

Maintenance Committee  
Meeting Minutes - Rev. 1  
November 18, 2025

The meeting was called to order by Kevin Dooley at 7:01 P.M. A quorum was established as in attendance were voting members Kevin Dooley, Ken Reardon, Don Zeaman, George Phillips, Mario Winter, and Jim Peschel. Also in attendance were Warren Trested, Board Liaison, and Buddy Vaughan who is joining the Committee as a Handiworker. The updated Maintenance Committee Membership List is provided as Attachment 1.

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 2.

1. Septic Propane Tank Screening or Fencing

The Board will be ordering bushes/shrubs through the new landscape contractor. Currently, there is no requirement for Handiworker 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 were requested to install the signs and a power auger can be rented to facilitate the installation.

*Subsequent to the meeting, the Board expressed a concern with the use of a power auger. This concern must be addressed prior to sign 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.

4. Plum and River Birch Tree Replacement

A list of trees that could be used to replace the plum trees and the river birch trees was discussed. The goal was to identify trees that are hardy, i.e., survive NH zone 6 winters, require minimal maintenance to keep them reasonably sized, have non-invasive root systems, have a long life, and are reasonable priced. An updated list

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of potential candidates, which includes the Developer's plum tree replacement (the Royal Raindrop Crabapple) is included as Attachment 3.

Ken Reardon arranged to have an acquaintance, who is also an arborist, come after Thanksgiving to tour the community and provide recommendations for replacement trees.

5. Pickleball Court Painting

3 Ponds, LLC provided the contact information for the company that performed the court striping. Mario contacted the company and their representative agreed to drop off some paint free of charge. The paint cannot be applied until warm weather arrives in the spring. The vendor:

New England Sealcoating Co., Inc.  
120 Industrial Park Road  
Hingham, MA 02043  
888-959-4398  
Nashua, NH Office - 603-598-9200

A related Pickleball Court issue was the removal of the nets for the year. It was decided that the nets would be taken down on December 1st. The Committee requested that the Board have CP Management provide the appropriate notification to the VTP residents.

6. 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 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. Hart Seed contact information.

The Chas. C. Hart Seed Co.  
304 Main St.  
Wethersfield, Ct 06109-1826  
860-529-2537  
800-326-HART  
[turf@hartseed.com](mailto:turf@hartseed.com)  
[www.hartsturfpro.com](http://www.hartsturfpro.com)

Prior to seeding, the area should be roughed up to promote soil to seed contact. Application rate is 4 pounds per 1,000 square feet. The area should be irrigated to germinate the seeds and establish root growth. Once the grass is

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established it is drought tolerant and irrigation can be discontinued. The seeding will require coordination with the landscaping company regarding the pre-emergent weed killer applications on the septic field and the control of irrigation in that area.

The Board will request a quote from the new landscape contractor for the Sunset Lane/Three Ponds Drive leach field to apply an herbicide to the existing red thread grass, remove the grass, prepare the soil and apply the seed.

The Board also asked the Committee to explore the feasibility of renting the equipment and planting the seed as a cost savings measure.

Kevin introduced the potential of applying the same seed to the areas around the small pond where the grass should be restored once the cattail and brush remnants are removed.

#### 7. Septic System Filters

The Board ordered the filters for the phase 1, 2, and 3 septic fields and requested that the Handiworkers install the filters.

#### 8. Ponds Preservation

Warren reported that preliminary discussion has occurred to fill the holes along the bank on the south side of the gazebo with stones. Mario suggested that the Committee form a bucket/wheelbarrow brigade in the spring to use some of the loam that Don Zeaman donated, to fill the holes over the stones and allow the grass to be restored. If not performed by the Committee, the Board will pursue an estimate from the new landscape contractor.

The Committee voted unanimously to recommend that the Board engage a trapper to relocate the muskrats to prevent continuing damage to the pond banks.

*Subsequent to the meeting, the Board stated that they would review the muskrat recommendation in the spring.*

#### B. Tree Trimming Plan

The need for a controlled tree trimming plan for Phases 1 – 4 was discussed. It was noted that the plan would require arborist participation with the Handiworkers as the trees in Phases 1, 2 and 3 have been ignored and it is no longer reasonable to expect the Handiworkers to trim. However, the Phase 4 trees are still manageable, and the Committee is willing to conduct a trimming initiative before the snow

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prohibits work. The Committee requested the Board to have CP communicate the plan for trimming to the residents.

The trimming in Phases 1, 2 and 3 will require professional support in 2026.

**C. Don Zeaman's Loam Donation**

Don has arranged with the donator, Mark Sanborn, to deliver the loam in the spring. The loam will be stored near the Phase 4 leach field. The Committee recommends that the Board have CP send a communication to the residents in the spring informing them that the loam is not available for individual resident's personal use. Donator's contact information.

