

## Minutes of the Board of Trustees Meeting

January 12, 2021

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

### 1. Call to Order

Jeff called the meeting to order at 10:00 am.

### 2. Homeowner Requests

a) The board discussed the request from the resident of 14 Greystone Drive to have a light installed on the side of her garage to illuminate the guest parking area. There was discussion of, if approved, would this be funded by the association or be at the homeowner's expense. There was further discussion regarding the need for it as there is a current streetlight in the area and a light on the front corner of the garage. The board decision was that the light is not necessary.

b) A resident requested that the board engage National Grid to do an energy audit of the units. In order to participate a contract would need to be signed by the trustees and at least 10 residents would need to sign up. It was discussed that the association had signed up for this program a few years ago and there had already been an opportunity for residents to sign up during that window. The board decided that due to Covid it wouldn't be prudent to encourage residents to sign up as it would include outside National Grid subcontractors entering units. The board will reconsider participating next year.

### 3. New Business

a) The board reviewed a proposal from Instant Alarm to update the Holly Gate pump station high water alarm. This \$695 update was approved.

b) The board reviewed a proposed 3-year maintenance agreement for the clubhouse HVAC system including the indoor pool. The board asked Jay Miller to contact Farina for more information.

c) The board discussed a garage roof run-off issue causing icing on a driveway on Bellingham Court. Management will instruct the snow contractor to be very diligent in having ice melt applied in that area. Jim will also apply extra applications on the driveway when he feels necessary. The board also discussed that free ice melt is available to residents for in-between applications and anyone unable to pick some up may contact the office for Jim to deliver some.

d) Jim has suggested to the board that the company doing the weekly clubhouse cleaning be changed. His recommendation was to change to Amanda Drummond Cleaning. The board approved the change provided the new contractor has the proper insurance.

e) The board discussed the water temperature in the indoor pool. Jim explained that the water temperature is kept at 82 degrees which is the recommended temperature. The majority of feedback from pool users is that the temperature is comfortable. The board thanked Jim for the update.

f) The board discussed 3 proposals for a Reserve Study. Jay expressed the reserve study will help plan more for the future. The board voted to have a reserve study done and to award the contract to Michael Callahan & Associates in the amount of \$5,600.

g) Jim reported that he will be replacing the carpet in both downstairs locker rooms. The material will be a similar product and similar color to the current ones.

#### 9) Work Orders

The board reviewed the work orders for the past month.

#### 10) Executive Session

11) Adjournment – The meeting was adjourned at 12:15 pm.

