

VTP Maintenance Committee
Meeting Minutes
October 22, 2025

The meeting was called to order by Kevin Dooley at 7:11 P.M. A quorum was established as in attendance were voting members Kevin Dooley, Ken Reardon, Don Zeaman, George Phillips, Mario Winter, Chuck Quinn, and Jim Peschel. Also in attendance was Board Liaison Warren Trested.

OLD BUSINESS

A. **Open Items** - The Open Items List was reviewed and updated. The key points of discussion and recommendations are provided below. An updated open item list is provided as Attachment 1.

1. Septic Propane Tank Screening or Fencing

The Board has a line item in the proposed capital budget for the installation of shrubs in 2026 by a contractor. Currently, there is no requirement for Maintenance Committee action, and this open item is closed.

2. Three Ponds Drive and Phase 4 House Number Signs

The Board has included the sign upgrade in the 2026 capital budget and will order the parts through CP. The Handiworkers are requested to install the signs, and a power auger can be rented to facilitate the installation.

3. Plum Tree Disease

Keven, Mario, and Warren completed a plum tree inspection and classified each tree as: 1) in need of removal; 2) requires monitoring; or 3) in good condition. Warren will compile a spreadsheet for Board approval and tree status tracking, and the Board will provide the details of the replacement and tracking plan to the community. The Handiworkers may be asked to cut down selected trees as a cost savings measure for the HOA. Stump removal is an item to be determined. The Maintenance Committee is requested to provide recommendations for trees to replace the plums. Jim Peschel was assigned the action to research replacement trees that are hardy, require minimal maintenance, have a long life and are reasonable priced.

4. Pond Preservation Plan

Four members of the Maintenance Committee attended a presentation on invasive plants presented by the UNH Cooperative Extension. The information provided during the presentation indicated that draft The Plan is on track and only requires minor revisions to address the control and disposal of invasive species and other species like cattails and phragmites. The following will be added to Section E. of The Plan.

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Action - Arrange for a visit in the spring of 2026 by the UNH Cooperative Extension for an invasive plant inspection and planning review for cutting, spraying, pulling and disposal of plants. If UNH is unavailable, pursue a similar inspection and review by the pond management company or Essex Horticulture respectively.

The sequence of UNH, pond management company, and Essex Horticulture will minimize HOA cost as UNH is free if they are available and willing to participate.

The action to clip the heads of cattails in mid-August will be eliminated due to cost considerations and the 2026 landscaping contract will include mowing and/or weedwacking of cattails in mid-August before they begin to seed. Warren and Jim will revise the plan accordingly to incorporate the appropriate elements of the revised RFP and vendor responses.

Maintenance Committee Approval – The Committee voted 7-0 to approve Rev. 0 of forward The Plan to the Board for approval and implementation once the paragraph above is added and Jim and Warren revise the wording in Section E. to be consistent with the revised RFP and draft contracts.

The Board previously approved the Committee’s three recommendations: 1) prohibition of unit owners fertilizing their limited common areas and adjacent common areas; 2) adding the ponds to the Reserve Study; and 3) eliminating fertilization between the walking trails and the ponds or within 25 feet of the ponds where there is no walking trail. These items will remain open until the Rules and Policies, Reserve Study, and the landscaping contract are updated.

5. Pickleball Court Painting

The repairs to the pickleball court are holding up. Typical tennis/pickleball court paint is expensive. Warren will contact 3 Ponds LLC to obtain contact information for the company that installed the court. Painting, if performed, will be a 2026 project.

Another issue that is not directly related to painting was discussed. The net supports appear to be oxidizing and are creating stains on the court. Mario and Kevin will attempt to clean the stains.

6. Posting Contracts on the VTP Website

The Board approved the Committee’s recommendation to post redacted contracts on a website. As CP will not provide such a service the VTP website was created. The 2026 contracts will be posted on the new website. Warren will perform the redaction.

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7. Three Ponds Drive Septic Field Grass

Don Zeaman provided the results of his research and recommended the use of Hart Seed's Coastal Mix, a mix of three fescues with a rye grass, for use on the septic fields. The seed is slow growing, does not require irrigation, and only requires mowing twice a year. The seed cost is \$385 for a 100 lb. bag plus shipping. The action would be to seed in the spring of 2026. The seeding will require coordination with the landscaping company regarding the preemergent weed killer applications on the septic field and the control of irrigation in that area. The Board will determine which septic fields will be seed in 2026.

The Board asked the Committee to explore the feasibility of renting the equipment and planting the seed as a cost savings measure. If it is not realistic, the landscaping contractor will be approached to perform the task.

Don will provide a report of his research and recommendations.

8. Septic System Filters

The Board is ordering the filters for the Handiworkers to install this fall.

