

**TREETOP PARK BOARD MEETING**  
**Open Session**  
**Tuesday October 27<sup>th</sup>, 2020 – 7:15 pm**  
**Virtual via Webex**

**Attendees:** 1 owners-at-large, 5 Trustees and Ex-officio  
**Trustee Attendees:** Kathe Scott  
Ding Han  
Tom Wolfe  
Thad Leugemors  
Karthi Subramanian

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

~~~~~

The meeting was called to order at 7:15pm.

**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 \$38k (not including painting expenses, fence repair and crack filling which will be part of 2021 fiscal year which starts in November 2020)
  - c. Receivables prepaid by \$9k.
  - d. Payables: \$10k
  - e. Ding suggested investing our reserves if it continues to grow. Per Warner, we could think investing in CDs once we determine upcoming maintenance expenses.
  - f. Unit owners who paid the 'old' condo fee amount will be reminded after a couple of months of the new amount and issued a credit.
2. **Maintenance:**
  - a. Fence: Warner is continuing to attempt to track them down (they were supposed to have started mid-October).
  - b. Crack fill: Tentatively planned to start mid-November
  - c. Building: replace T-11s for some units (such as unit 2 and 40) due to damage caused by woodpeckers
  - d. Stumpy's: Warner will schedule a walkthrough for an upcoming Wednesday
  - e. Landscape: will continue with fall clean up
3. **Reserve study update**
  - a. Warner will send the draft reserve study for board review
    - i. Discuss further in next Board meeting and potentially discuss with reservist at the Annual meeting
4. **Budget draft letter 2020-2021 mailed**
5. **Information Form**
  - a. Revamped by Kathe
  - b. Information Sheet will be available via three venues: email to be sent by board to all unit owners, TTP website and Warner to mail via USPS.

- c. Include reminder that unit owners are required to provide an updated information sheet to Warner when ANY information changes in addition to annually
  - d. Unit owners to mail it back to Warner/Reliable Property Management OR email it to warner prior to Annual Meeting.
6. **Next Meeting**
- a. November and December meeting will be combined and to be held on Dec 8<sup>th</sup>.
  - b. Annual Meeting to be held on Jan 26<sup>th</sup> 2021 virtually. Further details to be provided in next month's meeting minutes
  - c. Warner to communicate three open positions will be available (Thad, Ding and Tom) as part of the annual meeting packet.
7. **New Business:**
- a. Water Leak: Will be onsite on Thursday Oct 29<sup>th</sup>. Warner to reach out to unit owner and tenant of Unit 54 for awareness as water will be turned off (put a notice on unit door). He will also let the two buildings know (#14 and 15) regarding this work.
  - b. Hasan (Unit # 25): Warner will communicate to Hasan that the Board approved request to plant around his unit, including non-mulched area.
  - c. Include winter reminders on website with this month's meeting minutes, specifically turning off outdoor water.
  - d. Include reminder about cleaning up after their pets (especially by/in the woods) as part of this month's meeting minutes.
  - e. Karthi to send email to community clarifying that [treetoppark1@gmail.com](mailto:treetoppark1@gmail.com) is communication to Board and not to the entire community; including a reminder that this is indicated on TTP website (under Board Room section).

The meeting adjourned at 7:22 pm.

Respectfully submitted,

*Karthi Subramanian*

Karthi Subramanian  
Secretary  
Unit 11

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

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