

Deerfield Forest Condominiums
Trustee Meeting Minutes
Monday, June 29, 2015

I. Call to Order

Meeting was called to order at 6:00 p.m.

II. Roll Call

Attending Trustees: Gloria Richmond, Lois Oxman, Carol Dorrance, Andy
Espo & Marc Leblanc

Attending for Winn: John Wangler, Property Manager

Guests: Jane Pike, 1 Thoreau Court # 14

III. Executive Session (6:00 p.m. - 7:00 p.m.)

A. Request For Board Appointment

The Board reviewed a unit owner request for an appointment to the Board of Trustees. The Trustees did not approve the appointment to the Board of Trustees at the June 2015 meeting.

B. Collections:

Management reviewed a variety of collection account updates from the Condominium's attorney. The account that obtained the most attention was a sizable balance where the subject unit owner has declared a Chapter 13 Bankruptcy. Deerfield continues to receive distributions from the Bankruptcy Court, and is expecting payment from the Bankruptcy court for a Fall 2014 water damage incident.

IV. Open Session (7:10 p.m. - 7:30 p.m.)

A. Unit Owner Concerns

Unit owner Jane Pike attended the meeting to review a variety of issues directly with the Board of Trustees during the open session.

V. Management Report (7:30 p.m. - 9:00 p.m.)

A. Minutes from the May, 2015 Meeting

The meeting minutes for the May meeting were approved with revisions.

B. Winn Management

1.) Reserve Draw Down Request - \$165,981.00

The Trustees signed a draw down request to transfer \$165,981.00 from the Condominium's reserve account into its operating account.

C. Capital Projects

1.) Trash Facility Alternative

Management reported that alterations to the trash facility to accommodate single stream recycling are still planned to begin after completion of the sealcoating project.

2.) Sidewalks – Roadway & Granite Curbing

Management reported that Brian Nelson of Metro West Engineering will attend the July Board meeting to review the final plans for the Sidewalk and roadway reconstruction project. If approved at the July meeting, the application to the conservation commission will be scheduled for early this Fall.

3.) Electrical Load Center Replacements

The bid package for the interior unit load centers is expected to be completed by the July meeting.

4.) Sealcoating

Management reported that the sealcoating project is scheduled for July and should be completed prior to the July 2015 Board meeting.

D. Property Issues

1.) Painting / Interior & Exterior Common Areas

Management reported that exterior painting will begin in early August.

2.) Clubhouse Painting

A proposed new interior color scheme for the clubhouse was reviewed at the meeting. The scheme as presented did not obtain much traction. The Trustees requested that Management obtain pricing from an interior design firm to get input on color changes

and furniture. Management will provide estimated pricing at the July Board Meeting.

3.) Door Numbering

Management reported that the front door number project is estimated to begin and to be completed in July.

4.) Email Protocol – Email Between Board & Manager

The Board and management discussed methods to communicate more effectively and efficiently by email. Discussed changes will become effective immediately.

5.) 2016 Annual Meeting Schedule

The annual meeting date was confirmed at the meeting. The reservation of the meeting room at the Natick Library has been completed.

E. Owner(s)' Complaints and Requests for Repairs

- Jane Pike – 1 Thoreau Court # 14

The subject unit owner attended the meeting to review concerns directly to the Board. The concerns related to the time slots Board meetings are open to unit owners, sidewalk, parking and roadways conditions and a perceived lack of communication to unit owners.

VI. New Business

VII. Old Business

VIII. Informational

IX. Adjournment

The meeting was adjourned at 7:15 PM

Next Meeting Dates:

Monday, July 27, 2015
Monday, August 31, 2015
Thursday, September 24, 2015
Monday, October 26, 2016
Monday, November 30, 2015
Monday, December 14, 2015