

TREETOP PARK BOARD MEETING
Open Session
Tuesday September 22nd, 2020 – 7:15 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 7:16pm.

**Agenda and Minutes**

1. **Approve Minutes of prior meeting:** Board approved Minutes of prior meeting.
2. **Financial Report: reviewed details**
  - a. Operating Account: approximately \$33k
  - b. Reserves Account: approximately \$30k (not including upcoming expenses for siding work wrap up)
  - c. Receivables prepaid by \$3100.
  - d. Payables: \$15k
  - e. E.L Harvey: will be receiving a credit for new fee that started with contract renewal in July
2. **Maintenance:**
  - a. Concord: Most of the work is complete but challenged with obtaining gable vents due to industry shortages. Painting will start on Monday 9/28.
  - b. Fence repair: will start mid-October
  - c. Crack fill: pending schedule from Suburban Paving. If Warner is unable to obtain schedule, then Board will discuss moving forward with N.E Sealcoat
  - d. Leak by Unit 53: Curtis Septic is not available until December to address this. Warner will move forward with filing a claim against Curtis Septic's insurance given they did the original work. In parallel, Warner will obtain additional vendors/quotes.
3. **New Snow and Landscaping contract**
  - a. Awarded with change to snow removal of roadways starting at 6am.
4. **Reserve study proposal**
  - a. Warner has obtained quote/details from ARS. Cost: \$220 for pictures, \$2700 for study
  - b. Intent is for ARS to provide forecasting of expenses and maintenance which will enable Board to appropriately do financial planning.
  - c. Board approves to move forward with Reserve study with ARS.
5. **Budget draft letter 2020-2021**
  - a. Board confirmed all condo fees will be reduced by 105 with a maximum monthly fee of \$396 ensuring every owner's fee will be less than \$400.
    - i. This is reduced condo fee will be applicable for a year and will be reviewed/potentially revised based on the Reserve Study results.

- b. Warner will resend draft letter, budget and fee schedule to Board for review/final approval
  - c. Warner will be communicating this to community by end of next week.
6. **Information Form**
- a. Edit to information sheet:
    - i. Update 'Resident and/or Tenants' to 'Occupants'
    - ii. Add column after Name: 'Is Tenant (Y/N)'
  - b. Kathe volunteered to update the current Information Sheet.
  - c. Board has approved to send out the new information sheet to every unit owner prior to Annual meeting: with the Dec 8<sup>th</sup> meeting minutes (which they can fill out and submit to Warner via mail/email) and as part of the Annual Meeting packet.
    - i. This will be mandatory for all unit owner's to update by Annual Meeting
  - d. Karthi/Thad to look into moving this to electronic form for next year (with paper option still available).
7. **Next Meeting**
- a. October meeting will be virtual, to be held on Tues October 27<sup>th</sup>.
  - b. November and December meeting will be combined and to be held on Dec 8<sup>th</sup>.
8. **New Business:**
- a. Warner will schedule a walkaround with Stumpy's for some time in October (Wed/Fridays) in the morning.
  - b. Winter/Fall reminders for community to check on website.
  - c. Hassan (Unit 25): Additional cleaning of gutter has helped with the issue he was experiencing.
  - d. Hassan (Unit 25): Requesting to pave the walkway from driveway to stairs. He will need to submit proposal to Board for approval before proceeding.

The meeting adjourned at 7:30 pm.

Respectfully submitted,

*Karthi Subramanian*

Karthi Subramanian  
Secretary  
Unit 11

**Upcoming Sessions: Tuesdays**  
**October 27<sup>th</sup> – Virtual via webex**  
**December 8<sup>th</sup> – Virtual via webex**

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