

**COURTYARD CONDOMINIUM  
BOARD OF TRUSTEES MEETING  
June 28, 2022**

**Date & Time:** June 28, 2022, at 6:30 PM in Virtual.

**Present:** Carol Moore, Lisa Bingley, Stephen Monti, Peter Ralbovsky, Bill Anastasia-Brigs.  
Absent - Cody Yonas.

**Homeowner Open Session:**

Attendees had several questions and concerns which Management answered.

1. Question: Number of units that are currently being rented. **Brigs Response:** We currently have 85% of unit owner occupied units.
2. Question: Why the same items are repeated on the agenda each month. What is the reason for not having progress at our property and why don't UOs get updates? **Brigs Response:** Progress is being made on many things. We can provide more detailed updates in the minutes and agendas moving forward.
3. Question: They have seen people walking from other properties and heading to the pool and asked if the lifeguards are checking passes to ensure it is only residents that are using our amenities. **Brigs Response:** We will remind lifeguard company that passes are to be checked upon arrival.
4. Question: Building lettering. **Brigs Response:** Deposit made for the common area doors, on order and when ready for install, the building numbers/letters will follow after the door install is complete.
5. Question: Concern with the new landscaping on the property. **Brigs response:** The vendor was granted the contract late and has been playing catchup. The Landscape Committee will work with vendor. Any concerns should be reported to management right away. The vendor is very responsive to correct things, as they learn our property.
6. Question: Water damage from another unit, requested follow up on water damage prevention efforts and wanted to help other unit owners understand it's everyone's responsibility. **Brigs Response:** 1. The Water Tank Resolution is in place to help prevent Water Tank leak damages and we have experienced a decrease in damage. 2. Management tracks/contacts unit owners who have Water Tanks that have an expiring warranty. 3. We continue to communicate unit owner responsibilities regarding the guidelines put in place to assist with preventing water damage (metal pan, insulate pipes, replace water tanks, service HVAC annually, etc). In many of the problems experienced at our property, we have noted that all preventative measures were not always put in place fully.
7. Question: Who is responsible for the costs involved in damages, as well as rectifying the issue? **Brigs Response:** The governing documents for the property, which are available on the portal, specify the responsibilities for the shared common areas, as well as the Water Tank Resolution.
8. Question: Parking lot lighting, and if it was fixed or going to be an ongoing issue. **Brigs Response:** There were wiring issues and they have been repaired.

**7:04 PM – Officers and Quorum:** Carol Moore, Chair, called the meeting to order. Greg Fallon, On-site Maintenance joined.

**Minutes:** April Meeting Minutes will be reviewed and approved following the meeting.

**Financial Information:**

- The Board reviewed and approved April and May Financials with the edit that pool costs were over budget due to payroll being miscategorized. **All in favor.**

**Manager's Report:**

**Action Items:**

1. Fire Alarm & Sprinkler Inspection: Reschedule follow up. Board agreed being aggressive for units which have not allowed entry during recent/past inspections.
2. Updated Welcome Package: Draft sent to chair to share with board.
3. Pump Station: Phone line not communicating with Vendor. Board approved to replace Battery due to issues.

**Unfinished Business:**

1. Verizon FiOS: Contractor is still awaiting materials to be delivered. Management had not been given an expected date and continues to call Verizon. Will notify UOs upon receipt of dates.
2. Utility Closet Repairs: Will continue as needed and working to identify new vendor to complete proposals.
3. Utility Closet Doors: Project scope and bidding in process. None are currently in poor condition.

4. Common Hallway Door: Doors were ordered prior to increasing costs; awaiting arrival. ALL doors will be maroon. Board requesting C building doors to be unpainted, if no cost increase. C building will be notified as soon as management can confirm.
5. Exterior Light Replacement: Discussed new options for Phase II and awaiting proposal/bids. Discussed mock-up.
6. Building Lettering/Numbering: Brigs waiting to meet with Chelmsford PD/FD for recommendations. This will be completed with the door installs.
7. Asphalt Replacement: Board reviewing proposals from 2 engineering companies. This is expected to be a 2-year project. Discussion was tabled for future meeting as project is delayed due to asphalt prices.

#### **New Business:**

1. Power washing: Decks - need cost/bids.
2. Walkway repairs: Onsite maintenance meeting with mason to prepare bids for property issues.
3. Paver Block/Retaining Walls Replacement: Obtaining bids.
4. Move In/Out Policy: More to follow
5. Tree/Shrub Removal/Pruning:
6. Landscape Committee: Carol requested Brigs contact Committee for Walk-thru availability with Vendor, Carol appointed Lisa Bingley as Board Liaison. Committee recommendations to follow at July meeting.
7. Mold remediation: Completed 2018 Buildings B, C, D, needs dehumidifiers and vent grills.
8. Bulkhead Door Replacement: Complete in the fall.
9. Damaged siding repairs: Onsite maintenance to prepare list.
10. Pool Rules: Discussion with focus on health/sanitation and guest policies.
11. Water usage increase in E & F. Onsite maintenance to inspect units if high usage continues.
12. Lifeguard Variance: Brigs to get info for change in insurance. Board to consider electronic entry system and additional monitoring needs.
13. Clubhouse re-painting – will be completed by onsite maintenance on days with inclement weather.
14. Electric Vehicle charging stations – tabled. Board will consider with asphalt project.

#### **Finished Business:**

1. Landscaping Contract: Awarded to Proscapes for 3 years.
2. Exterior Parking Lot Lights: Repaired on right side of property.
3. Sprinkler Head Replacement: Phase 1 basement completed.
4. Playground request denied.
5. Fitness Center Equipment Maintenance Contract signed. Elliptical repair completed.
6. Electric Bicycles: Discussed receiving several complaints. Board in agreement these are not permitted on property.

#### **PRIORITY:**

1. Pumping Station: Replace Battery
2. Pump Station Repairs: Pumps are on order.
3. Bank Accounts: Close all and complete signature cards for new accounts.
4. Fire Alarm & Sprinkler Inspection: Reschedule follow up.
5. Violation Notices: Follow up weekly.

#### **REPORTS:**

1. Call and Notes Log Report
2. Maintenance Log Report
3. Architectural Control Request

#### **EXECUTIVE SESSION: CONFIDENTIAL**

1. Legal
2. Delinquencies
3. Violations

**Adjournment:** There being no other business, a motion was made, seconded, and unanimously approved to adjourn the meeting at 9:43 PM.

**Next Meeting Date:** Tuesday, July 26, 2022. Clubhouse/Virtual 6:30 PM to 8:30 PM.

**Homeowners Open Session:** Tuesday, July 26, 2022, 6:30 PM