

TREETOP PARK
Executive Board Meeting Minutes
Thursday, June 26, 2025
Virtual via Zoom
Trustees Attending Executive Meeting:
Karthi Subramanian, Kathe Scott, Ding Han
Ex-officio: Mostafa Sharif of Reliable Property Management

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

Minutes from Executive Session:

1. Approve Minutes of prior meeting

Board approved May 22, 2025 Board Meeting Minutes

2. Approve Financials: All financial items on track.

Current details online in Buildium Report.

Values as of May 31, 2025

- a. Net Operating ≈ \$ 27,932
- b. Reserves ≈ \$182,294
- c. Delinquents ≈ 1 past 90 days

Mostafa will be contacting 1 unit behind in Condo Fees

Reserve shown does not reflect the \$ transferred out for current siding work (≈\$45k)

All financials are as expected with all current bills paid.

3. Contract Renewals

- a. Mostafa will provide an update when Harvey renewal is needed.
- b. Current landscaping and snow removal contracts with Curtiss are separate and ongoing into 2026.

4. R&R updates

- a. Notary signature required for Worcester Registry is still in process.

5. Community Maintenance Updates

- a. Siding work on Building 4 is ongoing. Karthi requested info on expected completion, and if painting had been contracted and scheduled. Mostafa will check with Brad Page for specifics. This information will be needed soon, because the decision whether to begin work on Unit 5 would need to be made mid July and work started by July 31, if we are to do the work on Building 5 this year.
- b. Roadway patching: Estimates received from 2 vendors for crack fill and seal coat the main roadway. (Joli ≈ \$18,000 and Hatch ≈ \$27,700). Karthi requested itemized quotes with and without driveway sealing since some driveways are in poor condition.

- c. Tree work: Mostafa will send the itemized estimate from Stumpy's to the board for review so the work can be prioritized to allow some of the tree budget to be left for possible emergency work this winter. Mostafa will also obtain a quote from an additional vendor
- e. Fences: Mostafa is still working on estimates for needed fence repair. He has inspected the areas needing work.

6. Review of Task/Action List. No new action on the list

7. Community Correspondences

- a. Unit #9 – request for overgrown landscape trimming – Curtiss will be doing this work but noted that it is outside their normal contract and will be an additional charge.
- b. Building 4: Pest control updates. No work will be done on Unit 4 until rehab work is completed. Weaver sent an unsolicited quote for additional work, but TTP will continue with our current plan.
- c. Mostafa will contact the a unit owner concerning a garage door repair or replacement for doors in poor condition. The owner requested information about replacement and paint code etc.
- d. TTP was contacted by a unit owner concerning a tree fall near their unit which could be dangerous. Curtiss has been contacted and will be able to take care of the situation.

8. Next board meeting: Since Karthi will be on extended travel in July and early August, there will be no July meeting. The next Board Meeting was scheduled for Thursday, August 14, 2025 at 6 pm.

The TTP Board MEETING was adjourned at 7:02 pm.

Respectfully submitted



Kathe Scott
TTP Clerk
Unit #58

TTP Board Meetings: via Zoom unless otherwise noted.
Next Board meeting: August 14, 2025
Post Executive Open Session upon request only: 7:15 pm