

Board members attending: Bob Demaida - President, Ruth Demaida - Vice President, Kathryn Chester - Treasurer, Theresa Pitts-Amico - Secretary and Art Chester – Member at Large.

Unit Owners: Tracey Spinelli # 9

Unit Owner Comments: None

Meeting began @ 6:30PM

Old Business:

- Installation of remaining stoops has been completed. There are no pending issues to date.
- A second quote was received for the 1st floor deck repairs from the WorxShop in the fall of 2017 and somewhat lower than the first quotes. This item is being tabled until the late spring.
- Replacement roofing for the remaining units in Building #1 (related to the fire loss in Unit #5) has been completed. There is still an outstanding balance owed to contractor for the replacement roofing. Propertyworx is aware of the circumstances and is working to resolve this issue. Kathryn stated that the balance owed for the completed work on the fire loss in Unit #5 was signed and posted today, 3/20/2018.
- In October we agreed that Agricare would handle our snowplowing for the year. Since then, we have decided to reevaluate our plowing and landscaping contract with AgriCare. Particularly the “One (1) inch clause” in our contract.

In addition, we are looking for clarification and reimbursement from Agricare for the following paid invoices:

#98670 \$1,063.50 12/18/17 (One (1) inch clause)

#98775 \$500.00 +tax 1/05/18 & 1/08/18 (Drifting)

The board agreed that there should be no additional charges for returning to a site to complete work that Agricare is paid/contracted to perform. Bob and Art will be addressing these issues with Propertyworx and Agricare and will be reporting back to the board.

- The Oak tree over Unit 44 still needs to be removed and will now be included in with a Spring tree and shrub evaluation by an Arborist along with the two (2) Dogwood in front of Bldg. 6, the trees between Bldg. 2 & 3 and the Spruce near the parking lot of units 51 & 52. Once evaluated by the Arborist, a list will be compiled for immediate removal. Art will contact Pete the Tree Guy for an estimate on items tagged for removal. The overall evaluation should also include recommendations for moderately priced trees and shrubs suitable for replacement. Moving forward, this will allow us to plan for the future care of our property and items to be included in the Winfield Makeover Program (**WMP**).

Page 1 of 3

- The ongoing drainage problem behind Units 22,23 & 24 was evaluated by Propertyworx as documented in the email sent by the property manager, Russ Antonacci on 1/29/2018 3:35 pm. Russ concluded that the next step is to bring out a routing machine to clear the leader drain. We will be asking WorxShop to follow up on this in the spring with a permanent solution. Art suggested that the leader drain may need to be extended to “daylight”.
- Wall project between Unit 16 and 17 is scheduled to begin in the spring. In the fall, a second quote was received from Litchfield Landscaping, and agreed to as long as the \$340 charge to ‘move equipment to site’ was removed. Work to be done in the spring at the contractor’s convenience. Additionally, we will ask management to procure an estimate for the repair of the exposed leader drain next to unit #38, so that both items will be completed simultaneously while the necessary equipment is on site.
- Dead grass around all the trees and patios was revisited. It appears that AgriCare has over sprayed grass and weed killer in an effort to limit weed-whacking. It has left a 1 foot wide path of dead grass and need to be re-planted. Art has agreed to address this issue in writing to Propertyworx. We agreed that there is a need for a walk-around in the spring to resolve our landscaping issues with Agricare’s poor performance.

Bob will be seeking clarification on item “#13-Reduced fertilization per agreement in the *proposed* 2018 budget”, as we never agreed to reduce fertilization.

- Revisited that our decks are being eroded by the high pressure deck washing equipment and the frequency of the work. Recommend a three or 4 year cycle, rather than 2. Some deck boards are beginning to weaken, particularly around the large knots in the material. Damaged boards/decking will be replaced using premium 5/4 PT this time. Bob and Ruth have stated that first floor deck repairs quote by WorxShop should be considered a capital expenditure. Replacement of all other decks on a larger scale will be integrated into our Winfield Makeover Program (**WMP**).

NEW BUSINESS:

- ❖ Our Insurance issues have been resolved regarding Bonding and D & O, as dictated in our Condo by-laws.
- ❖ In addition the pending items listed in Old Business, a priority list of work to be completed was discussed for 2018 – 2019. We are hoping to complete these items prior to and/or as a part of the Winfield Makeover Program (**WMP**). The following items are listed in no particular order:

Necessary Tree & shrub removal (See Old Business)

Line & Unit Number Painting Project

(As an aside, Art called for additional clarification by PropertyWorx for the individual line

and number painting for unit numbers 86 and/or 87.)

Page 2 of 3

Front Door Painting Project with replacement of red shutters as needed

We discussed integrating this with the beginning of the WMP, starting with the “Red” Buildings as they are showing the most wear & tear. At this time Theresa notified the board that Russ is available to meet earlier than June, if needed. Russ is planning on submitting an outline for the WMP once the spring walk-around has been completed.

Installation of new sidewalks

Theresa stated that she inquired about local concrete sub contractors that the Town of Plymouth used in their Town Hall and Downtown and Beautification Program and Safe Routes – Maple St. Project. They are Clover Construction, Dan Houlihan – 860-585-6222 (Safe Routes – Maple St. Project), Trademark, Matt Luba – 860-982-8785 (Downtown Route 6), and Martin Laviero Contractors – Dan Levesque 860-637-0740) (Town Hall Sidewalks, Drains & Paving).

- ❖ Kathryn asked for a review of our communication protocol, especially as we are often communicating through email. Here is the protocol: Email goes out to all BOD for discussion or notification of an event, excluding PropertyWorx staff/Maintain thread by forwarding all discussion to BOD/Once we have heard from ALL the board members, if needed, a formal vote can be called and/or set aside for the next BOD meeting, whichever is necessary/ Final decisions will then be emailed by a designated officer to PropertyWorx with any necessary directives.

Additional meetings and/or special meetings can be called for as needed.

- ❖ Misc. Topics mentioned in emailed Meeting Addendum not covered in March Meeting: Book keeping of PropertyWorx, We are not seeing owners complaints, New Superintendent for Winfield i.e., Responsibilities? Reporting? Meeting Attendance?

**Respectfully submitted,
Theresa Pitts-Amico, Secretary**

Meeting adjourned @ 8:20PM

March Meeting:

March 20, 2018

Page 3 of 3