

**TREETOP PARK BOARD MEETING**  
**Open Session**  
**Tuesday July 28<sup>th</sup>, 2020 – 7:00 pm**  
**Virtual via Webex**

**Attendees:** 1 owners-at-large, 4 Trustees and Ex-officio  
**Trustee Attendees:** Kathe Scott  
Ding Han  
Tom Wolfe  
Thad Leugemors  
Karthi Subramanian

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

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The meeting was called to order at 7:17 pm.

**Agenda and Minutes**

1. **Approve Minutes of prior meeting:** Board approved Minutes of prior meeting.
2. **Financial Report: reviewed details**
  - a. Operating Account: about \$16k
  - b. Reserves Account: about \$95k (not including upcoming expenses for siding work wrap up, painting and deck staining)
  - c. Receivables prepaid by \$8k
  - d. Concord: total cost of approximately \$57k for building 13 (Units 49-52). They have moved onto next building 14 (Units 53-56) which will be completed by mid-September.
2. **Maintenance:**
  - a. Decks: completed all units and bridge.
  - b. Swale drainage ditch along the back: cleaning completed
3. **Asphalt & Paving quote**
  - a. Asphalt patching by NE Sealcoat will be completed soon (including by entrance that was not part of original quote)
  - b. NE Sealcoat will also check on footage for crack sealing given the disparity between them and Suburban; after which Board will determine whom to award work to
4. **Recycling:**
  - a. E.L Harvey agreed to at most 5% increase (per year for second and third year) for 3-year renewal contract. This was originally a 10% increase for second and third year.
5. **Fence Post and section replacements**
  - a. Quoted of \$4,663 by National Fence & Supply Co (with an additional \$125 per post if needed)
  - b. Warner to obtain a second quote.
  - c. Board has determined that this work just needs to be done prior to winter.
6. **Thoughts for next budget**
  - a. Nov 1st starts our new fiscal year.
  - b. Warner to put together next fiscal year budget draft for August's meeting; two versions

- i. One version: Thad suggested that we look into decreasing condo fees with a maximum of \$395
- ii. Second version: Condo fees as is
- iii. We need to be extremely cautious of reducing condo fees as we want to ensure we have a healthy reserve for normal maintenance costs AND for upcoming new work (such as deck maintenance, roofing, etc.). as we want to avoid any one-off assessments.

7. **Next Meeting**

- a. Karthi confirmed that Westborough Public Library is not allowing usage of conference rooms.
- b. Board has approved future meetings will be virtual until further notice, due to COVID-19.

8. **New Business**

- a. Unit 25 (Ozcimder): Raised concerns regarding his gutter (which was cleaned today). Although gutter cleaning is on a schedule; due to the volume of trees surrounding his unit, the gutters continue to be clogged. Basically, the current schedule of cleaning the gutters is not sufficient. This in turn is causing water damage inside his unit.
  - i. Kathe suggested monitoring the gutters the next time it rains given it was cleaned out today. Based on this, Warner to request Concord to inspect this unit to determine what the appropriate next steps.
  - ii. Ding suggested Board do a cost analysis of what we spend on gutter cleaning vs installing preventative measures.
    - 1. Per Warner, it's about \$600 to clean all the gutters. Gutter guards are not ideal as it's expensive and can cause ice dams.
    - 2. Warner to request for a deeper cleaning of down spout with the next gutter cleaning.

The meeting adjourned at 7:41 pm.

Respectfully submitted,

*Karthi Subramanian*

Karthi Subramanian  
Secretary  
Unit 11

**Upcoming Sessions: Tuesdays**  
**August 25th - Virtual via webex**  
**September 22nd – Virtual via webex**

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