

Maintenance Committee  
Meeting Minutes  
March 24, 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, Chuck Quinn, and Jim Peschel. Additional attendees were Warren Trested, Board Liaison, and non-voting members Mike Manchini, John Ferraro, Tom McCutcheon, Jim Langlais and Brian Sullivan.

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. Clubhouse Equipment that Requires Periodic Maintenance

The spreadsheet summarizing the periodic preventive maintenance and schedule for activities that are required to be performed on clubhouse structures, systems, and components was reviewed. Minor changes were made to the pool sampling, and the pest control areas to address comments on the draft. Warren Trested provided an overview of the new contract that was signed with Encore to address the fire protection and suppression systems at VTP. Encore will provide reports that will provide recommendations, and the Board will be able to have work performed by Encore or the Maintenance Committee.

It was noted that the batteries in the EXIT signs and the emergency lights are well past their end-of-life date. It was recommended that the Maintenance Committee replace those batteries in 2Q26 and to also replace the batteries in the smoke/CO, heat and CO detectors at the same time to establish a baseline for battery replacement.

It was agreed that the annual spring inspection, repair, and adjustment of the walking trail exercise equipment will be added to the Clubhouse maintenance schedule. After the meeting, a discussion with the Board Liaison identified that the February decision to start the septic generator when the fields are pumped should be added to the list. As a result of the expansions, the Clubhouse Maintenance List & Schedule will become the VTP Maintenance List & Schedule.

The intent is to post the Maintenance List & Schedule on the VTP webpage and potentially post a laminated or plexiglass covered version in the clubhouse basement to facilitate tracking of actions within the Clubhouse.

The defibrillator checks and maintenance will remain with the Clubhouse Committee.

2. Invasive Species

A site tour with the UNH Extension Office is scheduled on April 13th to identify invasive plant species and to help develop a control and eradication program.

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3. Irrigation Contingency Plan

GZA provided the results of the Sunset Lane well PFAS sampling performed in September. The Irrigation Contingency Plan (Plan) will be updated to add a spreadsheet with sampling results to date and to delete the recommendation for CP to obtain the report. There were no comments received on the draft and the updated Plan will be provided to Warren for review and approval by the Board.

The water level in the ponds has returned to the overflow levels and the Irrigation Contingency Plan will truly be a contingency. Upon Board approval, the Plan will be posted on the VTP website for HOA use should drought conditions merit its use.

4. Muskrat Removal

The Board has not reviewed the Committee's recommendation. The Board will review options for restoring the shoreline along the large and middle ponds with Outdoor Pride, the new landscape contractor.

5. Plum Tree Disease

The Board will be providing the plan to address the plum tree disease in a phased approach. The Committee may be requested to assist in tree trimming or in the removal of some trees.

NEW BUSINESS

1. Homeowners' Maintenance Guide Update

There were no comments on Rev. 2 of the Maintenance Guide, and it was submitted to the Communications Committee for posting on the VTP website.

2. Pool and Pickleball Court Opening

Tom McCutcheon and Jim Langlais, the Pool Subcommittee, discussed their preparations for reopening the pool on Memorial Day weekend.

Mario Winter, the Pickleball Subcommittee, discussed the preparations for repair and reopening the pickleball courts.

Communications on both openings will be forthcoming from the Communications Committee and CP.

3. Street Sweeping

The Board will obtain street sweeping services from a contractor. The sweeping will commence once the sand and residual salt has dried. The sidewalks and granite curbing will need to be swept, or leaf blown, into the streets. Communications will be forthcoming from CP once the plan and dates are finalized. In the interim, Unit Owners

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are welcome to sweep the sidewalks and granite curbing into the streets. The board does not foresee Maintenance Committee members sweeping the streets as was the case in 2025.

4. Lawn Repair and Driveway Repair

CP and TDL will conduct a walkdown of the driveways and yards to assess damage caused by TDL's snow removal process. TDL will be responsible for repair of the damage they caused. It was suggested that the Maintenance Committee create a list of driveways that could use minor repairs after TDL completes their repair activity. This was added as an open item.

The driveway repair discussion led to the question of the Board's plans for sealing the units' driveways. The Board does not have a plan for driveway sealing. An action was taken during the meeting to review the Reserve Study. The Reserve Study does not include any plans or funds for sealing units' driveways, and on page 5, states:

Driveway asphalt is also considered to be Association responsibility, but improvements to these will likely consist of removal and replacement.

