

# TREETOP PARK EXECUTIVE BOARD MEETING MINUTES

Tuesday October 24, 2023

Virtual via Zoom

**Trustees Attending Executive Meeting:**  
**Karthi Subramanian, Kathe Scott, Ding Han**  
**Ex-officio: Keith Goodale – Reliable Property Management**

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

**Agenda and Minutes from Executive Session:**

**1. Approve Minutes of September 28, 2023 meeting:**

Board approved Minutes of prior meeting.

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

Current details online in Buildium Report. As of 09-30-23 show below:

a. Net Operating	≈ \$ (10,405)
b. Reserves	≈ \$ 133,661
c. Accounts payable	≈ \$ 14,290
d. Accounts receivable	≈ \$ 1,341
e. Prepayments	≈ \$ 13,450

Current values: 09-25-23

a. Net Operating	≈ \$ 14,204
b. Reserves	≈ \$133,677
c. Delinquents	≈ \$ 841

All financials are as expected with all current bills paid.

**3. Review Town Letter:** The response letter to the Town of Westborough was reviewed and will be sent out next week.

We are still waiting for a response from a civil engineer for confirmation and a proposal if further work will be required on the water system in the near future. Pending the response, a further plan and letter will be presented to the community and the Town of Westborough.

**4. Budget Review :** Keith will be supplying the board with the draft of the 2024 budget later this week. Pending this review, the amount of this years increase will be determined by the board. A number of considerations are taken into account when determining the condo fee required to meet state and community obligations such as the following:

**Capital Expenditure Priorities** - what and how much reserve budgeted work should be done next year.

**Reserve Priorities** -

How many buildings will get siding and painting? Keeping in mind vendor availability etc.

How many decks will need repair or replacement?

Status of the roofs?

Any large paving (outside of the line item for patching in budget)?

**Inflation Concerns** - on residents as well as long term infrastructure budgets.

**Upcoming maintenance bids** -Trash/Recycle / Landscaping/Snow removal etc.

5. **Trash and recycle bids:** Keith will be procuring bids from at least 3 vendors: Wyn Waste, Republic, and Harvey. Concerns have been expressed with Harvey's recent performance and whether or not they will maintain a trash/recycling site in town.
6. **Stumpy's Walkaround.** Stumpy's will be on site soon to determine what tree work needs to be done this winter (2024).
7. **Community Updates:**  
Email reminder on best ways to contact RPM coming soon.
8. **Annual Meeting Planning:**  
Date: Jan 23, 2024  
Format : in-person and /or zoom  
3 Board positions are up for re-election (in a total of 5 positions)  
Keith will send out email notifications:  
**December 8, 2023:** All nomination letters, including a brief bio and explanation as to why they want to be on the Board, to be submitted by this date.  
**January 16, 2024:** Annual packet will be sent out (including nominations and proxy information etc.)
9. **Miscellaneous:** Board approved a resident request to plant a decorative tree in a mulched area.

**The TTP Executive Board meeting was adjourned at 7:01 pm.**

Respectfully submitted



Kathe Scott  
TTP Clerk  
Unit #58

**TTP Board Meetings: via Zoom unless otherwise noted**  
**Executive Session: December 04, 2023 6:00pm**  
**Post Executive Open Session upon request only: 7:15 pm**