**Date: September 18, 2018**

**Meadows at Topsfield Condominium Association – Board of Trustees Meeting**

**Meeting location: Jack and Carmen Dolan’s home*. Thank you Jack and Carmen***

**Attendees: Pat Grant, Tim Pudvah, Denis Gallagher, Su Comeau, Jack Dolan**

**Absent: NA**

**Guest: NA**

**Meeting Called to order 6:00PM**

**Meeting Complete at 8:35PM**

**Continuing Business**

**By-Laws Discussion:** **Request by Pat for the Community to revote on the 6 final by-laws changes that originally passed the 75% criterion for change in 2017. The position by 3 out of 5 Trustees is that the community did not vote for by-law changes but simply responded to a pulse survey as the reason for the request to revisit. Final decision was to present this option to the community for a Community decision (Revote/No Revote) at the October 29 meeting.**

**Ongoing hindrances for forward movement still remains to be about language that the Trustees can agree upon. Su has been tasked to rework language options regarding the following by-law change topics: Circumvention of Rules, Community Input regarding HOA Financials and Number of Full Time Residents. Legal representation/guidance will be obtained prior to the Trustees voting to accept or not accept any changes as proposed by the Community in order to maintain the integrity of the Association Documents.**

**The following will be presented and explained in more detail at the October 29 community meeting. The Town of Topsfield, and in conjunction with the State of Massachusetts (specifically 310 CMR 15.20), restricts The Meadows at Topsfield Elderly Housing (ouch – that hurts) to a maximum of two bedrooms per unit as a result/consequence of our Application for Disposal System Construction Permit (Title V). Also per John Coulon, the Topsfield Environmental Department Head and Massachusetts State Liaison, the Topsfield Town Meeting applied a 3 maximum occupancy per unit associated with this Elderly Housing Overlay. This aligns with our three (3) sister Elderly Housing communities in Topsfield (English Commons, Great Hill and Rolling Greens).**

**Status Update - Timeline for Implementation: With regards to a Community decision for a revote – revote would take place immediately after the October 29 meeting – per Pat probably per email.**

**Status Update - Board Vote Summary: Three to Two in favor of a revote. Pat, Jack and Denis (revote)**

**Status Update - Open/Closed: Open**

**Budget: A final meeting of the Trustees will take place prior to the New Year to formally finalize the 2019 Budget for presentation to the Community - Final figures still TBD. Focus at this time but not limited to: Increasing Reserve funding and increased Landscape services & Landscape augmentations.**

**Status Update - Timeline for Implementation: ~Late November to Mid December 2018.**

**Status Update - Board Vote Summary: Unanimous regarding Timeline**

**Status Update - Open/Closed: Open**

**New Business**

**Community Meeting: Scheduled for October 29th at 5:30PM at the Topsfield Library. Agenda topics at this time are to discuss By-laws and Budget updates. Additional topics still TBD. Per Pat it is not anticipated voting will take place at the meeting. The trustees will discuss a final agenda to share with the community, requesting and accepting suggestions from the community.**

**Status Update - Board Vote Summary: Unanimous**

**Status Update - Open/Closed: Open**

**Motion: A motion by Su to release Board of Trustee election results for August 1, 2018 open seat vacated by Mike Durant.**

**Status Update: This matter as presented to Su by several Community Members requesting this information was based on concern regarding the “inconsistency” regarding how election results have historically been handled rather than the actual numerical results. A compromise presented by Denis, the Trustees acknowledge the inconsistent manner of how voting information has been disseminated historically – and – here going forward Board Seat Winners AND numerical results will be published.**

**Status Update - Board Vote Summary: Unanimous**

**Status Update - Open/Closed: Closed**

**Topsfield Preference (resale of units): The Trustees have determined that requirements regarding this topic will need to be managed and executed here going forward in order for The Meadows at Topsfield to be compliant with our By-laws and Town regulations. John Raoseo is currently researching the mandatory step by step procedure we will need to facilitate for that compliance. Research still in progress and additional details will be communicated once complete.**

**Status Update - Timeline for Implementation: ASAP**

**Status Update - Board Vote Summary: Unanimous**

**Status Update - Open/Closed: Open**

**Special Thanks: To John for his support in this effort.**

**Financials in the quarterly newsletters: Initial concern that capturing a “snapshot” of our Financials (Quarterly figures) may present issues to some members of the community. At this time the consensus seems to be that neighbors liked that addition in the newsletter and the Financial Information presented was well received. The Trustees opted to continue presenting this information in upcoming quarterly newsletters.**

**Status Update - Timeline for Implementation: Continuing and Ongoing.**

**Status Update - Board Vote Summary: Unanimous**

**Status Update - Open/Closed: Closed**

**Special Thanks: To the entire community for your positive feedback on the newsletter.**

**Capital expense separate accounts: Per our By-laws (Declaration of Trust – Page 13 paragraph B & C). *It appears at this time* that as a community we are required to maintain a 2 month HOA reserve in a separate account as follows: “To ensure that this Trust will have the funds to meet unforeseen expenditures or to purchase any additional equipment or services, there shall be a working capital fund at least equal to two (2) months estimated common charges for each Unit." We are researching our obligations to the community at this time to see “IF” we are required to comply as an “*ongoing requirement*” - and if so – “HOW” to facilitate. This may be a situation that fell through the cracks and needs to be determined if we need to rectify without a burdensome impact to the community. A designated Trustee will be tasked to pursue this situation and report back with a recommendation/ finding.**

**Status Update - Timeline for Implementation: ASAP**

**Status Update - Board Vote Summary: Unanimous**

**Status Update - Open/Closed: Open**

**Other Business:**

**Items of Interest worth mentioning:**

1. **Board Resignation of Denis Gallagher from the Board of Trustees effective immediately: Congratulations to Kate and Denis on the sale of their home (Unit #21). Although we wish them health and happiness we will also miss them. Thank you Denis for all your work and support to the community and on a personal note Richie and I could not possibly have had better neighbors. The Trustees will continue with 4 members until a new Board is elected – elections scheduled for some time in November or early December.**
2. **Mold: Tim is researching a remedy for a “mold” issue that has surfaced on multiple units. We (Tim) will distribute a solution once an approved method for removal has been determined.**
3. **Website: Lucy Power and Su Comeau are currently researching how to revitalize a Meadows at Topsfield Website. Unfortunately we lost both our Domain (MeadowsatTopsfield.com) and access to our original site. We will communicate a status update and solution once approved. Su and Lucy will be doing our best to redesign and implement in the near future. Estimated annual cost to revamp will be ~$50/month. We are hoping it will provide a more focused location for all Association information and make it easier for neighbors to access and find information.**
4. **The Trustees plan to poll the community to see if there has been an opinion shift regarding assessments. The plan is to address this question at the October 29 meeting.**

**Question/s from the Community: None at this time.**

**Reply/Replies: NA**