (all units were due in May 2025) . LT has connected with Seacoast Sewer and if all units wants to do maintenance at the same time the units can get a bult rate with a discount of 50\$ in the rate. Each unit is responsible for the cost of the service individually. All units seems interested (no motion needed) , LT can coordinate for this May 2026.

□ Secretary's Report from Francesca Capellini:

- **Condo Association Members - Contact list:** FC shows the r contact list, ask each unit to check the information. FC will share the file by email to all units.
- **Home Owner's Insurance for 2025/2026 (personal):** FC advise the Board need to collect the units insurance certificates for each unit as in the bylaws. Unit owners need to send the Master Certificate first to their unit insurance in case any amendment is needed, and then send the unit insurance certificates to the board (FC will collect them).
- **Committee Updates:**

□ Beautification

- ST tree replacement needed between unit 6 and 7 : ST will get a quote and the Board will discuss later how to pay for it.
- EM mentioned a tree on the other side of the dumpster is half broken, the Board recommended not to go in the woods in the areas when the trash removal was done.
- ST Dumpster fence staining: was not completed in 2025, but MB commented that Sue Taggart (not present) will take care in Spring 2026.
- **Other Business:**

□ Detention Pond (notes from Jessica Debellis – unit 7)

- NH to present the notes from Jessica Debellis, as not present.

- NH advised from the 2017 document from Jones & Beach, the condo is responsible for an annual maintenance and has to give copy of the certification to the town.
- The certification can be done by the condo, but every 5 years needs to be done by a professional.
- LG/KG have emailed Jones & Beach to get a quote for the 5 year inspection and will get info by end of the week.
- KG has also requested Jones & Beach for the complete file related to show additional info and blueprints missing from the version the condo has in hands now.
- Jessica Debellis is willing to do the annual inspections, and will shadow the professionals during the 5 years inspection.
- The existing cattails vegetation in the retention pond is not an issue as are not trees.

□ Safety turn

- ST : try to keep the area clear for safety reasons ,when snow in specific to make sure the area is not occupied
- LG : re the additional 9 spot park, try to avoid to have cars there when snowing as makes difficult the plowing

● **Adjournment**

Motion made to adjourn the meeting at 7.43 pm- KG

Seconded the motion-ST

Vote on the motion- All in favor