

**DRUMLINS HOMEOWNERS' ASSOCIATION
BOARD MEETING MINUTES**

August 15, 2022

Present Dick Exton

Barb Starr

Frank Auria

Kyle Trenshaw

Management: Rick Thomas

Guest: none

The meeting was called to order at 4:00 PM.

Approval of Minutes of June and July 2022 HOA meeting: Motion to approve by Kyle Trenshaw; second by Dick Exton; approved by all present.

Motion to appoint Patrick McElroy to the HOA BOD to replace Jim Myer's term which will expire June 2023: Motion made by Kyle Trenshaw, seconded by Frank Auria, approved by all. This brings our BOD to the 5 positions that have been maintained over the past several years.

Variance Requests: 1 variance request has been submitted since the last HOA meeting.

Request 1. Chimney repair at 1260 Wellington approved with conditions that the contracted company carries \$2million dollars liability insurance and that the work does not change the appearance of the roof

Manager's Report: Rick Thomas reviewed the Financial Report for August, 2022 as follows: The Disbursements' report reflects \$5,000 deposited to the roof fund and \$2,240.00 to the general reserve account plus \$20.55 in interest. The remaining disbursements were \$83.19 plus \$29 service charge for administration; \$1,460.00 to Crofton Perdue as per management contract; \$2991.19 for one of 8 landscaping from Josh Landscape; \$2,365.00 Matt Bay mowing; \$52.89 for electric RG&E; \$00.00 for insurance and \$21.11 Home Depot for supplies. Contracted repairs totaled \$5,359.28 with \$604.28 for Crofton Perdue repairs; \$2,673.00 to KV Enterprises for Spring Gutter Cleaning; \$4,160.00 for resetting pavers to Handy man J.Morrow; \$162.00 for overhead garage door to Profetta Overhead Door; Also \$147.81 to V Rizzo for half caterpillar tree service; \$13,312.01 was transferred from the GR to cover the long-term property improvements completed over several months. For 2 months, administration, contracted repairs, professional fees, snow plowing and taxes were unfavorable to the budget while electric, insurance, management, and landscape were favorable to the budget. Deposits were not made to the Roof or General Reserve due to spring-time work that exceeded the actual budget. This sometimes happens until landscaping and mowing and mowing shut down for the winter months.

The Total Maintenance Reserve Fund (Roof and General) has \$455,509.96.*

Past due accounts total \$3288.20 from 2 homeowners.

1 resident continues to miss payments and now owes \$2953.20 that includes a legal fee of \$273.20, plus late fees and owner administration fees of \$350.00.

To address this ongoing problem, a registered letter will be sent directly to the owner by our management company, to assure that the owner is aware of the late payments. It will also address that the foreclosure process will begin unless the arrears are paid in full, which includes late fees and any administration fees.

2. 1 resident has missed one payment and now owes \$335.00 with inclusion of late fee.

Ongoing and New Business

1. **Walkaround:** Our handyman, Jason, is working on various projects throughout the Drumlins that were identified during the April walkaround done by the HOA BOD. Labor and materials make up a considerable portion of contracted costs this month.
2. **New Board Members:** A few other residents have recently expressed interest in serving on the board. It is hoped that they will run for office next spring, when elections will again be held for all current positions except for Richard Exton, who was re-elected June 2022.
3. **Spring Gutter Cleaning-**some concern that only one person did the gutter cleaning and completed the work in 6 hours. Request made that more bids for gutter cleaning be made for next cleaning.
4. **Shrub Trimming-**Property care had several young workers trimming small shrubs. Some of the bushes need additional touch up. In common areas along Wellington there are small cypress shrubs that should not be shaped. Will try to give some specifics to Rich Thomas. During trimming, one resident's weep hose was cut. This hose had been installed to help keep shrubs watered during dry spells while resident would be away. Hose was visible above mulch, but was cut by a worker with trim shears. Worker taped the hose, but the hose needs to be replaced.
5. **Surcharge for Landscape and Mowing:** an additional \$165 per month for mowing, and \$142 per month for landscaping has been added to the monthly fees, above what was contracted to cover for increase in gasoline prices. There was a question if those fees would decrease as gas prices go down.
6. **Addressing Old Landscaping shrubs and unhealthy trees:** Several trees and some large shrubs have been identified as needing removal and some needing serious trimming. Rick Thomas will contact Bartlett Tree as well as another arborist to try to have some immediate work done. Barb Starr and Frank Auria expressed needing to do a walkaround with someone to specifically identify more work to be done with a representative from a company that can do the work. Property Care does not trim large trees. Also briefly discussed was the best way to deal with shrub replacements. Perhaps allocate 3 sections as with power washing the Drumlins to divide the cost and work into more reasonable expenses over a period of 3 years. Two immediate concerns are a leaning tree at the end of Medford, which appears it might threaten a resident's garage if it falls. Also an aging maple tree at the corner of Wellington Drive and Waltham Street. The maple has numerous dead branches, in particular one large dead branch that extends over the front sidewalk. Some other removals may be taken care of in the winter months.
7. **Email to residents:** A brief email will be composed to update residents on the members of the board, and some general priorities.

Old Business:

1. **Cement pads** AGR will replace cement pads beneath mailboxes this year. There is no specific date yet.
2. **Spongy (gypsy) moths:** no problems noted this season.
3. **Skylights** Another discussion reviewed the responsibility for skylights. In April, this was also addressed by the HOA and skylights were determined to be the homeowner's responsibility. There is considerable background for this conclusion that will not be reiterated in these minutes, but the board did agree that our homeowner's manual will be revised to address that skylights are a responsibility of the homeowner. (Revising the manual will take some time to implement).

Meeting Adjourned: At 5:37 PM

Next meetings are scheduled for September 19; October 17; November 14; December 12.

Respectfully Submitted: Barbara Starr, Secretary

*Jim Myers, our Treasurer who resigned recently due to health concerns, has agreed to review the financial reports each month while we work as a committee without an officer designated as Treasurer.