Mike Sanborn Excavation and Trucking  
55 Homestead Lane,  
Brentwood  
603-234-1424

**D. Handyman List**

The draft Handyman List was reviewed. Raynor Garage Doors will be added to the list of contractors used by the Developer. It was noted that some residents have been requesting the names of general handymen. There have been no all-around handymen identified to date. However, a Mario Handyman truck has been observed in the community. Although he has not been endorsed by a resident, his name and contact information will be added to the list with a disclaimer. The Handyman List will be posted on the VTP Clubhouse webpage with the disclaimer:

The Maintenance Committee is not endorsing the individuals or companies. The list is provided for the convenience and use of VTP residents. All individuals and companies have been recommended by VTP residents except for those used by 3 Ponds, LLC and Mario Handyman. The Mario Handyman truck has been observed in the community. **This is not Mario Winter.**

**NEW BUSINESS**

**A. Homeowner Maintenance Guide**

The Homeowner Maintenance Guide will be updated to add new items as discussed in the two Homeowner Maintenance and DIY Workshops and other items that the Committee has identified. The Homeowner Maintenance Guide will be posted on the VTP website.

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**B. Plant Dumping Area**

The Handiworkers will expand the plant dumping area and existing pathway to the right rear of the existing location. The dumping of grass clippings, as someone did at the rear of the area, is not allowed.

**C. Small Pond Cattails**

It was noted that Kevin and Ken performed yeoman effort to cut down and remove the cattails around the small pond and the near the culvert in the large pond. The plan for 2026 is to have the landscaping contractor cut the growth along the ponds on a biweekly basis and to have Solitude treat any emergent cattails and unwanted growth periodically. The goal is to avoid Handiworkers performing such work in the future.

Regarding cattails, the Handiworkers will also cleanup the cattail residue the landscaping contractor left behind Sunset Lane and along James Circle.

**ADJOURN**

The meeting was adjourned at 8:19 P.M.

**NEXT MEETING**

The next meeting will be held in the Library at 7:00 P.M. on Tuesday, December 16, 2025, the third Tuesday.

Jim Peschel  
Secretary

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## Attachment 1

Maintenance Committee Membership  
 11/18/25

<b>Voting Members</b>	<b>Title</b>	<b>Subcommittee</b>
Kevin Dooley*	Co-Chair	Landscaping
Ken Reardon*	Co-Chair	Clubhouse, Geese Mitigation, Bark Mulch Fungus
Jim Peschel	Secretary	Pond Preservation
George Phillips		Exercise Room
Chuck Quinn*		
Mario Winter*		Pickleball Courts
Don Zeaman		Septic, Pond
<b>Board Liaison</b>		
Warren Trested*		
<b>Non-Voting Members Waitlisted in the Queue</b>		
<i>None</i> <sup>1</sup>		
<b>Non-Voting Members</b>		
Jim Broadbent*		
Cris Hersom*		
Wayne Killam*		
Jim Langlais		Pool
Tom Long*		
Tom McCutcheon		Pool
Steve Ryan*		
Brian Sullivan*		Handiworkers, Snow Removal
Buddy Vaughan*		
Ted Wanyo*		
Gloria Zaranty		

\* **Handiworkers**

Note: Non-Voting members can be:

- Only an attendee interested in attending meetings to participate in discussions.
- Only a Handiworker (not interested in policies/meetings, just interested in participating in MC sponsored work sessions (for insurance purposes, registered as a “member”).
- Both meeting attendee and Handiworker.

1 – new lottery drawing required for new voting member(s)

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Attachment 2  
Open Items - Post 11/18/25 Meeting

1. Clubhouse Exit Sign Batteries - Clubhouse subcommittee to develop a schedule for replacement of the exit sign batteries and other batteries in the clubhouse. The spreadsheet/log should be posted in the clubhouse for ease of use by future Committees.
2. Three Ponds Drive and Phase 4 House Number Signs – The Board will procure the new poles and accessories for installation in 2026. The Handiworkers were requested to install the new signs.

*Subsequent to the meeting, the Board expressed a concern with the use of a power auger. This concern must be addressed prior to sign installation.*

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.
4. Pickleball Courts – Painting of the repairs to the court surface will be performed in the Spring if the vendor supplies the paint.

New England Sealcoating, Inc.  
120 Industrial Park Road  
Hingham, MA 02043  
888-959-34398  
Nashua, NH Office 603-598-9200

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 for review and approval.
  - A. The Board's action to review and approve remains open.
  - B. 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.
  - C. 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.

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- D. 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 Handiworkers to install on the old beach off James Circle.
8. Don Zeaman's Loam Donation - The loam will be delivered by Mike Sanborn in the spring and will be stored by the Phase 4 leach field.  
Mike Sanborn Excavating and Trucking  
55 Homestead Lane  
Brentwood  
603-234-1424
9. Invasive Species – A site visit in the Spring should be arranged with the UNH Extension or a horticulturalist knowledgeable of invasive species, to tour the ponds, drainage swale, and retention basins and identify invasive species and assist in developing an eradication plan.
10. Muskrat Removal - The Committee voted unanimously to recommend that the Board engage a trapper to relocate the muskrats to prevent continuing damage to the pond banks.

