

Maintenance Committee  
Meeting Minutes  
January 20, 2026

The meeting was called to order by Kevin Dooley at 7:00 P.M. A quorum was established as in attendance were voting members Kevin Dooley, Don Zeaman, George Phillips, Chuck Quinn, and Jim Peschel. Also in attendance were Warren Trested, Board Liaison, and Mike Manchini. Mike joined the Committee and is a Handiworker. Welcome Mike. An updated membership table 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. Clubhouse Equipment that Requires Periodic Maintenance

It was noted in previous meetings that the clubhouse exit signs and emergency lighting have batteries that will require periodic replacement. It was noted that there are other devices in clubhouse that require periodic maintenance. The existing open item was revised to require the development of a spreadsheet/poster that includes all clubhouse equipment that requires periodic maintenance or inspection.

2. Invasive Species

The UNH Extension Office has scheduled a tour of the site in the spring to identify invasive plant species and to help develop a control and eradication program. The site tour is tentatively scheduled for 10:00 on Monday, April 13th. The tour may be rescheduled if the weather has not supported sufficient plant growth.

B. Handyman & Contractor List - Updated and posted on the VTP webpage in the Maintenance Committee folder.

C. Homeowners' Maintenance Guide - Rev. 1 was developed and posted on the VTP webpage in the Maintenance Committee folder.

D. Tree Trimming - The remainder of the planned tree removal from the spring 2025 walk through was completed. The Board will conduct another walk through with the Committee and CP in the spring.

E. Smoke and Carbon Monoxide Detectors - There were some questions from unit owners regarding the appropriate detectors, carbon monoxide or smoke, for the basements. The

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Town of Brentwood Fire Protection Officer verified that each level must have a carbon monoxide detector due to fossil fuels being burned in the unit, in addition to smoke detector and smoke detector(s). The detectors can be in the same physical device or in separate devices. He verified that all 119 units had the correct configurations when the certificates of occupancy were issued. The Homeowners' Maintenance Guide will be updated to include this information.

NEW BUSINESS

A. Pickleball Court Repair - The use of the Clubhouse Equipment line item in the budget for repair of the pickleball courts was reviewed. Warren noted that the contract for fitness equipment repair has not been finalized and funds available in this line item needs to be reviewed. The budget status will be reviewed during the next meeting.

- Trailside Exercise Equipment Maintenance - The discussion identified that the trailside equipment maintenance contract had not been finalized or implemented. An item was opened for the Handiworkers to inspect and repair the equipment in the spring and provide recommendations to the Board for required significant maintenance.

B. Potable Water and Sewer Shutoffs - The Committee identified that the HOA does not have the appropriate tools available to shut of the water supply or sewage lines running from the units to the road in the event of an emergency. In addition, it was noted that the locations of the shut off valves were not precisely known. The Committee will research the proper tools to be procured and will pursue the valve locations on as built drawings and documentation or pursue other methods to locate the valves. The intent is for the Maintenance Committee to provide the initial response in the event of an emergency that requires isolating either line.

ADJOURN

The meeting was adjourned at 7:36 P.M.

NEXT MEETING

The next meeting will be held in the library at 7:00 P.M. on Tuesday, February 17, 2026, the third Tuesday.

Jim Peschel

Secretary

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Attachment 1  
Maintenance Committee Membership

<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
Mike Manchini*		
Tom Long*		
Tom McCutcheon		Pool
Steve Ryan*		
Brian Sullivan*		Handiworkers, Snow Removal
Buddy Vaughan*		
Ted Wanyo*		
Gloria Zarotny		

\* **Handiworker**

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 1/120/26 Meeting

1. Clubhouse Equipment that Requires Periodic Maintenance - Develop a spreadsheet/poster that includes all clubhouse equipment that requires periodic maintenance or inspection. Post in the clubhouse, preferably in basement, to facilitate completion of activities by the Handiworkers or scheduling through a service company via CP. Major activities such as the furnace cleaning and inspection may require a service company.

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 and to use the Dig Safe System during the 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 Court Repair and Painting

- Paint the repairs to the court surface that were made in 2025. The vendor has volunteered to supply the paint.  
New England Sealcoating, Inc.  
120 Industrial Park Road  
Hingham, MA 02043  
888-959-34398  
Nashua, NH Office 603-598-9200

Continue the budget discussion to locate funds required for the repair of the net supports.

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.
  - The Board's action to review and approve remains open.
- 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.

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- 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.
- 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 – Complete a tour of the site with the UNH Extension Service to identify invasive species and assist in developing an eradication plan. Tour scheduled for Monday, April 13th at 10:00 A.M. UNH Extension contact:

Mike Gagnon, Forestry Field Specialist  
329 Mast Road,  
Goffstown 03045  
603-679-5616  
Michael.gagnon@unh.edu

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. The Board will review the muskrat recommendation in the spring.

11. Propane Detectors - Install propane detectors in the Clubhouse near the fireplace and the furnace.

12. Clubhouse Generator - Investigate the need for, and the feasibility of obtaining, a portable generator for the Clubhouse that would be capable of powering the furnace in the event of an extended power outage.

13. Walking Trail Exercise Equipment - Inspect and repair the trailside exercise equipment as required and make recommendations to the Board regarding any significant required maintenance.

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14. Potable Water and Sewer Shut Off Capability - Research the proper tools to be procured and provide a recommendation to the Board. Pursue the valve locations on as built drawings, other documentation, or pursue other methods of locating the valves to support emergency preparation

15. Well Reactivation and Drilling New Wells - Obtain the NHDES rule set that the HOA would have to follow if reactivation of the Sunset Lane well or other campground wells is desired or if new irrigation wells are to be drilled.

NHDES Contacts

Andrew Koff, P.G.  
Hydrogeologist  
NHDES Drinking Water & Groundwater Bureau  
[Andrew.T.Koff@des.nh.gov](mailto:Andrew.T.Koff@des.nh.gov)  
603-271-3918

Jarred. P. Swiontek, P.G.  
Community Well Siting Manager  
Drinking Water and Groundwater Bureau  
[jarred.p.swiontek@des.nh.gov](mailto:jarred.p.swiontek@des.nh.gov)  
603-271-7019

Town of Brentwood Contact

Mark Kennedy  
Land Use Administrator  
603-642-6400, ext.116  
[mkennedy@brentwoodnh.gov](mailto:mkennedy@brentwoodnh.gov)