

**TREETOP PARK**  
**Executive Board Meeting – Community Minutes**  
Thursday, April 10, 2025  
Virtual via Zoom

**Trustees Attending Executive Meeting:**  
Karthi Subramanian, Kathe Scott, Ding Han  
**Ex-officio:** Mostafa Sharif of Reliable Property Management

**The Executive Board meeting was called to order at 6:05 pm.**  
**Minutes from Executive Session:**

**1. Approve Minutes of prior meeting**

Board approved March 06, 2025 Board Meeting Minutes

**2. Approve Financials: All financial items on track.**

Current details online in Buildium Report.

Values as of February 28, 2025

- a. Net Operating                      ≈ \$ 15,208
- b. Reserves                              ≈ \$ 184,271
- c. Delinquents                        ≈ \$ none past 90 days

All financials are as expected with all current bills paid.

**3. Contract Renewals**

- a. Currently TTP has separate contracts for landscaping and snow removal with Curtiss.
- b. When landscaping/snow removal contracts renew, the Board would like to go back to a combined 3 year contract for snow removal and landscaping.
- c. Trash and recycle pick-up with Harvey is currently a month to month service.
- d. Mostafa will reach out to Harvey for contract information so we can possibly be on the same renewal cycle with both vendors.

**4. Pest Control on April 14**

- a. Confirmed for April 14
- b. Communicated to community via email notice.

**5. R&R updates**

- a. Updates on the feedback from lawyer: Suggestions accepted as follows
  - 1. Section A Paragraph 10. Remove words referencing limits on length of leases
  - 2. Section B Paragraph 14. Accept minor edits.
  - 3. Section B Paragraph 14. Remove words referencing limits on length of leases
- b. Kathe will provide an updated R&R for the Worcester Registry

**6. Dryer Vent Cleaning due in 2025**

- a. Email reminder will be sent to community again.
- b. Ask for community vendor recommendations.

**7. Community Maintenance Updates**

- a. Siding work on Building #4:
  - 1. RPM provided an estimate of \$48k/building with start date next week.
  - 2. When #4 is partially done, (expected to be mid-June) RPM and the Board will evaluate whether to proceed with Building #5
  - 3. RPM has procured off site storage of building materials, but the Board requests that the Unit Owners provide some temporary backup storage when and if needed.
- b. Roadway patching: RPM and the Board will decide what requires immediate attention and estimated cost during the spring Walkaround. Roadway upkeep and repair evaluation will continue to be evaluated on a yearly basis.
- c. Harvey leakage by Unit 11: RPM to provide update – stain not completely gone.
- d. Tree work: (including the fallen ones by entrance). RPM has a quote from Curtiss for some fallen tree removal etc. The board approved this work to be done next week. Yearly arborist evaluation will resume on an annual basis after the Spring Walkaround.

**8. Spring walkaround:** Scheduled for April 29, 2025 at 3 pm.

**9. Review of Task/Action List.** List reviewed and all items addressed

**10. Community Correspondences** - several issues were discussed and resolved privately.

**The TTP Board MEETING was adjourned at 7:05 pm.**

Respectfully submitted



Kathe Scott  
TTP Clerk  
Unit #58

**TTP Board Meetings: via Zoom unless otherwise noted. Next Board meeting: May 22, 2025  
Post Executive Open Session upon request only: 7:15 pm**