

## Board of Trustees Meeting

April 22, 2012 4-6pm

- 1) All trustees present voted to add to Section 1.3 in the Condo Rules and Regulations to set up rules on for Board of Trustee meeting structure. All trustees present also voted to adopt new Section 1.5 allowing the Board of Trustees to amend rules and regulations. This new language will be added to the Current Rules and Regulations and Procedures for St. Marys.
- 2) Presentation from Owners of TH #16. All trustees present agreed to allow a storm door to be installed on the backside of their unit. The door to be installed will be white with nickel finishes. Also agreed to allow a garage door wireless key pad which is to be white in color and 4 ft from the ground and will be installed on the side of their garage door which is nearest to their front door. All future storm doors added will be similar for conformity.
- 3) Will be re-inforcing the use of all white and off-white only curtains in all condo and townhouse units. This is stated in Section 2.6 under Window Treatments in the St. Marys Rules and Regulations. Written statements will be issued to all violators.
- 4) Street Signage for St Mary's Way. Stas will be contacting the City of Marlborough on the procedures. Will look into whether this is something we must provide or if the City will provide.
- 5) Dave's Landscape:
  - a. Contract has been issued to Stas for 2012 spring mowing. Stas will email this to the trustees to look at ASAP so it can be signed and services can start.
  - b. Spring clean-up to be done sometime this week
  - c. Will not be mulching this year due to costs and thin budget line
  - d. Will remind Dave's of the broken branch near the School Building. This branch has been hanging since the 2008 ice storm and needs to be removed as it's a potential safety risk.
  - e. Grass not growing near TH 22. Stas will alert Dave of this.
  - f. Dave's will be picking up barrels of salt along the property and the orange snow stakes.

- 6) Downspout near the Southwest side of the School Building appears to be broken and not connected. Alerted Stas of this issue and he get his guys to fix.
- 7) Maintenance around St Mary's property:
  - a. Stairs between rectory and school building will soon be re-grouted and fixed now that the weather is better. Stas has agreed to Alex fixing this.
  - b. Large window in the front of Church has been finally fully painted. Will be removing the staging this week. This window is also extremely dirty and needs to be cleaned. Stas is aware.
  - c. Will be looking around the property for any other painting that needs to be taken care of.
- 8) Will start the process of looking into other management companies. There is a goal to have a newly hired management company in place by the end of the summer. Trustees will be developing a questionnaire to interview various companies. This is a process not to be taken lightly and time will need to be spent to interview these companies in order to make a well thought out decision.
- 9)
- 10) Will be setting up a meeting with all St Mary's residents after the May Board Meeting (probably the second week of June) to discuss the idea of hiring a new potential management company and current budget limitations at St Mary's.
- 11) Stas has altered the Buildium website to reflect day of payment for condo dues as the first of the month rather than when he enters this information onto the website.
- 12) Lightbulbs in the rectory common areas have been frequently burning out. Alex looked into the situation and realized the wrong bulbs were being installed. He purchased the correct bulbs and has installed these in the common areas. It is expected that this will fix the situation. If not, the issue will be re-assessed and wiring inspected.
- 13) Fire Safety Inspections. Stas called a fire safety company and received a quote to have these inspected across all buildings. He will send this quote to the Trustees to look at. According to NFPA Standard 72 yearly required fire inspections has not been incorporated into Massachusetts Codes 527 CMR Board of Fire Prevention Regulations. Trustees also reviewed Massachusetts General Law 183 A Section 10 to review

required reporting of such inspections and there are no requirements in place.

Next Meeting:

- Finalize Financials and make available for ALL St. Mary's residents.
- Come up with questions for potential Management Companies.