

**TREETOP PARK BOARD MEETING
OPEN SESSION
Tuesday January 25th, 2022 – 7:00 pm
Virtual via Zoom**

Attendees: 0-unit owners, 3 Trustees and 1 Ex-officio

Trustee Attendees: Kathe Scott

Ding Han

Karthikeyini Subramanian

Ex-officio: Keith Goodale – Reliable Property Management

The meeting was not held due to no unit owners were present

Agenda and Minutes

1. **Approve Minutes of prior meeting:** Board approved Minutes of prior meeting.
2. **Financial Report:**
 - a. Operating Account: approximately \$12k
 - b. Reserves Account: approximately \$10k (all expenses paid in full)
 - c. Receivables
 - i. A few residents have not caught up with new increases, Keith will send them a reminder. Given it's been a few months with multiple reminders, any further delinquency due to new increases will incur late fee.
 - d. Payables: \$10k (current)
3. **Buildium Overview (by Keith)**
 - a. Buildium is our software for unit owners to make online condo fee payments and board to manage/track TTP business/financial matters.
 - b. Keith will update financials with cleaned up itemized expenses.
 - c. Going forward, Keith will no longer send financials as part of the monthly package. Rather he will highlight any discrepancies in the agenda topic and board will review it in Buildium.
4. **Maintenance:**
 - a. Chimney (Unit 57/60): No quotes yet; Keith reached out to one of his engineers who will be on-site next week to assess this.
 - b. Drainage (Unit 25): Curtiss is planning to be on-site next week to assess this.
 - c. Fence by entry way (where it turns the corner, perpendicular to our new fence): per Kathe, it looks like it's 'down'. Keith to check when he is on-site later this week.
5. **Board designation for 2022**
 - a. President: Karthi
 - b. Clerk/Secretary: Kathe
 - c. Treasurer: Ding
6. **Children playing on/near CAT (snowplow parked in circle)**
 - a. Karthi noticed over the weekend and asked the kids not do so but noticed they were there again today. Email was sent to community indicating this is dangerous and a liability. If this continues to be a challenge, associated unit owner's will be fined.
7. **New Business**
 - a. Updates on the Info sheet missing/incorrect information
 - i. Keith to send an updated one to Karthi

- ii. Keith to reach out via phone to residents that are missing information
- b. Action Item Report: will be tasks in Buildium with monthly review of current open items and all completed ones will be removed (but will be available in Buildium as historical data).
- c. Fines/Warnings: will be tracked via Buildium with monthly review
- d. Register trustees: Keith will send doc to sign electronically

Respectfully submitted,

Karthi Subramanian

Karthi Subramanian
Secretary
Unit 11

Upcoming Sessions: Tuesdays

March 22nd - Virtual via zoom

April 26th - Virtual via zoom

May 24th - Virtual via zoom

Executive Session -- 6:00PM

Open Community Session -- 7:00PM