NEW BUSINESS

1. Pond Fountains

The Board is researching the purchase of a small boat for use in installing and removing the pond fountains and requested the Committee to perform these actions. The Committee discussed and the consensus was that the Committee would do it in 2026. This would save the HOA about \$1,500 per year.

2. Birch Tree Trimming

There was extensive discussion of the feasibility and effectiveness of trimming the birch trees. The older trees, five to six years old, are tall and blowing against the houses. The Board is planning to engage an arborist in 2026 to evaluate the ornamental tree. The consensus was that the birch trees will require removal in the short term. Jim Peschel accepted the action to add birch tree replacement to his plum tree research.

3. Handymen and Contractors

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Committee members are routinely approached by residents with questions regarding handymen or contractors in the area. It was agreed that it would be advantageous to post a list of handymen and contractors on the new VTP website. The website posting will be clear that the contractors are not recommended by the Board or the Maintenance Committee, and the list is simply a tool for the for the residents. The first step will be for Committee members to send the names and contact information of local handymen and service contractors to Jim before the next meeting.

4. Loam Donation

Don Zeaman recently won 20 yards of loam, with delivery, as a door prize. Don has graciously donated the loam to the HOA. The delivery date not fixed, and as beggars can't be choosers, and the delivery may occur this fall if it can't be put off until spring. The Committee's plan is to place the loam by the Phase 4 septic system. Communications will be made to the residents informing them that the loam is for the use of the HOA and it is not available for residents to use.

Thank you to Don Zeaman for this very generous contribution to the HOA.

5. Homeowner Maintenance and DIY Workshop on 10/20/25

Ken Reardon noted that the discussion of the condensate pump cleaning and the pellet replacement created a lot of interest in the community. He is concerned that some people may not be servicing their units because of the difficulty in installing the pellets and cleaning the pump. Ken contacted Palmer, the propane supplier, that also services furnaces. He said Palmer would provide services such as installing the pellets, cleaning the condensate pump and replacing the air filters in the furnace if the customer has the parts available. It is assumed that other companies would provide a similar service.

This not a Maintenance Committee recommendation, but it may be advantageous for residents to contact the service company of their choice and determine if they would provide such services and what each service would cost,

ADJOURN

The meeting was adjourned at 8:11 P.M.

NEXT MEETING

The next meeting will be held in the Library at 7:00 P.M. on Tuesday, November 18, 2025, the third Tuesday.

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Jim Peschel
Secretary

Attachment 1 – Open Items - Post 10/22/25 Meeting

1. Clubhouse Exit Sign Batteries - Clubhouse subcommittee to develop a schedule for replacement of the exit sign batteries.
2. Three Ponds Drive and Phase 4 House Number Signs – The Board will procure the new poles and accessories in 2025 for installation in 2026. The Committee believes that the Handiworkers can install the new signs if a power auger is borrowed or rented.
3. Plum Tree Disease – The Board may request the Handiworkers to cut down, below grade level, those diseased plum trees that will not be replaced. Jim Peschel has the action to research potential replacement trees.
4. Pickleball Courts – The repairs to the court surface require painting.
5. Posting Contracts on the CP Website - The Board approved the Committee’s recommendation to have contracts posted on the VTP website.
 - This item will remain open until the non-proprietary contracts are posted on the new VTP website.
6. Ponds Preservation – The Pond Subcommittee was assigned the action to develop a Ponds Preservation Plan. The Plan was developed and provided to the Board.
 - A. The Board approved the addition of the ponds to the Reserve Study.
 - This item will remain open until the Reserve Study is updated or revised.
 - B. The Board approved the elimination of fertilization in the area between the walking trails and the ponds or within 25 feet of the ponds where there are no walking trails.
 - This item will remain open until the Rules and Policies are updated to include this requirement.
 - C. The Board approved the prohibition of Unit Owners applying fertilizer to their Limited Common Area or the adjacent Common Area.
 - This item will remain open until the Rules and Policies are updated to include this requirement.
7. No Swimming Sign - The Board is procuring a no swimming sign for the Committee to install on the old beach off James Circle. The Board has requested the Handiworkers to install the sign.
8. Grass for the Leach Fields – Don Zeaman will provide a written summary of his research and recommendation to use Hart Seed’s Coastal mix of fescues and rye grasses.

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9. Birch Trees - Jim Peschel will conduct research like that he will perform for the birch trees.
10. Handymen and Service Contractors – Post a list of local handymen and service contractors on the VTO website for residents use. Committee members to provide input to Jim prior to next meeting.
11. Septic Field Seeding – Research the feasibility of renting equipment and performing the seeding of the leach field(s) in 2026.