

# TREETOP PARK BOARD MEETING COMMUNITY MINUTES

Thurs March 06, 2025

Virtual via Zoom

## Trustees Attending Executive Meeting

Karthi Subramanian, Ding Han

Ex-officio: Mostafa Sharif – Reliable Property Management

The meeting was called to order at 6:05 pm.

**Agenda and Minutes from Executive Session:**

### 1. Approve Minutes of Annual Meeting Minutes – January 30, 2025

Board approved Minutes of prior meeting and ...

### 2. Review & Approve Current Financials: All financial items on track.

Current details online in Buildium Report. Values at previous close shown below:

Values as of 02-28-2025:

a. Net Operating	≈ \$ 6,725
b. Reserves	≈ \$ 184,271
c. Delinquents	≈ \$ none over 30 days

All financials are as expected with all current bills paid.

**3. Review Financials.** RPM Mostafa Sharif, reviewed the financials. The team discussed the importance of reviewing financials for monthly meeting, also reviewed the balance sheet report on Buildium, as of March 1, 2025. We will use this report for future monthly board meetings.

- a. Board noted that some units were close to the 60-day delinquency mark. The ones with small amounts owed is likely due unit owner's forgetting to update auto payment to account for previous Condo fee increase.

**4. Insurance:** Board approved to switch to a new carrier a few weeks ago for cost reasons (same master coverage with a savings of approximately \$3000 in premiums) Mostafa has taken care of switching us to Norfolk and Dedham and canceled the contract with the previous carrier.

### 4. Contract renewals:

- a. Mostafa, confirmed that Curtis has provided the contract for both snow removal and landscaping, expiring in 2026 . No further actions required at this time.
- b. Karthi is preparing a spreadsheet to list vendors with current contract costs and expiration dates. This would be super helpful to provide visibility for TTP Board and anticipate future contract renewal. This will be part of the current maintenance spreadsheet that tracks siding/painting, and dryer vent cleaning. Ding suggested implementing AI to scan vendor contracts to support renewal management and notification, which Mostafa agreed to consider.
- c. Trash recycle contracts might be up for renewal. **ACTION:** Mostafa will follow up with Harvey on the trash and recycle contract see if it's up for renewal
- d. R&R. Need confirmation that it has been reviewed. **ACTION:** Mostafa will send Kathe the version edited by our lawyer to make any necessary adjustments.

**5. Dryer vent cleaning:**

- a. Each unit owner will need to complete this by end of 2025
- b. Needs a reminder to everyone about the dryer vent cleaning deadline and that proof of completion should be sent to Mostafa. **ACTION:** Mostafa to send reminders and track the submissions

**6. Community Maintenance Updates/ and Task list review:**

- a. Siding: Board approved to revisit siding work on buildings 4 and 5, RPM will rent a place for storage. Whether we do both buildings this year will depend on cost per building. **ACTION:** Start with building 4, Mostafa to evaluate costs and then we will determine whether we should start work on building 5  
Reminder to unit owners of building 4: even with a rented storage for materials, we will likely still need a garage while work is ongoing to store some materials for ease of transportation.
- b. Roadway patching: This winter has been rough for all roadways. an inspection will be done to determine what requires more immediate attention. **ACTION:** Brad and Mostafa plan to do an inspection within March. They do have a vendor that does spot repairs. They will send Board a report of what requires immediate attention with quote for Board review and approval.

**7. New Business:**

- a. Spring Walkaround. **AGENDA ITEM:** We will determine date for spring walkaround during April board meeting. Board members and property managers will inspect the community for cleanliness and maintenance issues.

**8. Community Correspondences**

- a. Karthi emphasized the need to direct all Treetop Park business emails to the TTP Gmail account or Mostafa directly, not to individual condo board members. Any emails sent directly to board members will not be responded to. **ACTION:** Mostafa will send out a notice to residents about this.

**The TTP Executive Board meeting was adjourned at 7:00 pm.**

Respectfully submitted

Ding Han

TTP Member at large  
Unit #5

**Next TTP Board Meetings: via Zoom unless otherwise noted  
Date: April, 10, 2025 6:00 pm**