

Minutes of the Board of Trustees Meeting

August 18, 2020

Present: Board of Trustees: Jeff Garber, Steve Delaney, Marie Janiak, Kevin Kiley. Alan Maravelias, Barkan Management: Jay Miller (remotely by speaker phone) James Donnelly, Sarah Luscomb

1) Call to Order

Jeff Garber called the meeting to order at 6:00 p.m.

2) Homeowner Requests

a) The owner of 4 Holly Gate requested reconsideration of the Board's decision to not allow relocation of her air conditioner condenser at the July meeting. The Board allowed the resident to present due to the fact that the homeowner was unable to attend the July meeting in person when the decision was made. After some discussion the owner requested that the matter be continued until the September meeting so that the homeowner could confer further with her HVAC contractor.

b) The owner of 73 Fuller Pond Road owner requested that the association replace the hose spigot at the rear of her unit. The homeowner stated that the landscapers periodically use the spigot and possibly could have broken it. After discussion the Board declined the request due to the fact that the Condo Docs are clear that things such as hose spigots are the property of the homeowner rather than the association.

c) The owner of 8 Holly Gate requested to both extend their deck and change all their decking to Trex type decking. The Board approved the request provided the unit owner use materials that are harmonious with all other units and all materials be approved by Jim prior to commencing the project.

3) New Business

a) The Board approved Bay State Air's contract for preventive maintenance on the clubhouse HVAC system with the exception of the new equipment that is still

under warranty. Once the warranty is up on the new equipment that equipment will be added to the contract.

b) The Board approved purchasing a defibrillator for the clubhouse. Fire Chief Tom Martinuk came to the meeting to discuss the benefits of it. He stated that once Fuller Pond Village purchases it, the fire department will set up a time to give a class on CPR and instructions on using the defibrillator to interested Fuller Pond residents. (Subsequent to the meeting a Philips Defibrillator was purchased for the amount of \$1,482.) The Defibrillator will be placed downstairs outside the fitness center with signage upstairs as to its location.

c) The board discussed which part of the fire / burglar alarm system maintenance is the association's responsibility and which parts are the homeowner's responsibility. Some of the items discussed that it was reiterated are the homeowner's responsibility for repair or replacement are door and window switches and any motion detectors if added, or anything else added by the homeowner.

d) The board voted to leave the outdoor pool open until September 13 and to employ the pool monitors until then.

e) The board discussed whether guests now be allowed at the indoor pool. The board voted that due to Covid 19 the association will continue to not allow guests to use the clubhouse amenities.

f) The board requested management update the resident records. The updated information will also include vehicle and pet information. An update form will be delivered to all residents with instructions that once completed it be returned to the office.

g) The board approved a quote from Perocchi Masonry in the amount of \$20,482 for this year's concrete sidewalk replacements, the board also approved a quote from Cerqueira's Construction in the amount of \$ 9,300 for rear patio work and a quote for \$3,000 from him to replace 2 catch basins.

h) The board discussed the recent tire marks at the beginning of Fuller Pond Road which the board considers to be vandalism. The board will look into installing cameras in the area if it continues.

4) Financial Report

The Board reviewed the financials. It was noted that most of the operating accounts are close to budget YTD with the exception of snow, due to little snowfall earlier in the year and painting which is below budget due to the timing of the billing and work completion by the painting contractor. Once this year's painting is completed painting should be

close to budget. It was also noted that there was a \$5,500 emergency repair to the Waste Water Plant this month. It was discussed that with a plant the size and age of ours things like this are to be expected.

5) Unfinished Business

a) The Board approved a bid from J.C. Fence in the amount of \$3,568 to replace sections of fence on Greystone Drive and Bellingham Court.

b) The Board gave final approval for installing 2 speed humps on Fuller Pond Road. One between Greystone and Holly Gate and one just after Meeting House Square.

6) Landscape

Marie followed up on a resident's request during last month's Board meeting. There will be more flags put out when the landscapers treat the grass. When the landscapers treat, they do the right side of the property on Monday and the left side on Wednesday. They will put the flags out during treatment. The landscapers ask that all pets stay off the grass that was treated for that day to allow chemicals to be absorbed into the ground.

7) Work Orders

The Board reviewed the work orders for the past month.

8) Executive Session

9) Adjournment – The meeting was adjourned at 8:00 p.m.