

# TREETOP PARK EXECUTIVE BOARD & OPEN MEETING MINUTES

Tuesday May 24, 2022  
Virtual via Zoom

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

Post Executive Open Session was convened. 3 Unit owners attended

The meeting was called to order at 6:04 pm.

Agenda and Minutes from Executive Session:

1. **Approve Minutes of April 26, 2022 meeting:**  
Board approved Minutes of prior meeting.

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

Details online in Buildium Report. As of 04-30-22 show below:

- a. Net Operating income  $\approx$  \$(6,815)  
Net Operating Income is expected to be  $\approx$  \$20,118 after the transfer from reserves designated for work on Building 1
- b. Reserves  $\approx$  \$108,165
- c. Accounts payable  $\approx$  \$17,767
- d. Accounts receivable  $\approx$  \$(2,015)
- e. Prepayments  $\approx$  \$17,904

3. **Communication with Board and RPM.** To clarify: 3 methods are always available to TTP residents to contact Keith Goodale at RPM

- a. **Buildium** (online entry) is the preferred method for maintenance requests.
- b. **TTP email ([treetoppark1@gmail.com](mailto:treetoppark1@gmail.com))** Okay for all requests and questions, but less effective for maintenance issues. All email from residents is auto-forwarded to Keith Goodale
- c. **Phone call** to RPM (508-435-1010) or Keith Goodale (781-6405-820)  
**Please reserve this option for emergencies...**

4. **Catch Basins and Swale Maintenance**

- a. Keith met with town to discuss drainage issues
- b. Keith is obtaining quotes for cleaning out catch basins and swale which is usually done twice a year...
- c. Keith will do some immediate remediation himself in the mean time.

5. **Building 1-5 rehab time and costs have been more than originally planned**

- a. Not unexpected – original work not as thorough as later buildings
- b. Board voted to only do buildings 1-3 this summer (instead of 1-5)
  1. This will maintain reserves and allow time to do the work properly –
  2. In the future, rehab and painting schedule will be reevaluated yearly.
  3. Keith will notify Concord and Finish Works Painting of the plan change
  4. Karthi has volunteered her garage for paint and materials storage

6. **Water issues at #25** - Plantings suggested as a way to mitigate flooding
  - a. Curtiss mitigation plan was not feasible
    1. too costly and would require tearing up the roadway
  - b. Kathe spoke with Nancy DeWolfe about possible water absorbing plants
    1. Nancy will contact Darryl – who did the work at #51.
    2. Cost and feasibility issues need to be determined
7. **Painting to start in June**
  - a. Concord is almost done with Building 1 rehab
  - b. Finish works will start painting work soon
8. **Parking on grass - fines**
  - a. There have been several incidents
  - b. Use of violation stickers and immediate fines will be resumed
  - c. A reminder will be included in Board Meeting minutes email
9. **Buildium – Keith presented a tutorial/overview at the open session**
  - a. Three Unit owners requested to attend the open session
  - b. Karthi recorded this portion of the open session to post on the website
10. **Walkaround follow up scheduled for June 1 at 4 pm**
  - a. Keith and the board will follow up on the previous walkaround
  - b. Things looked pretty good last time - very few warnings given
  - c. Infractions of R&R (if noted) will be given fines
11. **Deck Problems with some units**
  - a. Keith and Mike (Concord) will be evaluating what needs to be done
  - b. Some decks may need rebuilding ahead of the planned Reserve Study schedule.
12. **Future Board Meetings: Quarterly In-Person at the C1CU Meeting room**
  - a. Next meeting will be a hybrid (ZOOM and In-Person) on June 28
  - b. We will be requesting that attendees be masked due to COVID-19 issues
  - c. Attendance by request - Community email will be sent a week prior with detailed information
  - d. Open session at 7:15 PM – with Pizza

**The TTP Executive Board meeting was adjourned at 7:15 pm.**

Respectfully submitted



Kathe Scott  
TTP Clerk  
Unit #58

# TREETOP PARK OPEN SESSION MEETING MINUTES

The TTP Post Executive Open Session was convened at 7:14pm

**The Board welcomed 3 unit owners:**

Cindy He #43, Heather McKay #55, and Kayan Ozcimder #25

**1. Buildium Presentation:**

Keith Goodale went over the basic functioning of Buildium – which has a lot of resources for unit owners –

- a. access to financial reports.
- b. ability to pay condo fees etc.
- c. ability to make maintenance requests and track progress
- d. other good stuff to check out....

**2. Treetop Park Executive Board Meeting Summary:**

Karthi provided a summary of the topics covered in the Executive Meeting

**3. Cindy had several questions.**

- a. **Trees?** Is there regular maintenance? Yes. There is a line item in the budget for tree maintenance. The board meets with a tree service every fall and contracts for pruning, tree and stump removal etc. The work is typically done mid winter.
- b. **Insects?** Is there regular insect spraying? Yes, The state provides mosquito spraying - typically twice a year. TTP provides ant spraying at least twice a year. TTP also addresses insect problems as they come up – wasps, extra ant spraying etc.

**4. Kayan asked about the catch basin and swale water issues.**

- a. Keith is getting quotes for addressing this and will also do some immediate mitigation himself

**5. The Board is always pleased to see the Unit Owners –  
Thanks for coming!**

The TTP Post Executive Open Session was adjourned at 7:53 pm.

Respectfully submitted

TTP Clerk



Kathe Scott  
TTP Clerk  
Unit #58

**Upcoming TTP Board Meetings: via Zoom unless otherwise noted  
Executive Session: 6:00pm**

**Post Executive Open Session: 7:15pm**

**Tuesday June 28, 2022 (in person at CICU with PIZZA!!)**

Tuesday July 26, 2022

Tuesday August 23, 2022