

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