*Subsequent to the meeting, the Board stated that they would review the muskrat recommendation in the spring.*

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Attachment 3  
Tree Replacement Project - Candidate Trees

Plum Tree Replacement

1. Royal Raindrop Crabapple – Introduced by 3 Ponds, LLC as their replacement tree
  - 10-20 feet tall with 12–15 spread
  - Moderate growth
  - Full sun - at least 6 hours/day
  - Good resistance to disease
  - Magenta blossoms and purple to red leaves
  - 1/4-1/2 inch red apples
2. Bloomerang Lilac
  - 4–6 feet tall with 4–6 spread
  - Spring and fall blooming
  - Fragrant purple flowers
  - Full sun - at least 6 hours/day
  - Deer resistant
  - Good resistance to disease
3. Tri-Color Willow
  - 6-10 feet tall with 8-10 spread
  - Grows like a shrub
  - Full sun - at least 6 hours/day
  - Fountain shaped canopy that requires pruning
  - Aggressive root system – 15-20 foot clearance from foundations and other structures like AC units, generators, and propane tanks.
4. Thread leaf Maple
  - 6–10 feet tall with 8–12 spread
  - A variety of a Japanese Maple
  - Weeping form that requires minimal pruning
  - Morning sun and afternoon shade
5. Weeping Cherry
  - Dwarf – 8-15 feet tall with 6–10 spread
  - Standard - 20-30 feet tall with 15–25 spread
  - Pink or white blossoms
  - Full sun - at least 6 hours/day
  - Attract aphids and Japanese beetles

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River Birch Replacement

1. Serviceberry

- 15-25 feet tall with 10-20 spread
- White blooms in spring
- Edible berries in June – Attracts birds and you'll get bird droppings
- Full sun - at least 6 hours/day
- Good fall color
- Good disease resistance

2. Amur Maple

- 15–20 feet tall with 15–20 spread
- Slow growing
- Requires pruning to establish/maintain shape
- Full sun - at least 6 hours/day
- Disease resistant
- Aggressive self-seeding

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Attachment 4  
Handyman and Contractors List

The Maintenance Committee is not endorsing the individuals or companies in the list. The list is provided for the convenience and use of VTP residents. All individuals and companies have been recommended by VTP residents except for those used by 3 Ponds, LLC, and Mario Handyman. The Mario Handyman's truck has been observed in the community. **This is not Mario Winter.**

**Carpenters/Contractors**

1. Joe Vigue 603-689-6730
  - Built the decks, porches and steps for 3 Ponds, LLC. He also does step railing and screen door installation and screen replacement/repair.
2. Caleb Buxton – Buxton's Fine Finishes - 603-583-8253
3. Scott Lavoie Construction, LLC Tel: 603-434-8910, Cell 603-571-8688  
[www.scottlavoieconstruction.com](http://www.scottlavoieconstruction.com)
4. Matt Daily, Dailydoes, LLC 603-965-6568 [mbd7777@aol.com](mailto:mbd7777@aol.com)
5. Seth McPherson, Always True Construction 603-303-5378.  
[AlwaysTrueConstruction@yahoo.com](mailto:AlwaysTrueConstruction@yahoo.com)

**General Handymen**

The following handyman has not been recommended by a VTP resident. However, his truck has been observed in the community. **THIS IS NOT MARIO WINTER.**

1. Mario Handyman  
Mario Alves  
Salisbury, MA  
978-463-8682

**Gutters**

2. Dan Leclerc - Gutter Dan  
30 Hale Avenue  
Hookset, NH 03106  
Tel. 603-641-3249. Cell 603-540-5249  
[gutteerdan@comcast.net](mailto:gutteerdan@comcast.net)
3. Builders Installed Products  
PO Box 5111  
Manchester, NH 03108  
603-668-4411. Fax. 603-668-2545  
[www.buildersinstallationproducts.com](http://www.buildersinstallationproducts.com)

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**Radon Mitigation**

1. Advanced Radon Mitigation  
180 Londonderry Turnpike  
Unit 1  
Hookset, NH  
603-644-1207 Fax. 603-836-5343  
[www.Radonh2o.com](http://www.Radonh2o.com)

**HVAC**

1. Key Heating and Air Conditioning  
8 Continental Drive  
Exeter, NH 03833  
833-235-8811  
[Info@keyhvac.com](mailto:Info@keyhvac.com)  
[www.kyhvac.com](http://www.kyhvac.com)
2. Palmer Gas and Oil  
13 Hall Farm Road  
Atkinson, NH  
603-898-7986

**Roofers**

1. Exeter Roofing  
603-772-5817  
[info@exeterroofing.com](mailto:info@exeterroofing.com)

**3 Ponds LLC Contractors**

1. Electrical – A. T. Electric 603-223-5000
  - Jason – Electrician 603-714-1005
2. HVAC – Brookside Mechanical 603-645-0145
3. Plumbing – KG Plumbing and Heating 603-669-6607
4. Flooring – JDS Flooring and Backsplash 603-396-4674
5. Installation of Component's, etc. - Builders' Installed Products 603-668-4411
6. Garage Doors - Raynor Garage Doors – 603-634-8686