

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

Attendees: 9-unit owners, 3 Trustees and 2 Ex-officio
Trustee Attendees: Kathe Scott
Ding Han
Karthikeyini Subramanian

Ex-officio: Warner Guild and Keith Goodale – Reliable Property Management
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The meeting was called at 7:00pm.

**Agenda and Minutes**

1. **Approve Minutes of prior Annual meeting:** Board approved Minutes of prior Annual meeting.
2. **Introduction of Board members and Reliable Property Managers**
3. **No quorum this year:** no annual business (such as elections) will be conducted.
  - a. Board has voted to keep the current board members for 2022 (a 3-person board as 2 board members have moved out of TTP).
  - b. Board may request community assistance if 'special' projects arise due to three-person Board.
4. **Review of 2021 Accomplishments:** *See attached document*
5. **Financial Report:** *See attached Treetop Annual Press 2022*
  - a. Further discussions took place regarding:
    - Reserve Study and forecasting of budget
    - Schedule of painting of buildings (approximately 5 a year due to the time it takes to paint and cost)
    - Budget allocated for fence repair/replacement as needed
    - Water pipe fix
    - Deck discoloration post recent painting (both Unit 11 and 2 have noticed this).
6. **Info Sheet:** Please submit to Reliable Property Management if you have not done so already. Note: please make sure email address and phone number is clearly legible to avoid typos.
7. **TTP Website Overview/Demo:** Karthi walked through the TTP website ([www.treetopparkwestborough.com](http://www.treetopparkwestborough.com)), especially noting where key information can be found. *See attached recording.*
8. **Next Meeting:** February 22<sup>nd</sup>, virtually. Please send request to [ksubrama\\_5@hotmail.com](mailto:ksubrama_5@hotmail.com) if you would like to join.

9. **New Business:**

- a. If trash/recycle has not been picked up for your unit only, resident is responsible for contacting E.L Harvey.
- b. If trash/recycle has not picked up for TTP community, please leave bins outside for an additional day unless otherwise instructed by Board.
- c. Board is not responsible for communicating to community for unplanned utility outages – we suggest signing up for alerts with your utility company and/or reporting outages to them when it occurs.
- d. Concerns raised by Unit #25 regarding increased sighting of coyotes.
  - Unfortunately, there it not much Board can do about this as it's part of living in this area.
  - In the past, animal control has indicated they cannot do anything as well unless it's sick. We recommend taking proper precautions when walking outside at night.
- e. Concern raised by Unit #25 regarding mosquito spraying not being sufficient.
  - Warner indicated we do two spraying during mosquito season (free as part of the city).
  - Karthi also provided input as to what she does – do an additional spraying at my own cost and using citronella plants (placed around my deck). Please feel to reach out via [ksubrama\\_5@hotmail.com](mailto:ksubrama_5@hotmail.com) for further information on this.

The meeting adjourned at 8:25 pm.

Respectfully submitted,

*Karthi Subramanian*

Karthi Subramanian  
Secretary  
Unit 11

**Upcoming Sessions: Tuesdays**  
**February 22<sup>nd</sup> – Virtual via zoom**  
**March 22<sup>nd</sup> - Virtual via zoom**  
**April 26<sup>th</sup> - Virtual via zoom**

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