

# **TREETOP PARK EXECUTIVE BOARD MEETING MINUTES**

## **with Open Session Minutes**

**Tuesday December 13, 2022**  
**Virtual via Zoom**

**Trustees Attending Executive Meeting:**  
**Karthi Subramanian, Kathe Scott, Din Han**  
**Ex-officio: Keith Goodale – Reliable Property Management**  
**A Post Executive Open Session was convened with 1 attendee**

The meeting was called to order at 6:03 m.

**Agenda and Minutes from Executive Session:**

- 1. Approve Minutes of October 25, 2022 meeting:**  
Board approved Minutes of prior meeting.

- 2. Approve Financials: All financial items on track.**

Current details online in Buildium Report. As of 011-30-22 show below:

a. Net Operating	≈ \$30,266.
b. Reserves	≈ \$132,652
c. Accounts payable	≈ \$55,046
d. Accounts receivable	≈ \$1,748
e. Prepayments	≈ \$10,284

Current values: 12-13-31

a. Net Operating	≈ \$1,361
b. Reserves	≈ \$140,651

All financials are as expected.

- 3. 3 year plan for capital improvements.**

Karthi presented an excellent spreadsheet she has developed which will allow the Board to track and project ongoing and future capital improvements. This will be an invaluable tool to guide future projects several years in advance and allow TTP to maintain appropriate financial reserves.

Using the spreadsheet, we are able predict completing siding and painting for two buildings and also rebuild 2 decks and perform some road maintenance, while staying within our projected reserves in 2023. (The decks will be evaluated in the spring to determine which 2 are in most need of repair or replacement.)

Although the board will plan at least 3 years in advance, the plans will be reevaluated yearly as circumstances change.

- 4. Annual Meeting Planning**

- Date and Time:** The Annual Meeting has been planned for 7pm January 24, 2023. At this time it is assumed that it will be an online Zoom meeting. Further details will be emailed and sent out at a later date.
- Agenda:** The agenda will be sent out via email. It will include financial information, a review of the 2023 budget, capital and regular maintenance, and the election of 3 Trustees. Keith will send out a letter explaining the nomination process to become a Trustee, including a brief statement of intent.

**A quorum of 50% by ownership is required to complete all these tasks, so it is important for Unit Owners to attend in person or by proxy as is explained in the communication to be sent out by Reliable Property Management.**

**5. Condo fee increase:**

- a. There will be a 5% increase in Condo Fees beginning in 2023
- b. The need for the larger than expected increase will be discussed at the Annual Meeting.

**6. 2022 accomplishments:**

The Board will present a list of the accomplishments in 2022 at the Annual Meeting.

**7. Leashing of Dogs - notification and response**

- a. There have been several complaints of unleashed dogs on TTP property.
- b. The Unit Owners involved have been informed of the TTP Rules &Regulations (R&R) which follows the Town of Westborough rules.
- c. From the TTP R&R Section A, Paragraph 5:

*The Town of Westborough Animal Control Bylaws, Article 19, and all Sections therein, is the governing rule for animal control at Treetop Park. Dogs must be kept on leash, in a transport box, or carrier, and under control at all times when on common property (Bylaws Article 19, and Section 1B). All pet owners will be held responsible for picking up after their pets if the pet has defecated on Treetop Park property. Pet feces must be disposed of hygienically and out of sight (not under decks unless in a covered metal container). All pets must be kept inside the owner's Unit at night.*

**8. Hometown checking account**

- a. Keith suggested this account be incorporated in the reserve account .
- b. The Board asked that he make sure it is not required to maintain the emergency Line of Credit before considering such an action.

**The TTP Executive Board meeting was adjourned at 7:03 pm.**

Respectfully submitted



Kathe Scott TTP Clerk  
Unit #58

**TTP Board Meetings: via Zoom unless otherwise noted  
Executive Session: 6:00pm  
Post Executive Open Session upon request only: 7:15 pm**

**ANNUAL MEETING January 24, 2023 7:pm**

## **The TTP Post Executive Open Session was convened at 7:15pm**

**The Board welcomed Paul Buccico #37**

- 1. Stated concern:** Paul wished to follow-up with Keith, and discuss with the Board Members the need for on-going pest (i.e. rodents) control services both outside of the building and inside (if necessary) of his Unit #37.
2. Paul stated that he understands that he is responsible for all maintenance, including pest control, inside his own unit, and has contracted with a vendor to deal with the pest issue within the unit. The TTP Association is responsible for maintenance of all common areas, including pest control. TTP uses the vendor MD Weaver for this purpose. Keith has been in contact with MD Weaver concerning the issues at #37
3. Paul requested that the TTP Association ask MD Weaver if they were willing to afford him some sort of discount for service inside his unit. Keith stated that he would be willing to ask if Weaver could offer such a service, and will get back to Paul with the outcome of that request.

**The TTP Post Executive Open meeting was adjourned at 7:42 pm.**

Respectfully submitted

TTP Clerk



Kathe Scott  
Unit #58

**Upcoming TTP Board Meetings: via Zoom unless otherwise noted**  
**Executive Session: 6:00pm**  
**Post Executive Open Session: 7:15pm**