The Reserve Study's Annual Reserve Items and Expenditure Budget Projection addresses driveway replacement as:

- 2045 - 50% Homes on Three Ponds Drive Phase 1, James Circle and Tuck Drive
- 2046 - 50% Homes on Three Ponds Drive Phase 1, James Circle and Tuck Drive
- 2048 - 50% Homes on Three Ponds Drive Phase 2
- 2049 - 50% Homes on Three Ponds Drive Phase 2

5. Mulch, the Mulch Fungus, and the Green and Blue Flags

A. 2026 Mulch Plan - The Association will be applying mulch to most of the Unit Owners' front planting beds. The process will involve raking the existing mulch and applying one inch of fresh mulch. Unit Owners who have opted to maintain their front planting beds will not receive fresh mulch from the HOA.

B. Artillery Fungus - A subset of Unit Owners, approximately 20, will be offered the mulch remediation choices of having the HOA remove the mulch with the fungus and 1) install new mulch, or 2) install stones. The Unit Owner will have a third option of doing everything themselves (DIY).

C. Communication and Flags - The Board will communicate with the affected Unit Owners for the 2026 mulch project and will provide a communication to the Community that explains the blue and green flags.

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The Board does not see any participation from the Committee in the mulch initiatives unless the Board decides to spread the fungus infected mulch in the rotaries on Tuck Drive and Three Ponds Drive

6. Landscaping Initiatives for 2026

A. Three Ponds Drive Rotary - The rotary at the end of Three Ponds Drive in Phase 4 was damaged by trucks during the winter. Different options were discussed to keep the trucks on the asphalt, including using granite curbing, pavers and expanding the asphalt by a few feet to reduce the radius of circle to provide more driving area. The concept of decreasing the radius of the rotary by expanding the roadway appears to provide a lasting solution. Committee members were concerned about the potential use of pavers or granite curbing as trucks would drive over them when snow was on the road. An open item was added to have a Committee member(s) meet with Town officials to determine if expanding the road is possible, and if so to determine the HOA's next step in the process.

B. Tall Grasses near Pickleball Courts and Clubhouse - TDL chose not to cut the tall grasses near the pickleball courts and in front of the Clubhouse in 2025. There are residents who believe these grasses should be cut down annually. The Board will be addressing this issue with Outdoor Pride, the new landscape contractor.

7. 2026 Community Cleanup

As the snow is slowly melting, the Committee is considering conducting a community clean-up day, to pick up trash and other small items that have accumulated over the winter, especially in the woods. If a clean-up day appears to be warranted, the details will be provided by a CP communication.

8. Fire Protection System Flushing and Testing

The Board's contract discussions with Encore identified the potential need for flushing the wet fire protection system in the Clubhouse. The National Fire Protection Association (NFPA) recommends that such systems be flushed on a five-year frequency to remove sediment, debris and microbial growth. The systems in each unit are similar as they are standing water fire suppressions systems, similar to the Clubhouse system, but not as robust. Encore has recommended that the units also be flushed on a five-year frequency. The Board will follow-up with Encore regarding the potential for multi-unit discounts if Unit Owners want their systems flushed.

The flushing discussion raised a question related to testing of the alarm function. The Brentwood Fire Department verified that such testing is not required by a Town of Brentwood ordinance or a State law. An open item was added for the Maintenance Committee to follow-up with 3-Pond, LLC and/or the fire suppression installation contractor regarding testing. In addition, the Homeowners' Maintenance Guide should be updated to reflect the flushing and testing recommendations.

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ADJOURN

The meeting was adjourned at 8:16 P.M.

NEXT MEETING

The next meeting will be held in the library at 7:00 P.M. on Tuesday, April 21, 2026, the third Tuesday.

Jim Peschel  
Secretary

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Attachment 1  
Open Items  
Post 3/24/26 Meeting

1. VTP Systems and 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 VTP systems and equipment. Post the VTP Maintenance List & Schedule on the VTP website and in the Clubhouse basement to facilitate tracking of actions.

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

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.

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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 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

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. 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. 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

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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.**

14. 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.

a. 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

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

15. Three Ponds Drive Rotary

Meet with Town of Brentwood officials/boards to determine if the expansion of the roadway at the Three Ponds Drive rotary is possible and what steps VTP would need to take to accomplish such a project.

16. Driveway Repair List

Walkdown the community driveways after TLD completes their spring repair and identify driveways that would benefit from minor repairs that could be accomplished by the Handiworkers or a contractor.

17. Wet Fire Suppression System Flushing and Testing

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Research with 3-Ponds, LLC, and/or the fire suppression installation contractor the process for testing the flow/alarm function. Update the Homeowners' Maintenance Guide to include flushing and testing recommendations.

18. Walking Trail Exercise Equipment

Complete an inspection, test, repair, and lubrication of the walking trail exercise equipment. Add this as line item in the VTP Maintenance List and Schedule for completion annually in the second quarter.