

# Maintenance Committee Meeting - Minutes

**April 21, 2026 - 7:00 P.M.**

## **Clubhouse Library**

Attendees: Kevin Dooley, Ken Reardon, George Phillips, Don Zeaman, Mike Manchini and Warren Trested (Board Liaison)

## **Committee Session**

### **1. Preliminary Business**

A. A Quorum was present and the meeting was called to order by Kevin Dooley at 7pm.

### **2. Old Business**

A. March 24th Minutes Approved by Board and Submitted to Communications Committee for posting.

B. Plum trees with Black Knot disease present were trimmed by the handiworkers. The Board of Directors will be meeting with Outdoor Pride to determine a suitable tree to replace infected plum trees that are removed should that option be chosen by the unit owner. CP Management will be sending out a notice to unit owners with options to replace and replant an alternate species or remove the plum tree completely.

C. Jim Peschel walked the community with a UNH Extension Associate to conduct a survey of invasive species at VTP. Jim will review the findings when he returns and at the next MC meeting. Jim did note that no knotweed is present.

D. VTP Maintenance Plan and Schedule

The draft of Actions to be Completed by Handiworkers was discussed. A consensus of the committee determined that the clubhouse batteries in the exit signs, emergency lights and detectors should be inspected and replaced as necessary by the vendor under contract (Encore) and will not be the responsibility of the handiworkers.

### **3. New Business**

A. Fire Suppression System - Annual Testing and Periodic Draining/Flushing – Maintenance Guide Update

Encore will be asked to provide a quote to CP Management to check alarms and examine sprinkler heads in homeowner units as an option if the homeowner chooses. A discounted price could be provided depending on the number of units desiring the service.

B. Sidewalk Sweeping

Thanks to all involved in clearing sand from the sidewalks. The street sweeper is scheduled for April 28th.

C. George Phillips - Sprinkler Head issues that Unit Owners should be Aware of - Potential Maintenance Guide Update

George stated that defective sprinkler heads were recalled. George also noted that if a unit owner is finishing off their basement, the sprinkler heads may need to be adjusted or heads may need to be added because of added partitions in the finished space. This should be considered when applying for the building permit.

### **4. Ongoing Business**

A. Walking Trail Exercise Equipment Inspection, Adjustment & Lubrication in 2Q26

The exercise equipment was inspected and determined to be solid and not needing any repairs. Also, no lubrication is required as there are no fittings.

- B. Replace batteries in EXIT signs, emergency lights, smoke, CO and heat detectors in 2Q26  
Encore to inspect and change if necessary.
- C. Replace batteries in entrance door combination locks in 2Q26  
Warren to inspect and change if necessary.
- D. Replace 2 Smoke/CO Detectors in the Main Function Room in 2026  
Encore to inspect and change if necessary.
- E. Replace the CO detector in the basement in 2026  
Encore to inspect and change if necessary.
- F. Septic Generator Manual Start and Battery Test  
To be done in April by Kevin, Ken, Mike and Mario.

#### 5. Board Liaison Update - Warren

A list of 20 homes where mulch removal and replacement is suggested due to artillery fungus infection is being sent to CP Management. A quote will be received from Outdoor Pride for this work prior to commencing.

The Board is working with TDL to replace sprinkler heads damaged by winter snow plowing. Work to be completed before East Coast Irrigation starts system. Some work could be done by handiworkers to adjust heads from spraying on units to prevent iron staining as well as lowering heads to prevent mower damage.

The Board is meeting with East Coast Irrigation to systematically revise and establish the community irrigation program for 2026.

#### 6. Deferred Business

- A. Irrigation Flow Testing/Calculation after irrigation contractor establishes the 2026 schedule - To be determined by the MC.

#### 7. Next Meeting

- A. May 19, 2026 - 7:00 P.M. in the Library

#### 8. Adjournment

Meeting adjourned at 8pm.

### **Public Session**

Questions/comments by Unit Owner attendees - No unit owners present.