

Stagecoach Heights

Patriots Boulevard • Paul Revere Path • Minuteman Lane

Annual Unit Owners Meeting Meeting Minutes February 26, 2024

***Called to order:** 6:37pm. Held at 14 Elm Street, Hopkinton, MA in the library.

Roll Call:

- Board of Trustees: Christal Desmarais, Ankan Ray, Mahesh Sahn
- Salisbury Management: Nolan Gauthier
- Quorum was not reached – 23% of unit owners present and proxy (10 units)

Proof of notice of meeting: emailed by Nolan Gauthier on January 16, 2023 and multiple reminders were sent thereafter.

- Original annual meeting scheduled for December 18th, Notice was sent out on November 6, 2023. However, due to the weather and the location being closed the meeting was rescheduled and unit owners were notified of the cancellation on December 18th.

Reading of minutes of preceding meeting: 2022 Annual Meeting minutes approved

Reports of Officers, Report of Board of Trustees, Reports of Committees:

- Financial report
 - Current Balance Sheet reviewed (readily available on Salisbury Management site)
 - 2023 actuals versus 2023 budget reviewed and discussed
 - 2024 budget reviewed and discussed
- Landscaping report
 - M.Coelho landscaping contract continues into 2024 season.
 - M.Coelho new snow contract this year, increase \$500 for 2024/2025 season.
 - While the 2023 budget included mulch it was not completed. This will be part of the 2024 projects as it's been 3 years.

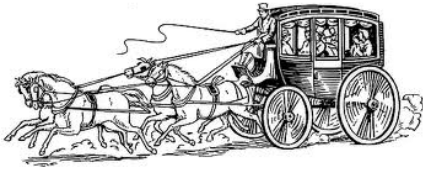
Election of inspectors, Election of member of the Board of Trustees: held offline by Board of Trustees as quorum is not present. Terms are 3 years. New submissions are expected this year.

- 3rd year Mahesh
- 2nd year Christal
- 1st year Ankan

Finished/Unfinished Business: 2023 projects

- Catch Basin Cleaning completed
- Dryer Vent Cleaning completed
- Roadways: Crack Sealing completed
- Ongoing Deck Maintenance: 5 decks repaired and stained. 2023 wrapped up the rotation project we set up in 2017. All decks have been stained at least once (5 decks twice). Uncovered an

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ongoing maintenance schedule based on sunlight direction and seasons. Composite replacement materials were assessed by the Board this year, but due to the cost not considered as a project for 2024.

- Adopt-a-rotary project: no rotatories adopted this year (2 rotaries unadopted). Existing 2 adopters will continue to maintain rotary 1 and 2 in 2024.

New Business: 2024 projects

- Ongoing deck maintenance with 6 decks budgeted in 2024
- Adopt-a-Rotary project continues this year and looking for owners for 3rd and 4th rotaries
- Mulching throughout the community
- Power washing of all units (decision made last annual meeting for 2024 season)
- Tree work throughout the community
- Sandbox project in the dirt area
- Gutter cleaning, to be considered by the Board in the fall

Open Discussion: topics listed within appendix

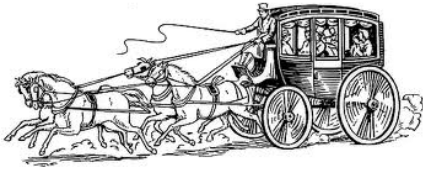
Adjournment: 8:26pm the meeting was adjourned.

Appendix

Open discussion topics and notes

- Salisbury Management fee rising and a potential of multiyear rate. Board has previously made this arrangement with the property management company and will consider in the future.
- Income items such as collections, late fees, and title V. All paid by the appropriate unit owners based on by law violations, late payments or documentation for selling.
- Pest control. Expense lower this year than in the past due to the disappearance of bee hives. Unit owner commented on seeing rats in the neighborhood. No other unit owner has seen or reported any issues with rats. If this becomes a problem then the Board along with the management company will discuss if neighborhood action required. Squirrels, rabbits and chipmunks are not considered pests to exterminate.
- Septic Maintenance and what is included to maintain a septic system:
 - *Regular Inspections - for our community this is conducted quarterly.*
 - *Pumping - for our community this is conducted yearly due to the tank size, our community size and usage patterns.*
 - *Government Regulations - a Title 5 is a Massachusetts state regulation that went into effect April 2006 and is regulated by the Local Board of Health and MassDEP. It requires proper siting, construction and maintenance of all on-site wastewater disposal systems and went into effect in April 2006.*
 - *Abide by Community Bylaws & Master Deed to protect the septic system - "prohibition against the installation and use of garbage grinders" (garbage disposals).*
 - *Efficient Water Use - this is the responsibility of every unit owner to be aware and address leaking faucets, etc. to promote productive water usage.*
 - *Proper Waste Disposal - this is the responsibility of every unit owner within the community to avoid flushing or draining non-biodegradable items, chemicals and grease. This also includes using septic system safe toilet paper and cleaning products to protect the bacteria balance in the septic tank. Septic system*

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additives should ONLY be distributed by a professional as they may disrupt the natural treatment process in the tank.

- *Drain Field Protection - driving and parking is not allowed on the drain field to avoid compacting the soil and damaging pipes. Trees should be kept at a safe distance to prevent root intrusion and damaging system damage. Gardens or irrigation systems should not be close to the drain field as excess water can interfere with the waste treatment process.*
- Decks planned for 2024 season. The Board will review the budget and redistribute funds as maintenance contracts allow.
- Tree maintenance. Previously, this was not part of the budget as unit owners volunteered to plan, supply tools and provide the labor required to maintain the property. There has been a decline of volunteer participation over the years and therefore it is necessary as part of maintaining the community. There are dangerous areas that require professionals.
- Heating cables. How they work, where the switches are, and cables dangling outside the building. Work order can be sent for cord dangling. Nolan can send out reminders prior to snow fall indicating to turn on the heating cables.
- Few items discussed, please notify property management if there are concerns or questions and send pictures if appropriate.
 - Trucks parking on Patriots Blvd overnight. Not allowed given the by laws.
 - Car repairs occurring in driveways. No ongoing car repair, nonfunctional or unregistered vehicles not allowed in the streets or driveways.
 - Speeding recurring issue throughout the neighborhood.
- Unit owner wanted update on leaking roof work order. Nolan response that the roofer will be contacted and followed up with this week. The Board will work with Salisbury Mgmt. to address the work order.
- A few unit owners noted that their water heaters needed to be replaced. They wanted to warn other unit owners that due to the similar age of the units that they should be aware and proactive. The Board also suggested water alarms which can be purchased at home improvement stores and are inexpensive.
- The Board listed out a few Neighborhood reminders:
 - No dumpsters, trailers, boats, etc.
 - No curb side bulk trash pickup
 - No street parking overnight
 - Go around rotaries, don't cut short
 - Pick up after dogs
 - Trash barrels need to be brought back to unit same day as trash pickup
 - No yard signs of any kind
 - Heating cables
 - Visitor lot parking
 - Snow parking
 - Picking up toys or anything in yard in warmer months

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