

Minutes of the Board of Trustees Meeting

October 13, 2020

Present: Board of Trustees: Jeff Garber, Steve Delaney, Marie Janiak, Kevin Kiley. Alan Maravelias, Barkan Management: Jay Miller (teleconference) 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 board reviewed the request from the owner of 2 Fox Run to landscape the top of a stone wall behind his unit and edge the length of his lower patio with stone and small shrubs, and also replace the lattice with composite. The board approved this request.

b) The board reviewed the request from the owner of 16 Greystone Drive to install a new chimney vent to facilitate the installation of a new gas fireplace. The board approved this request with the stipulation that the new pipe extend no more than 12 3/8" from the top of the chimney and be painted black.

3) Group Request

a) The board discussed a request from the women's club to meet in the clubhouse one day per month for 1 – 1/2 hours. They agreed they would follow the state guidelines including social distancing, wearing masks and no food will be provided. The board denied the request due to Covid concerns by a vote of 3-2 with Jeff and Marie in favor of granting the request. The board will review again at the next meeting.

b) The board discussed the request for the Qi gong participants to use the clubhouse for their sessions which they have been doing outdoors. The board denied the request due to Covid concerns by a vote of 3-2 with Jeff and Marie in favor of granting the request. The board will review again at the next meeting.

4) Financial Report

The board briefly discussed the preliminary 2021 budget. This will be discussed in detail during the upcoming Board of Trustees budget meeting.

5) Management Report

a) Management prepared a report of projects that have been completed during the summer. Among other things quite a bit of work has been done by Jim and a helper in preparation for the painting, the masonry work completed, the clubhouse renovation and the 2 speed humps that were installed. Steve commented that quite a lot has been accomplished and thanked Jim for all of his hard work.

6) New Business

a) Jeff Garber read a letter being sent from the board to the pool monitors, thanking them for a job well done monitoring the outdoor pool, cleaning the pool and checking the chemical levels. The board members were all in agreement they did a great job.

b) The board discussed painting the edges of the concrete steps on the walkways for safety. Jim will begin to paint a few this fall and will continue with the rest of them in the spring.

c) The board discussed updating the process for setting up an orientation with new residents. When a unit is listed for sale, a letter will go out from the office to the sellers asking them to relay to the new owners that the landline must remain active and if the front door locks are changed they must be keyed to the master key system, also asking them to have the new buyers call the office to set up an orientation which will include a review all rules and regulations.

d) The board discussed having a cellphone booster installed in the clubhouse due to the poor cellphone reception which the board feels should be rectified due to possible 911 calls from the clubhouse. Jay Miller will research options for the next meeting.

e) The board reviewed 2 previous estimates they received for crack sealing the roads one from TK Asphalt Services for \$6,300.00 and one from US Pavement Services for \$14,850.00. This could possibly be a project for 2021 which will be discussed during the Board of Trustees budget meeting.

f) The board would like to thank George Cumming for donating the pumpkins in front of the clubhouse which he grew in the Fuller Pond community garden.

g) Gutter Cleaning

The gutter cleaning will be scheduled the first part of November. Jim recommended possibly changing companies as he wasn't fully satisfied with the last cleaning. Jay Miller will work on getting other bids.

7) Landscape Update

Marie explained the last mowing of this year will be 10/15 and 10/16. After the final mowing the landscapers will do a general cleanup in 2 parts, once in the beginning of November and the final in the beginning of December. Each time the clean up includes all lawns, beds, sidewalks and streets. The landscape contract is up for renewal and the association is awaiting bids.

8) Light Globes

A supply of outdoor light globes were special ordered. Replacement globes are now available in the office at a cost of \$120.00 each which is the responsibility of the unit owner.

9) Work Orders

The board reviewed the work orders for the past month.

10) Executive Session

11) Adjournment – The meeting was adjourned at 8:25 p.m.