

Deerfield Forest Condominiums
Trustee Meeting Minutes
Monday, July 27, 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, and
Andy Espo.

Attending for Winn: John Wangler, Property Manager

Guests: Brian Nelson, Metro West Engineering

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

A. Resident Dispute – Crack In Floor

Management updated the Board on efforts to address a crack in the cement slab at 20 Walden Drive.

B. Replacement Trustees

The Board reviewed a list of potential candidates for appointments to the Board of Trustees.

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

A. Unit Owner Concerns

No Unit Owner attended the meeting to review concerns with the Board of Trustees.

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

A. Minutes from the July, 2015 Meeting

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

B. Winn Management

1.) Human Resource Update

Management reported that the Deerfield Management Trainee gave her two week's notice. The Property Manager reported he is currently interviewing prospective candidates for the open position.

C. Capital Projects

1.) Sealcoating

Management reported that the sealcoating and line striping project has been completed. All in attendance were generally pleased with the outcome of the work.

2.) Sidewalks – Roadway & Granite Curbing

Brian Nelson attended the meeting to review the final draft of the roadway and sidewalk replacement specifications. Short of a quick review by Andy Espo and David Duncan, the specifications will be approved and utilized for the basis for the application to the Natick Conservation Commission.

3.) Electrical Load Center Replacements – Exterior

Management reported that the exterior load center project will begin shortly after Labor Day.

4.) Trash Facility Alternative

Management reported that the modifications to the existing trash facility will begin in Mid-September. The modifications are hoped to result in long awaited single stream recycling services at Deerfield.

D. Property Issues

1.) Exterior Painting

Management reported that the exterior painting will begin shortly and be completed before the end of August.

2.) Clubhouse Painting – The Drawing Room

The Trustees rejected a proposal from "The Drawing Room" for interior design service to assist in the painting and other modifications to the clubhouse / management office. Instead, they requested management collect proposals for architectural services. Management will comply.

4.) Insurance Renewal

Management reported that the Master Insurance Policy for Deerfield will be offered shortly at a slight increase from last year's premium.

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

No Unit Owners attended the meeting to voice complaints.

VI. New Business

VII. Old Business

VIII. Informational

IX. Adjournment

The meeting was adjourned at 7:15 PM

Next Meeting Dates:

Monday, August 31, 2015

Thursday, September 24, 2015

Monday, October 26, 2016

Monday, November 30, 2015

Monday, December 14, 2015