

TREETOP PARK ANNUAL BOARD MEETING

Open Session

Wednesday March 25, 2020 – 7:00 pm

Virtual via Skype

Attendees: No owners-at-large; 4 Trustees; Ex-officio

Trustee Attendees: Kathe Scott
Karthikeyini Subramanian
Tom Wolfe
Ding Han

Ex-officio: Warner Guild – Reliable Property Management

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This meeting was not held due to COVID-19 concerns.

### Agenda and Minutes

1. **Approve Minutes of prior meeting:** Board approved Minutes of prior meeting.
2. **Financial Report: reviewed details**
  - a. Operating Account: \$50k which is healthy
  - b. Reserves Account: \$86k
  - c. No outstanding receivables
  - d. For any planned work (such as deck and siding): If for any reason, work cannot start/continue, full payment will not be owed from TTP to the vendor.
  - e. Concord is still scheduled to start the 2nd or 3rd week of April (depending on weather). Warner will provide unit owners of Building 13 (units 49-52) a week's notice.
2. **Master insurance renewal:** This has been renewed with a higher deductible as approved by the Board in the February meeting.
3. **Flood insurance:**
  - a. Warner confirmed that the Master Policy does not cover flood insurance.
  - b. Board approves to not obtain flood insurance.
4. **Fine process and fine schedule:**
  - a. Karthi posted approved version to TTP website in February (under TTP Residents → Fine Process)
5. **Moss roof removal quote:**
  - a. Central Mass Power Washing has quoted approximately \$2800 for specified units with moss.
  - b. This work would need to be completed prior to starting deck work.
  - c. Warner will obtain a second quote for comparison.
  - d. Board authorizes Warner to award this project to the best of the two quotes.
6. **Recommended list to website**
  - a. Kathe will provide a vendor list to post to the website.
  - b. It will be noted that information on vendor list may be outdated, and was recommended by others in the TTP community.

- c. Also note that this being provided out of courtesy and is not an endorsement by the Board.
- 7. **Future meetings via technology:**
  - a. If we are still in quarantine for the April meeting, the Board approves to meet via Skype for both Executive and Open meetings.
  - b. Karthi will provide a skype link and specify protocols for Open meeting such as dial-in is at 7:15pm and raise your hand in chat to be unmuted.

Respectfully submitted,

*Karthi Subramanian*

Karthikeyini Subramanian  
Secretary  
Unit 11

**Upcoming Sessions: Wednesdays**  
**April 22nd - Virtual via Skype**  
**May 27th - Central One Credit Union (40 South Street)**

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