

From: Elizabeth Kidawski

Date: January 19, 2023 at 8:30:13 AM EST

Subject: Annual Meeting Follow Up

Thank you to those residents who attended our December annual meeting in person, as well as to those who mailed in their proxies. Because of the level of community participation, we did have a quorum for the election.

As we walked through the annual report, there were some questions and comments that came up, and we'd like to share those conversations with all of you, and provide some follow-up.

First, it was very clear that the exercise room is considered an important amenity to Bellows Farm residents, but that it could use improvements.

- Issues were raised about the cleanliness of the exercise room, in particular that the equipment itself does not appear to be getting cleaned, and that supplies like soap and paper towels are not being replenished appropriately.
- Some of the equipment should be replaced or upgraded.

In response to this feedback, Alpine has addressed the first issue with the cleaning crew. They are now wiping down the equipment each time they clean (weekly in the winter, twice a week in the summer), and the exercise room and bathrooms are now stocked with wipes, soap, etc. In addition, the trustees are looking into updating the bathrooms as part of our capital improvements plan.

We would also like to revive the fitness committee that existed a number of years ago. We would expect this committee to consist of residents who use the exercise room on a regular basis and who could provide feedback on maintenance and suggestions for improvement. If you are interested in participating in this committee, please contact Elizabeth at ekc@alpinemanagement.com.

We also wanted to point out, in particular to new neighbors who may not be aware of this amenity, that residents may rent the upstairs room of the clubhouse for meetings, parties, etc. for a small fee. Please contact Alpine Management if you are interested in reserving the space.

A second topic that generated discussion was that of architectural modification requests. As we have communicated in the past. ALL exterior work -- including painting, roof replacement, porch replacement, etc. -- must be approved by the trustees BEFORE the work is done. Our exterior paint request form provides for expedited approval for certain colors, and the trustees will discuss a similar initiative this winter for re-roofing requests, with a plan to circulate the new process prior to the busy spring re-roofing season.

Questions were raised about interior modifications as well. In general, interior modifications are not the purview of the Bellows Farm trustees. However, if you are adding a bathroom or converting a half bath to a full bath, you must submit an architectural modification request form so that the Bellows Farm trustees can pass that information to the Farmbrook Trust that manages our sewage treatment plan. Farmbrook is legally obligated to track the usage of the sewage treatment plant as part of its licensing by the Commonwealth of Massachusetts.

Finally, while other interior modifications do not require Bellows Farm approval, residents should be aware of Town of Acton requirements such as building permits. While many/most contractors will arrange for appropriate permitting, it is the homeowner's responsibility to ensure that all work that is done -- whether by a contractor or a resident -- is appropriately permitted and completed according to building codes.

A belated Happy New Year to all!

Bellows Farm Trustees
Harriet Schwartz Crew
Bill Dawes
Tracey Estabrook
Ganesh Perumalla
Wei Zhang

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