

Minutes of the Board of Trustees Meeting

September 21, 2022

Present: Board of Trustees: Jeff Garber, Steve Delaney, Alan Maravelias,

David Mechanic

Barkan Management: Jay Miller, James Donnelly, Sarah Luscomb

1. Call to Order

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

Jeff read a letter from Marion Bojas, Secretary of the Fuller Pond Village Woman's Club, highlighting their activities and inviting new members to join.

2. Unfinished Business

- a. Kerry Perkins from Twomey & Legare Contracting, a Sun Setter Awning distributor and installer, attended the meeting in order to assist the board in making a decision if owners will be permitted to install Sunsetter awnings over their decks at their expense

Kerry provided a small sample of awning material and answered questions from both the board and residents in attendance.

The board questioned the process of removing the awnings during the paint cycle. It was explained that for a cost of \$395 Sunsetter will remove and re-attach the awnings. It was decided that if allowed the cost to remove and reinstall would be borne by the homeowner.

A homeowner asked the cost of the awnings and was told \$5,500 to \$6,000 depending on the deck size. Extra options are available for an additional

\$300 for an extra warranty, \$300 for a wind sensor and \$350 for the rain sensor.

Subsequent to question and answer there was board discussion. The board discussed who would take responsibility for the awning if a unit was sold. It was also decided that if allowed, all awnings would have to be the same brand style and color.

It was brought up that there are condominium communities in the area with similar decks to ours that allow this type of awning. It was decided that the board will investigate what brand and style other communities allow and continue the discussion at the October meeting.

- b. The board discussed clubhouse wall hangings. Cydney Ambrose is currently taking pictures of cupola ornaments on the property to be reviewed at the next meeting.
- c. The board discussed the status of the clubhouse roof replacement. Jay Miller stated that he is waiting for the specifications from Building Envelope Analysis, LLC, which will then be sent to qualified bidders.

1. Homeowner Request

- a. The board reviewed three requests from the owners of 31 Stoney Brook Lane.

The first request was a plan presented for replacement of the plantings in their front bed at their expense. The request was approved provided that the installation be performed by our landscape contractor, Proscape Landscaping.

The second request was to add a sunroom to the side of the unit. The trustees noted that the condominium documents allow for sunrooms in the same dimensions as ones originally installed by the developer to be added to units not having them. The request was approved with the stipulation that all materials to be used be approved by Jim Donnelly to verify that they will match the existing sunrooms.

The third request was to add stairs from the rear deck over the walkout patio to the ground. This request was continued until the next meeting.

- b. Two residents of Greystone Drive requested that a motion-detector security light be installed on the side of the garage that they share. The proposed light, estimated to cost \$500, would face the guest parking area. The board approved the light provided that the residents pay for the installation which has been the policy for additional exterior garage lights.

1. Financials

- a. The board reviewed the August financials.
- b. Jay noted he will begin working on the 2023 budget in the next couple of weeks.
- c. The board approved the 2021 annual financial review prepared by Keane & Co.

1. New Business

- a. The board approved a quote from Farina Corp. in the amount to \$10,668 to replace the failed hot tub heater.
- b. The board tabled a discussion pertaining to adding additional outdoor lighting in certain areas throughout the property in order to do a study of what areas additional lighting may be appropriate
- c. The board discussed formulating a policy to be added to the rules and regulations concerning outdoor security cameras added by residents. Discussion took place pertaining to what type and locations, if any, would be allowed. The discussion centered on balancing security concerns with residents' right to privacy. The matter was continued for further discussion.
- d. The board approved the request for the Women's Club to hold their annual Thanksgiving food drive. Flyers will be delivered to all residents between

October 26 and 28. The food drive will run from October 30 to November 12.

In lieu of food items, they ask that checks or gift cards be donated. It was noted that this drive has been a big success in past years. These items can be sent directly to the Middleton Food Pantry, 38 Maple Street, Middleton, MA.

1. Maintenance Supervisor Report and Work Order Review

- a. Jim updated the board on work completed this summer

- b. Steve reviewed many of the accomplishments of our summer employee Ryan.

This included painting the fire hydrants, lamp posts, sign posts, handrailing's and white safety markings on stairs. Other duties included cleaning of mold around utility cabinets, daily clearing debris from the tennis/pickle ball courts and other general maintenance. It was agreed that his work enhanced the curb appeal of the property.

1. Landscape Update

- a. The board approved a proposal in the amount of \$8,500 from Proscap to perform aeration and seeding of lawns to help offset this year's drought damage.

1. Executive Session

2. Adjournment – The meeting was adjourned at 8:55 p.m.