

TREETOP PARK EXECUTIVE BOARD MEETING MINUTES

Tuesday April 25, 2023
Virtual via Zoom

Trustees Attending Executive Meeting:
Karthi Subramanian, Kathe Scott, Din 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 February 28, 2023 meeting:

Board approved the Minutes of prior meeting.

2. Approve Financials: All financial items on track.

Current details online in Buildium Report. As of 03-31-23 show below:

a. Net Operating	≈ \$39,058.85
b. Reserves	≈ \$139,914.76
c. Accounts payable	≈ \$14,158.45
d. Accounts receivable	≈ \$3,395.00
e. Prepayments	≈ \$10,874.95

Current values: 04-25-23

a. Net Operating	≈ \$ 60,041.16
b. Reserves	≈ \$139,914.76

All financials are as expected. A few accounts are somewhat overdue. Keith explained that this is due to accounting anomalies and a few owners who have not adjusted for the higher fees as of February

3. Fence: Keith obtained quotes for repairs and replacement sections along the Park and Milk Street property lines from 3 vendors (Universal, Fence X and SPS). Keith recommended Universal because he has used them before and they also had the lowest quote. The board voted to use Universal and hopefully the work will begin ASAP.

4. Contracts to be renewed: 2 major contracts will require renewal in the next few months. All the contracts are expected to increase due to inflation,

a. **Landscaping and Snow removal** (generally done by the same company in a 3 year contract) is up this year, so Keith will go out for 3 bids. Periodic mulching (3year intervals) will be considered as an “add on” to the regular contract. Curtiss, the current vendor, is the preferred vendor because their performance has been excellent.

b. **Trash and recycling:** Keith will also begin to review possible vendors for since E. L. Harvey has been sold to an international vendor.

5. Community Task (updates)

- a. **Attic vent issues with animals** in one unit of Building 14. MD Weaver has been on site to check all 4 units since the attics connect.
- b. **Mortar Erosion around the chimney area** of unit #1 was reported and will be checked out.
- c. **Catch basins** near unit #45 and others around community need minor repair and cleaning if necessary.

6. Siding repair for paint prep and other repair and maintenance:

- a. **Keith has begun a walkaround with Mike** to evaluate and prioritize the repair and/or replacement of areas of siding, decks, gutters and roofs. Keith will be providing a list to the board for current repairs, as well as items to be considered for future planning and budgeting.
- b. **The board also discussed adding yearly reoccurring items, like road repair, to the yearly budget** instead of treating such expenses as general maintenance and repair items.

7. Other issues:

- a. **A spring walkaround to review the general condition of the property is scheduled for May 2.** If any issues are noted Keith will send out warning notices to individual unit owners
- b. **Stumpy's** will eventually finish the tree work etc.
- c. **Building #3 and #4 are scheduled for siding repair and painting** beginning in May . **Onsite storage is needed for materials in one of the garages in these 2 buildings.** Please step up and offer your garage if at all possible if you reside in these buildings!

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

Respectfully submitted



Kathe Scott TTP Clerk Unit #58

**TTP Board Meeting: Executive Session: 6:00pm
May 23 , 2023**