

Minutes of the Board of Trustees Meeting

March 17, 2020

Present: Board of Trustees: Jeff Garber, Steve Delaney, Marie Janiak,  
Alan Maravelias, Barkan Management: James Donnelly, Sarah Luscomb

1) Call to Order

Jeff Garber called the meeting to order at 3:00 p.m. It was noted that certain items will be tabled due to the Corona Virus situation and the inability of Portfolio Manager Jay Miller and homeowners to attend

2) Approval of Minutes

The board approved the minutes for the February 2020 Board of Trustees meeting.

3) Homeowner correspondence

The board reviewed homeowner correspondence.

3) Homeowner Requests

a) A Fox Run owner requested approval to extend their deck. Due to a delay in some of the abutters receiving notification prior to the meeting it was agreed to discuss the proposal but to hold off on a final decision until the abutters were given the opportunity to send comments. If approved the consensus of the board was that there be a small alteration in the shape of the deck addition. The board asked Jim to discuss this suggested alteration with the homeowner prior to the next meeting.

b) A meeting House Square owner requested approval to Install a microwave oven vent under their rear deck. The request was approved as it was noted that this vent plan is consistent with previously approved vent plans for this application which Jim has been given authorization to approve.

c) An owner at the far end of Fuller Pond Road requested permission to set up a plastic portable child at play sign while her

children were playing in the area. In her request she stated that vehicles, especially UPS trucks get up to a high rate of speed when they approach the circle and children playing are hard to see. After much discussion the board decided to install a permanent sign that's states children at play in front of the island which will be of similar style and placement as the arrow signs that are in front of most of the islands

d) A Holly Gate Circle Unit owner requested permission to move their air conditioner condenser, relocating it from the side of the adjacent unit to behind their unit due to the fact that their HVAC contractor suggests replacing the freon lines while installing the new condenser. The board tabled the request so that Jim can discuss the necessity of changing the lines with the HVAC contractor. It was noted that multiple unit owners have had their condensers replaced without replacing the lines.

#### 4) Financial Report

The financial report was tabled due to Jay Miller being unable to attend the meeting.

#### 5) Unfinished Business

a) Discussion of outdoor light bulbs, tabled.

b) Clubhouse HVAC screening, tabled

c) Indoor pool furniture, tabled

d) The board reviewed a quote to replace the filter material in the waste water treatment plant. A second quote has been requested and once received a decision will be made to choose the vendor to perform this specialized required work.

e) The board reviewed a list of projects with Jim that they would like to be undertaken over the summer.

#### 6) New Business

a) The board reviewed a quote to clean the clubhouse HVAC ducts. The board requested management get other quotes.

b) The board reviewed a quote from Triad Associates for replastering the indoor pool. There was also a quote for adding an extra step to the indoor pool which the board requested due to the fact that it has been brought to both management and the board's attention that the top step is much higher than the rest which makes it difficult for some owners to use the pool. There was a lengthy discussion on the necessity and merits of adding the step. The board voted unanimously to award the contract to Triad Associated for both the pool plastering and the addition of the extra step which will make all the risers the same height.

c) Discussion of the potential removal of a Linden tree with Holly Gate Circle owners, tabled.

#### 7) Work Orders

The board reviewed the work orders for the past month.

The meeting was adjourned at 5:40 p.m.