

TREETOP PARK BOARD MEETING
Open Session
Wednesday February 27, 2019 – 7:00 pm
Methodist Church, Lion Room

Attendees: 1 owners at large, 3 Trustees and Ex-officio
Trustee Attendees: Myra Kinnamon
Kathe Scott
Thad Leugemors
Karthikeyini Subramanian

Ex-officio: Warner Guild – Reliable Property Management

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The meeting was called to order at 7:18 pm.

**Agenda and Minutes**

1. **Appointment of Trustee; Thad Leugemors:** Board signed certificate of appointment and trustees
2. **Election of Officers:** Board approved the following:
  - a. Kathe Scott: President
  - b. Thad Leugemors: Vice President
  - c. Karthikeyini Subramanian: Secretary
  - d. Ding Han: Treasurer
  - e. Myra Kinnamon: Member-at-Large
3. **Review and Appointment of Fifth Trustee:**
  - a. By unanimous Board decision: Ding Han (Unit 5) is elected as the fifth Trustee.
4. **Board approved Minutes of prior meeting.**
5. **Financial Report: reviewed details**
  - a. Checking: \$29,000 (approx.)
  - b. Reserves: \$50,000 (approx.)
  - c. Payables: \$13,000 (approx.) and current
  - d. Kathe raised concern that El Harvey's monthly bill was significantly higher this month with no explanation. Warner has reached out to El Harvey regarding this.
6. **Insurance Quotes:**
  - a. Board approved renewal of Master policy the with same package we currently have at an increase of \$593 a year.
  - b. In addition, Board vetoed the following add-ons:
    - i. Ordinance increase from \$300k to \$500k (this would provide additional funds in the event we need to replace buildings to bring things up to code)
    - ii. Cyber liability: we do not maintain any personal information
    - iii. Volunteer accident coverage
    - iv. Environmental increase from \$500k to \$1M
  - c. Board has determined to revisit discussions as to whether we should increase deductible from \$5k to \$10k. This will save association of \$975 a year on premium but will likely increase each unit owner's homeowner's insurance.
    - i. Board to revisit discussions during March's executive meeting, potentially request insurance sales representative to community meeting in April to field any questions.
7. **Community Reminders:**
  - a. If you want to post a notice at the mailbox, please follow the TTP protocol:
    - i. Request approval by the Board before posting anything.

- ii. Include a footnote such as " This notice is approved by the Treetop Board"
  - iii. Include the name and unit # of the poster (not just a phone # or email address)
  - iv. Any notice that is non-compliant will be removed
8. **Website Update; gmail:**
- a. We are ready to launch website to community this week.
  - b. Board approved monthly cost of \$11 for hosting via wix.com
  - c. Board approved [www.treetopparkwestborough.com](http://www.treetopparkwestborough.com) as the site's name
  - d. Karthi to launch this weekend and send introduction to community (including soliciting feedback).
  - e. Karthi reminded board members/Warner: post website launch, any questions regarding forms/process/general information should be directed to website. If it's not found there, to let Karthi know so it can be updated.
9. **By-law Amendment:**
- a. 33% have voted Yes
  - b. 35 have not voted
  - c. Given Thad raised questions/concerns, Board agreed to revisit this during March's executive meeting.
10. **Private Property Sign:**
- a. Thad suggested we spend some time designing a sign that 'introduces' our community, and private property/Residences and Guests only under it. Perhaps even sync 'branding' between website and sign.
  - b. Board agreed that everyone should come to March's executive meeting with some ideas regarding this.
  - c. Once we do put up a post for this sign, Thad suggested putting up a bulletin board for community to tack notices to (instead of ruining mailbox siding).
11. **New Business:**
- a. Warner to touch base with Curtiss regarding snow removal around hydrant and ensuring revisiting of driveways for clean up(as cars are still in driveways when they plow early in the morning).
  - b. Thad requested grinding stump in front of his unit.
  - c. Thad raised the concern that fence around perimeter is falling apart. We will need to start budgeting for this in the near future.
  - d. Thad raised concern that there are some cracks in our pavement. Warner will obtain quotes to have this patched.
  - e. Ability to pay condo fees online: Warner indicated bank is requesting a need for portal but will revisit this discussion with bank (specifically to do this via EFT).

The meeting adjourned at 7:48 pm.

Respectfully submitted,

*Karthi Subramanian*

Karthikeyini Subramanian

Secretary

Unit 11

**Upcoming Sessions: Wednesdays**

**March 27th - Methodist Church, Lion Room**

**April 24th - Methodist Church, Lion Room**

**May 22nd - Methodist Church, Lion Room**

**June 26th – Westborough Public Library**

**July 24th - Westborough Public Library**

**Executive Session -- 6:00PM**

**Open Community Session -- 7:15PM**