

TREETOP PARK EXECUTIVE BOARD MEETING MINUTES

Tuesday July 26, 2022 - virtual via Zoom

Trustees Attending Executive Meeting:
Karthi Subramanian, Kathe Scott, Din Han
Ex-officio: Keith Goodale – Reliable Property Management
No Post Executive Open Meeting was convened.

The meeting was called to order at 6:01 pm.

Agenda and Minutes from Executive Session:

1. Approve Minutes of June 28, 2022 meeting:

Board approved Minutes of prior meeting.

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

Details are online in Buildium Reports. As of 06-30-22 show below:

a. Net Operating	≈ (\$18,400)
b. Reserves	≈ \$103,850
c. Accounts payable	≈ \$65,570
d. Accounts receivable	≈ \$1,989
e. Prepayments	≈ \$14,694

Keith noted that the Net Operating Amount reflects an anomaly in accounting due to some extent to a new in-house accountant having been hired. When the new accountant is fully transitioned, Keith will provide an overview of a revised TTP accounting system that will be more reflective of current reporting periods.

3. Review of Concord schedule for the remainder of the summer

a. Rescheduling has been necessary in light of Mike's absence in recent weeks – both due to COVID-19 and worker shortages. The board discussed ways to continue the necessary infrastructure work and stay within the Reserve Study time and monetary budget approved last year, while addressing these challenges

b. Siding work on buildings #2 and #3 has not started as scheduled. Because required work on both buildings is similar, and because other regular maintenance issues also need to be addressed (i.e. decks, gutters etc.), the Board decided to proceed with work on #2 and delay work on #3 until next summer. The Board will continue to re-evaluate as conditions change.

4. The painting schedule has been delayed as well.

a. The plan has been modified assuming work on building #2 will be finished by the end of August. Painting has been rescheduled for late August or early September.

b. Keith will notify Finish Works of this change.

5. Karthi initiated a discussion of the Maintenance Plan for the next 3 years.

a. Both routine yearly (asphalt maintenance, fence repair etc.), and long term infrastructure (painting, fence and deck replacement etc.) maintenance plans need to be reviewed because of uncertainties in marketplace and labor issues etc.

b. Due to these issues it has been difficult to adhere to the plan set out in the long term Reserve Study completed last year.

- c. Keith recommended hiring SPS New England to do a “Building Envelope” Evaluation”. After a thorough analysis of a portion of the buildings in a HOA community, they then recommend what work needs to be prioritized. SPS does not perform the work recommended. TTP would ask them to focus on several known upcoming issues such as decks, siding, and roofs. A rep from SPS will attend the next board meeting to explain the process and cost.
- d. Karthi has started a spreadsheet to track what and when maintenance work was done in the past, so that we can manage maintenance and upkeep more effectively and efficiently. This spreadsheet will be posted on TTP website for unit owner’s visibility. Exact location will be indicated under Neighborhood News of the website.
- e. Keith will contact vendors for quotes for yearly asphalt maintenance and fence repair which are scheduled to be done this summer

6. Mass Save – problems with the exterior lights installed in 2018

- a. Karthi suggested reaching out to Mass Save to determine if they would replace them, or if TTP might be eligible for a new program. Karthi will contact Mass Save.

7. Update on Dryer Duct Cleaning.

- a. Only about a third of unit owners have provided Keith with verification of dryer vent cleaning which is due currently.
- b. Keith will send out notices to have this done by September 30.
A \$35 fine will be issued for each month it's late.
- c. Dryer duct cleaning is only required every 3 years, but it is an important fire safety issue for the entire community.

8. Welcome Booklet update for Annual meeting...

- a. There are a few reminders that need to be updated - vendors, trash rules, protocol for building mods (windows, doors) etc. Kathe is working on this and will have a copy for board review and edits soon.

9. Vendor list on the website.

- a. The vendor list is no longer current and will be updated. We encourage Unit Owners who have positive recommendations to share their information so we can add them to this list.

10. We all congratulate Ding and his family on their new baby boy!!!

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: 7:15 pm
Tuesday August 23, 2022
Tuesday September 27, 2022