TREETOP PARK
Executive Board Meeting – Community Minutes
Thursday, August, 26, 2026
Trustees Attending Executive Meeting:
Karthi Subramanian, Kathe Scott, Ding Han
Ex-officio: Mostafa Sharif of Reliable Property Management

The Executive Board meeting was called to order at 6:01 pm.

1. **Approve Minutes of prior meeting**
   Board approved June 06, 2026 Board Meeting Minutes
2. **Approve Financials: All financial items on track.**
   Current details online in Buildium Report.
   Current values as of : 07- 31-2026
   a. Net Operating ≈ $ 28,406
   b. Reserves ≈ $ 152,905
   c. Delinquents ≈ $ 2 past 30 days as of July 31, 2026
   Mostafa will be in contact with these unit owners

Negative net operating is due to Building 5 rehab expenses not yet being transferred from Reserves to Operating accounts.
All financials are as expected with all current bills paid.

3. **Review of Updates:**

a. Pressure valves: Mostafa will get quotes from plumber for an investigation (probably over several days) that would identify each unit that has a main shut off valve. This will require some co-ordination with Unit Owners. Karthi will work on a schedule such that Unit Owners will have a few options for days and times to be available so that the plumber can access the units in each building to determine which unit has the main valve servicing the entire building.

b. Moss cleanup vendor: Mostafa has one quote and is waiting on another second quote (vendors EchoSafe and Zico Cleaning) for board to review. This would be for moss removal on the roofs of 2 units and the mailbox kiosk.

c. Building 5 work: Rehab almost complete. Painting will begin soon.

d. Fences: Mostafa has quotes for a full assessment of the fences so we can add fence yearly maintenance to our budget going forward.

e. Trash vendor: Mostafa obtained quotes from 3 vendors and will send them to the board this week for review. Board will decide on the best option via email.

f. 2027 Fiscal Budget: Alex is working on providing this for Board review at the next meeting. Karthi requested that she provide scenarios for condo increases of 0%, 3% and 5% . The Board will review the proposed budgets to finalize the 2027 fiscal year budget during September meeting.

g. Fence issue at 11 Park St: Brad has taken care of this.

h. Fine assessments: Typically there is a warning sent out to an indiviual Unit Owner if there is a fineable issue as stated in the R&R. In the case of the recent trash bin problems, the warning was sent out to the entire community.

Fines for recent trash violations have been $25 for the first violation and $35 for subsequent violations. The standard fine since 2006 has been $35. There is a summary of the fine process posted on the TTP website. (https://www.treetopparkwestborough.com/forms)
After one warning fines are issued for each subsequent violation of the R&R. Most Unit Owners have been very co-operative and complied with recent the trash bin issues. THANK YOU!

I. The Board will be requiring all trash/recycle bins to have Unit Numbers taped to the bins so they are easily identifiable (large, clear numbers). We don't want to fine the wrong unit if a neighbor is in violation. This will also prevent mix-ups with neighbors bins if a bin "goes missing".
An email will be sent out regarding this.

4. Community Correspondences:

a. Mostafa obtained a quote from "Gutter Boys" for $800 for full replacement of the gutters. This will be done when siding work on the buildings is being done.

b. Tree limb removal: Mostafa is waiting to hear more from the Unit Owner who has informed Mostafa that their vendor can do the job for less than Stumpy's quote.

c. Updates on water damage from Feb 2026: The claim is being handled through the TTP insurance with the $20,000 deductible.

d. Re-treatment for ants was completed on August 18. Some other units may also need re-treatment.

5. Any other questions/concerns

a. Reminder from June 11th meeting: Board participation has been a little lacking. Karthi will need to take a step back a little for the next few months. The Board discussed the need to encourage Unit owners to consider running for the Board and restore a 5 member Board. This will be discussed further at the next board meeting.

6. Next Board Meeting: September 24th

a. Review of the budget for next fiscal year
b. 2 board positions are up for re-election

The TTP Board MEETING was adjourned at 7:06 pm.

Respectfully submitted

Kathe Scott

Kathe Scott TTP Clerk Unit #58

TTP Board Meetings: via Zoom unless otherwise noted.
Post Executive Open Session upon request only: 7:15 pm