**October 7, 2019**

**Meadows at Topsfield Condominium Association Community Meeting**

**Meeting location: Topsfield Library**

**Attendees:** Pat Grant, Tim Pudvah, Jack & Carmen Dolan, Louise & Bob Stinson, Barbara & John Hastings, Kathy & Steve Walsh, Greg & Carol Sampson, Jody Kallelis, Lori & John Rauseo, Peter and Debbie Decoulos, Scott & Marjorie Hurley, Kathleen & Ed Hill, Richie & Su Comeau, Louise Levesque, Liria Chamberlain, Jane Morrow, Catherine Johnson and Sandy Guido

**Meeting Called to order ~5:30PM**

**Welcome**

Su welcomed everyone, thanked them for coming and outlined the agenda.

**Website Introduction**

Su presented the new website, explaining how it will be used as a repository for Association documents such as Board meeting minutes, financials, newsletters, the directory and legal documents. The website address is **meadowstopsfield.com**. In response to a question regarding security, Su will look into adding a password.

**Around the Grounds**

**Maintenance** – Tim summarized the maintenance work that has been done so far this year, including installation of commercial-grade filters on the septic system, the replacement of six window panes, touch up painting throughout the community, roof repairs at units 23 and 8, and the replacement of rotting wood with plastic at multiple units.

 Pending maintenance projects this fall include the sealing of pavement cracks by Chris Schulte, repair of the “new” golf net by T&R Construction (AKA Tim and Richie) plus siding repairs, gutter cleaning and inspections, and replacement of Unit 11’s broken sky light by CS Builders.

 Jody Kallelis asked what could be done about the overflow of water out of the downspouts at ground level when we have a hard rain. Tim explained that, unfortunately, the size of the underground pipes installed to carry the water away is inadequate and nothing can be done short of digging up the lawns and pavement.

 Jody Kallelis also inquired about what could be done about her faded front door. All of our doors are fading, especially the ones that are in the sun most of the day. In that the Master Deed states that unit owners are responsible for the maintenance of their doors, a couple of unit owners have already restained theirs. Tim volunteered to go over the process and give out the name of the appropriate stain to anyone who wishes to tackle the project.

**Landscaping** – The Trustees have hired Servizio Landscaping Inc. for our 2020-2022 snow removal and landscaping needs. In addition to plow truck, salting and shoveling services, there will be a bobcat with a blade parked on site. The summer crew will consist of three workers, and weeding will be done each week.

 This fall the lawns were over-seeded with Kentucky bluegrass to help choke out the less attractive rye grass that we inherited from the builder. Su and Richie Comeau paid Servizio to landscape the drainage swale and golf net bed behind Units 21-24. The new plantings are such an improvement! Thank you, Su and Richie!

 Thanks to a referral from Catherine Johnson, the Trustees were able to hire Deborah Riva to walk the grounds and give us suggestions for weeding out overgrown shrubs and placing other existing shrubs in more appropriate places. Tim is asking for volunteers to help make this first phase of our landscaping plans happen this fall.

**All Things Financial**

Scott presented the operating and reserve account figures as they were on September 15th. He also included the projected itemized expenses through the end of the year as well as our estimated budget for 2020. (Please see slides 10 and 11 of the PowerPoint for the details.)

Reserve Funding - The Board is recommending, and has included in the estimated 2020 budget, funding the reserve account with an extra $6,500 in 2020 which will bring us up to a contribution rate of 40%. Research shows that homeowners’ associations typically fund their reserve accounts in a range between 35% and 45%.

There were no comments or questions posed by the unit owners regarding the financial presentation.

**Community Suggestions for Improvements**

Su explained that although we welcome suggestions for improvements, the Board wants to ensure we have stayed within budget for a couple of years before addressing any new projects other than landscaping, that having been identified as the number one priority of the community. The list of ideas thus far includes moving the fire hydrant, replacing the front doors with doors with glass to let in light, installing a lighted flagpole, planting junipers in the mulch covering the fallen rock wall along the septic field, and enhancing the floral pots at the front entrance. Before undertaking any improvement project, a vote of approval by the unit owners would be required.

**Community Guidelines**

Su described the new guidelines as an overview of our by-laws, explaining that most items were straight-forward but that a few required practical interpretation by the Board. She welcomed comments and questions, but there were none. The Board will be adding a section on parking and will issue the revised document to everyone and post it on the website.

**Looking Ahead**

 Su explained that we have been electing Board members for two-year terms but that our by-laws require Board member terms to be three years. To be in compliance, the four members of the Board affected by this mandate have agreed to extend their present terms to three years, with community approval. Unit owners present unanimously approved this change.

 There is one Board position opening January 1, 2020, and we urge everyone to consider running for the seat. For those of you who would like to run, please let the Board know by Wednesday, October 30th. We will also need a short bio from you at that time. Voting will take place mid-November.

 As it presently stands, the upcoming open Board seat is for a three-year term. Changing the length of Board members’ terms to two years will require a 75% approval rate through a formal vote of the unit owners. Legal counsel has advised that we keep three-year Board member terms, their reason being that in the future we may want to reduce the size of the Board to three members, and three-year terms would ensure that there would only be one new member on the Board each year. However, probably more people would be inclined to run for a two-year term than for three years.

**Holiday Party**

Mark your calendars! The Holiday Party will start at 5:30PM on Saturday, December 7th. We’ll start with appetizers at Su and Richie’s (Unit 22) and then continue on to Jane’s (Unit 18) for desserts. Thank you, Su, Richie and Jane for stepping up to host this year’s festivities!

**Clarifications? Questions?**

There were none.

**Meeting Adjourned ~6:20PM**

Respectfully submitted,

Sandy Guido, Secretary