

TREETOP PARK EXECUTIVE & OPEN BOARD MEETING MINUTES
Tuesday March, 22, 2022
Virtual via Zoom

Trustees Attending Executive Meeting:
Kathe Scott, Karthi Subramanian, Din Han
Ex-officio: Keith Goodale – Reliable Property Management
Unit owner attending Post Executive Open Meeting:
One Unit owner attended

The meeting was called to order at 6:00 pm.

Agenda and Minutes from Executive Session:

1. Approve Minutes of February 22, 2022 meeting:

Board approved Minutes of prior meeting.

2. Financial reports: All financial items on track unless otherwise noted.

Details online in Buildium Report.

a. Net Operating	≈ \$7,400
b. Reserves	≈ \$121,000
c. Accounts payable	≈ \$1,300
d. Accounts receivable	≈ \$1,700
e. Prepayments	≈ \$14,000

a. Keith pointed out that the Reserves amount in Buildium is not showing up properly (≈ \$45k vs. actual ≈ \$121K) This appears to be a software problem which he will correct.

b. No other concerns - but Keith noted that several infrastructure expenses are expected in the near future. i.e. Fence repair and/or replacement and possible repairs to buildings 1-5 prior to this summer's scheduled painting of these buildings. Concord will be supplying a quote for any needed repairs. Keith is obtaining painting quotes.

c. Ding asked if the Buildium software could provide information on historical trends in maintenance costs etc. Keith stated that this information can be available from the Buildium software upon request.

3. Future Executive Board and Community meetings in person or zoom

a. Discussed at length... Monthly in-person meetings are problematic for several board members and there has been little community attendance for the online meetings. Several options were discussed and may be considered on a trial basis.

b. For now meetings will continue to be online with quarterly in person meetings, if possible, at the Central One Credit Union Meeting room in Westborough center.

c. Next in-person meeting is tentatively planned for June 28. This will be an Open Community Meeting – with Pizza! and BYOB... ZOOM access may also be available.

d. Possible next in-person event will be a September/October get together...

4. **Spring Walkthrough (general inspection of the property) will take place Tuesday April 5, 2022 at 10 am**
5. **Unit owner methods to get in touch with community (requests, inquiries, posting local events etc.) – while ensuring unit owner privacy etc.**
 - a. **To contact the community at large via email**, unit owners should send a request to The Treetop Park email (treetoppark1@gmail.com). The TTP board will send out an email (bcc...) to the community email list. Please do not send a private email to the community.
 - b. **Mailbox Notices:**

If you want to post a notice at the mailbox for the community, please follow the TTP protocol:

 1. Request approval by the Board before posting anything.
 2. Include a footnote such as "This notice is approved by the Treetop Board"
 3. Include the name and unit # of the poster (not just a phone # or email address)
 4. Any notice that is non-compliant will be removed
6. **Fence repairs**
 - a. Keith is obtaining a quote from Concord to repair the fallen fencing.
 - b. If repair is not possible, Keith will get quotes on replacing those sections of fence.
7. **Do we need Open Minutes? Can we summarize in email or post regular Board Meeting minutes with personal information redacted?**
 - a. Kathe expressed concern that we have "Open Meeting Minutes" but rarely actually have an actual "Open Meeting" where unit owners are present. Perhaps a simple email summary of the board meeting would be sufficient to keep the community informed.
 - b. The board may try out different ways of informing the community of it's actions etc. in coming months.
8. **Old Business**
 - a. Ding requested a follow up on the safety issue of kids playing on snow equipment. Keith reported that several parents responded – they were glad to be informed of the problem, and had advised their kids to avoid the equipment. Well done TTP community!!
 - b. Keith reported that the Dryer Vent Cleaning letters have gone out

The TTP Executive Board meeting was adjourned at 6:58 pm.

Respectfully submitted
TTP Clerk



Kathe Scott Unit #58

The TTP Post Executive Open Meeting was convened at 7:15 pm

The Board welcomed Kayan Hassan, Unit #25.

1. Kayan requested information on where guests could park on TTP roadways as they are planning a large family party in the near future.
2. Because of safety concerns there is NO parking on the narrow cross streets. Overflow parking is permitted on the main road (mailboxes to lollipop area) and in the lollipop area.
3. Please be careful to avoid parking on the grass!!

The TTP Post Executive Open meeting was adjourned at 7:30 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: 7:00pm

Tuesday April 26, 2022

Tuesday May 24, 2022

Tuesday June 28, 2022 (CICU with PIZZA!!)