

Maintenance Committee
Meeting Minutes
February 17, 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, Ken Reardon, Don Zeaman, Mario Winter, and Jim Peschel. Participants were Warren Trested, Board Liaison, and non-voting members Mike Manchini, and Buddy Vaughan. Also in attendance was John Ferraro, who joined the Committee and is a Handiworker. Welcome John. An updated membership table is provided as Attachment 1.

OLD BUSINESS

A. Pickleball Court Repair

Mario Winter provided an explanation of the repairs to the pickleball court net supports that will be pursued once the snow has melted.

B. 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

A spreadsheet will be developed to list all the periodic preventive maintenance activities, except for the AED defibrillator, that are required to be performed on clubhouse structures, systems, and components. The defibrillator checks and maintenance will remain with the Clubhouse Committee. The intent is to post the maintenance list in the clubhouse basement to facilitate tracking of actions and to transfer knowledge to future clubhouse committees.

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. It was noted that knotweed has been identified along North Road.

3. Portable Generator for the Clubhouse

The potential need for a portable generator has been evaluated, and the critical component is the compressor for the fire suppression system. Additional

Maintenance Committee
Meeting Minutes
February 17, 2026

reviews will be performed to determine if there are alternate and effective methods to support the system at a reasonable cost.

4. Potable Water and Sewage Exhaust Line Shutoffs

It was agreed that the tools should be researched and procured at the same time the design drawings are pursued to help determine the location of the shutoff valves. It was noted if a leak were to occur, the HOA would be at a significant disadvantage in addressing the issue without prompt support from an excavation vendor/contractor, as the Developer's contractors are no longer available. Buddy Vaughan volunteered to contact the system designer in the pursuit of accurate as-built drawings.

Recommendation - The Committee recommends that the Board establish a relationship, agreement, or contract with an excavation contractor for response to an emergency.

5. Irrigation Contingency Plan

The reviews and interactions with the Town of Brentwood, Rockingham County, New Hampshire Department of Environmental Services, 3 Ponds LLC and a water system engineering company were reviewed and discussed. The Committee will develop an Irrigation Contingency Plan for Board review and approval that will provide the guidance to support the drilling of new irrigation wells or the reactivation of the Sunset Lane well should the Board determine that drought conditions require such action.

NEW BUSINESS

A. Septic System Generator Batteries

The septic system generators do not have a monitoring system, and no one periodically verifies the unit starts for the weekly test. The Committee will manually start the generators when the septic fields are pumped to verify the battery capability between the vendor's contracted maintenance.

B. Propane Odors in a Unit and in the Limited Common Area

A unit owner recently noted a propane odor near their unit and contacted 911. Palmer Gas and Oil responded and is addressing the issue. This report prompted the

Maintenance Committee
Meeting Minutes
February 17, 2026

Committee to have an article drafted for the Communications Committee to publish regarding the benefit of propane detectors in the units and the actions that a resident should take if they identify a propane odor or a propane detector alarm actuates.

The article was submitted to the Communications Committee on 2/18/26 coincident with the drafting of these minutes.

C. Fourth of July Celebration

The Board has requested the Maintenance Committee to co-host a Fourth of July cookout event with the Clubhouse Committee. The Committee agreed. It was noted that the Board may request similar events later in the year.

ADJOURN

The meeting was adjourned at 8:10 P.M.

NEXT MEETING

The next meeting will be held in the library at 7:00 P.M. on Tuesday, March 24, 2026. The regular third Tuesday is not available as a St. Patrick's Day celebration will be held on the 17th.

Jim Peschel
Secretary

Maintenance Committee
Meeting Minutes
February 17, 2026

Attachment 1
Membership as of 2/17/26 Meeting

Voting Members	Title	Subcommittee
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
<u>Board Liaison</u>		
Warren Trested*		
<u>Non-Voting Members Waitlisted in the Queue</u>		
<i>None</i> ¹		
<u>Non-Voting Members</u>		
Jim Broadbent*		
Chad Fleck*		
John Ferraro*		
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)

Maintenance Committee
Meeting Minutes
February 17, 2026

Attachment 2
Open Items - Post 2/17/26 Meeting

1. Clubhouse Equipment that Requires Periodic Maintenance

Develop a schedule for periodic preventive maintenance activities or tests, except for the AED defibrillator, that are required to be performed on clubhouse structures, systems, and components. Post the maintenance list in the clubhouse basement to facilitate tracking of actions and to transfer knowledge to future clubhouse 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 after coordinating with Dig Safe.

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

a. Painting of the repairs to the court surface - Will be performed in the Spring when the vendor supplies the paint as they stated they would.

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

b. Repair of the Net Supports - Repair the net supports in the spring.

5. Posting Contracts on the CP Website

The Board approved the Committee's recommendation to have contracts posted on the VTP website.

a. This item will remain open until the non-proprietary contracts are posted on the new VTP website.

6. Ponds Preservation

Maintenance Committee
Meeting Minutes
February 17, 2026

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 landscaping RFP & contract 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 by a UNH Extension horticulturalist is scheduled for April 13, 2026, at 10:00 A. M. to tour the ponds, drainage swale, and retention basins. The intent of the visit is to identify invasive species and assist in developing an eradication plan. The UNH contact is:

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

10. Muskrat Removal

Maintenance Committee
Meeting Minutes
February 17, 2026

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.

Recommendation - The Committee recommends that the Board engage a trapper to relocate the muskrats to prevent continuing damage to the pond banks.

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, or other equipment, that would allow the fire suppression system to remain pressurized during an extended power outage.

13. Walking Trail Exercise Equipment

Inspect and repair the trailside exercise equipment as required in the spring and make recommendations to the Board regarding any significant required maintenance.

14. Potable Water and Sewer Shut Off Capability

Research the proper tools to be procured and provide a recommendation to the Board for their procurement. Pursue the valve locations on as-built drawings, other documentation, or pursue other methods of locating the valves to support emergency preparation

Recommendation - The Committee recommends that the Board establish a relationship, agreement, or contract with an excavation contractor for response to an emergency.

15. Irrigation Contingency Plan - Sunset Lane Well and Potential New Irrigation Wells

Develop a contingency plan for Board approval that addresses the reactivation of the Sunset Lane well and the drilling of new wells in the event they may be required for irrigation purposes. Include the pertinent New Hampshire regulations, and administrative procedures that should be considered and contact information for the New Hampshire Department of Environmental Services (NHDES) and Lewis Engineering.

Maintenance Committee
Meeting Minutes
February 17, 2026

a. NHDES Contacts

Andrew Koff, P.G.
Hydrogeologist
NHDES Drinking Water & Groundwater Bureau
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
603-271-7019

b. Lewis Engineering, PLLC (Bruce Lewis)
44 Stark Lane
Litchfield, NH 03052
603-886-4985

Maintenance Committee
Meeting Minutes
February 17, 2026