

Minutes of the Board of Trustees Meeting

November 17, 2020

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

OPEN SESSION

1) Call to Order

Jeff Garber called the meeting to order at 2:00 p.m.

2 a) The board voted unanimously to accept Barkan Management's 3 year renewal proposal for the management of the community. The renewal term will start January 1 2021.

3) Landscape Update

a) The board reviewed the final 2021 landscape bids. The board voted unanimously to award a three-year contract to Proscape Landscape Company from Lynn, MA. The amount of the base contract in year one will be \$148,000.

4) Financial Report

a) The October financial report was reviewed by Jay Miller.

b) There was a review of an analysis of the reserve accounts. The replacement reserve account analysis shows a projected 2020-year end balance of \$305,364, a gain of \$62,000 for the year. The two separate waste water treatment plant reserve accounts are projected to have a cumulative yearend balance of \$272,895, a gain of \$15,000 for the year.

c) The board reviewed a final draft of the 2021 budget. The board voted unanimously to approve the budget which accounted for no condominium fee increase for 2021 and reserve contributions of \$21,000 per month, equal to the 2020 monthly contributions. The board thanked property manager Jay Miller for his work analyzing and preparing the budget.

5) Winter Parking Ban

a) After discussion concerning the number of cars on the property due to the pandemic, the board decided to temporarily amend the winter parking ban. Overnight on street parking will now be allowed, except immediately prior to and

during snow events. When an impending snow event is about to occur a one call telephone message will go out to the community as a notice that on street parking is not allowed during the event. The board will discuss in the future possibly making this amendment to the rule permanent.

6) Work Orders

The board reviewed the work orders for the past month.

7) Adjournment – The meeting was adjourned at 4:10 p.m.