

# TREETOP PARK EXECUTIVE & OPEN BOARD MEETING MINUTES

Tuesday June 26, 2022

Virtual via Zoom

**Trustees Attending Executive Meeting:**

**Karthi Subramanian, Kathe Scott**

**Ex-officio: Keith Goodale – Reliable Property Management**

**Post Executive Open Meeting was convened.**

**One attendee**

The meeting was called to order at 6:08pm.

## **Agenda and Minutes from Executive Session:**

### **1. Approve Minutes of June 28, 2022 meeting:**

Board approved Minutes of prior meeting.

### **2. Approve Financial Report: All financial items on track.**

Details online in Buildium Report. As of 05-31-22

a. Net Operating	≈	\$8,580
b. Reserves	≈	\$108,170
c. Accounts payable	≈	\$39,345
d. Accounts receivable	≈	\$1,821
e. Prepayments	≈	\$18,010

Kathe had a few questions with respect to the fact that the numbers in the monthly minutes are from the last day of the previous month for consistency, but are therefore several weeks old. Keith pointed out that more recent numbers are generally available online in Buildium. Kathe also expressed appreciation for reports that Keith now provides the board prior to the meetings, which make it easier to track expenses. Keith shared that he will be providing monthly status overview reports (budget vs actual, billing statements etc.) available to view on Buildium in the near future. The current major expense is the for the exterior repair and painting prep work on buildings #1 - #3 (≈\$8k to date). These expenses will be paid from the reserves. Normal maintenance and repairs to several decks are also included in the current Accounts Payable.

A very small number of owners are behind on payments. Keith is in contact with them.

### **3. Catch Basins**

- a. The vendor was scheduled to clean the catch basins but it has not been done. Keith has contacted the vendor to take care of this
- b. A suggestion was made to create a line item in the budget for catch basin cleaning so that this is scheduled and contracted on a yearly basis, since clogged basins have become an ongoing problem in recent years.

### **4. Flooding mitigation near unit #25**

- a. Keith has been touch with Nancy DeWolfe's recommended vendor, Darryl, for a possible flooding mitigation plan for the common area near unit #25
- b. Darryl's plan would restore the original drainage path which has deteriorated over time and seems feasible. Darryl will provide a quote which the board will review next month.

**5. Second Walk through (update)**

- a. Keith and Karthi carried out the second walk through. A small number of units required some cleanup and have been contacted.
- b. In general the property looks very good.

**6. Painting /Power washing**

- a. Painting of Buildings #1 - #3 is expected around August/September when Concord has finished the exterior repairs
- b. Several decks have had repairs and will be power washed and painted along with Buildings #1 - #3
- c. All decks are power washed and repaired every 3 years and are scheduled for this work next year (except the decks done this year)

**7. Format for Open Session Meeting:**

- a. Keith will present Financial Review
- b. Karthi will review Executive Meeting highlights.
- c. Residents will have an opportunity to speak/ present concerns etc.

**8. Other Concerns - Children playing unsafely in the circle (aka "lollipop").**

- a. Karthi expressed concerns about young children playing in and around the circle in dangerous manner such as sitting on roadway where they might not be seen by drivers leaving the driveways
- b. Keith will send out a reminder to all residents to be mindful of the safety issues
  - 1. Young children MUST be supervised by adults when playing outside
  - 2. The circle is a THROUGH ROADWAY and used by many vehicles
  - 3. Children MUST exercise caution when in the circle – especially near the several driveways which enter this area

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

Respectfully submitted



Kathe Scott TTP Clerk  
Unit #58

**Upcoming TTP Board Meetings: via Zoom unless otherwise noted**

**Executive Session: 6:00pm**

**Post Executive Open Session: 7:00pm**

**Next meetings:**

**Tuesday July 26 , 2022**

**Tuesday August 28, 2022**

## TREETOP PARK OPEN SESSION MEETING MINUTES

The TTP Post Executive Open Meeting was convened at 7:17pm

The Board welcomed Leanne Precopio #20.

1. **Keith provided a summary of the TTP financial status.** Everything is on track. Money spent on infrastructure repair in preparation for painting will be taken from the reserve account as planned. Keith shared that he will be providing monthly status overview reports (budget vs actual, billing statements etc.) available to view on Buildium in the near future.
2. **Karthi provided a overview** of all the items discussed in the Executive meeting.
3. **Leanne Precopio, the new owner of unit #20 introduced herself** and expressed some concerns.
  - a. Unit #20 has had an issue with squirrels entering the attic from a damaged attic vent. Leanne did engage a pest control vendor to mitigate the situation but the problem continued. She had questions about what TTP's responsibility would be in this situation, since the pests are most likely coming in through the other 3 attics in the building.
  - b. Since the attic is common space, TTP will take responsibility for mitigating this problem. Keith has asked Mike from Concord to investigate the 4 attics. Leanne provided the information from the vendor she used, and Keith will be in touch with them and determine the best course of action.
  - c. It was noted that although Unit Owners are responsible for issues within their units (including occasional pest issues), when the common space is involved (such as the attic in this case) Reliable Property Management should be contacted first – before any other action is taken, and if appropriate TTP does take responsibility. As a new owner, Leanne was not aware of this procedure, so in this case TTP will take responsibility for her out of pocket expense.
4. **Future Meetings**
  - a. Leanne also expressed disappointment that the meeting was not “in person” as planned. The Board agreed, but both Keith and Mike have had COVID-19 very recently, so the Board felt an “In Person” would be inappropriate.
  - b. At this time the Board has decided to continue with online meetings.
5. **Thanks, Leanne!** for coming and meeting Keith from RPM and the TTP Board!

The TTP Post Executive Open meeting was adjourned at 7:38 pm.

Respectfully submitted

TTP Clerk



Kathe Scott  
Unit #58

**Upcoming TTP Board Meetings: via Zoom**  
**Executive Session: 6:00pm**  
**Post Executive Open Session: 7:15pm**  
**Tuesday July 26, 2022**  
**Tuesday August 23, 2022**