

**TREETOP PARK BOARD MEETING**  
**Open Session**  
**Wednesday September 25, 2019 – 7:00 pm**  
**Westborough Public Library**

**Attendees:** 1 tenant, 4 Trustees and Ex-officio  
**Trustee Attendees:** Kathe Scott  
Karthikeyini Subramanian  
Thad Leugemors  
Tom Wolfe

**Ex-officio:** Warner Guild – Reliable Property Management

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The meeting was called to order at 7:30 pm

**Agenda and Minutes**

1. **Approve Minutes of prior meeting:** Board approved Minutes of prior meeting with correction of adding September 26<sup>th</sup> as a future meeting.
2. **Financial Report: reviewed details**
  - a. Checking: \$32,000 (approx.)
  - b. Reserves: \$80,000 (approx.)
  - c. Payables: \$9,000 (approx.)
  - d. Concord is more than halfway done with building 12 (units 45-48); expecting additional invoices to be submitted.
  - e. Finish Works scheduled for 10/19 to complete painting of buildings
  - f. Mid-summer maintenance by Curtiss is part of our contract.
3. **Budget discussion for next year: Board approved the 2020 proposed budget**
  - a. Proposing the condo fees unchanged.
  - b. Proposing to leave the Reserve contribution unchanged.
  - c. Insurance premium decreased (might increase sometime in April 2020).
  - d. Rubbish removal budget increased (contract is up for renewal in Aug 2020; we go to bid in April 2020).
  - e. Landscaping budget decreased (we have a year left in contract; we go to bid in July 2020).
  - f. We will to bid fence replacement/patch (pressure treatment, etc.) in 2020.
  - g. No budget for ice dams.
  - h. Deck treatment budget increased as 2020 is when we will be power washing/staining decks. Warner to find other vendors.
  - i. Siding work cost will come out of the Reserve budget (likely can do 2 buildings in 2020).
  - j. Roofs were replaced between 2004 and 2013 and has 30-year life span – no budget planning required at this time.
  - k. Pavement was recently done – no budget planning required at this time.
4. **Fall Gathering: starting at 1pm**
  - a. Karthi is picking up the tables and chairs from Myra Sat 10/5 morning; to drop off on Tom's driveway (Unit 42)
  - b. Karthi is picking up food from Wegman's (sandwiches, chips, soda) Sat 10/5 morning.
5. **Flood Insurance:**
  - a. Warner will engage with Mass Flood Elevation Certificates to obtain quotes based on Units 13-16 and Unit 33-36.

6. **Green Mountain work & communication:**
  - a. They will be re-lining around Oct 9<sup>th</sup> (and will last for about a week and half) and we are expecting no disruption of utilities (while Warner is on vacation).
  - b. They will be posting fliers by the mailboxes (Warner gave his approval).
7. **Amendment list of those who hasn't voted:**
  - a. 33 unit owners have not voted on this yet. 31 yes votes are required to pass the amendment.
  - b. Warner to email the amendment voting pdf to Board and we will print a few when contacting unit owners who have not voted.
  - c. Board to contact unit owners who have not voted, that they feel comfortable talking to.
8. **New Business:**
  - a. Landscaping:
    - i. Thad raised concerns that Stumpys didn't clean out by wooded bridge (far side of property). Warner to ask why they didn't and their thoughts on what we can do about it.
    - ii. Warner will walk with Curtiss to review trees that are hanging over units for evaluation.
    - iii. Thad suggested we should have various arborists do an assessment on what we should keep, remove and replace; as it seems we've been removing healthy trees that are not near any buildings. As Kathe explained, we did this exercise a couple of years ago, but it was expensive so Board at that time decided to prioritize the ones that posed a danger to buildings. We will revisit repeating this exercise in 2020.
  - b. Board has agreed to have the monthly meetings at Central One Credit Union and annual meeting at Tatnuck Booksellers.
  - c. Board has voted to automatically add all tenants to mailing lists.

The meeting was adjourned at 7:54 pm.

Respectfully submitted,

*Karthi Subramanian*

Karthikeyini Subramanian  
Secretary  
Unit 11

**Upcoming Sessions: Wednesdays**  
**October 23rd - Central One Credit Union (40 South Street)**

**Executive Session -- 6:00PM**  
**Open Community Session -- 7:15PM**