

**Regular Meeting Minutes**  
**Westborough Village Condominium**

Order: KMM5ZMZM2  
Address: 1 Simeon Howard Way  
Order Date: 02-16-2023  
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# Westborough Village Condominium Trust

## Agenda/Management Report for

Board of Trustees Executive Session Meeting

January 26, 2023

Brigs LLC - Teleconference

1. Call to Order: 5:30 pm
2. Homeowners Forum – 5:30 pm:  
Time has been allotted for any homeowners present to address the Board of Trustees. Each homeowner will be allowed 3 minutes' maximum to address the Board. The Homeowner forum shall not exceed 30 minutes in length. The Board will not respond to homeowner requests or concerns. Rather, the Board will take all information under advisement and if warranted, will respond at a later date.
3. Meeting Minutes:  
Review with Board to see where things stand with Meeting minutes from previous meetings.
4. Management Report – Information Only:
  - I. Street lights. Many complaints about this. Chipman is investigating. Could be bad circuit breakers.
  - II. Lighting in garden style buildings has been finished. Just waiting for new sconces to be delivered and installed.
  - III. Snow removal seems to be going well.
  - IV. Club House. Several cabinet doors have been repaired. New lock installed for the cleaners supplies in the kitchen. Many scratches on the main hall floor from moving furniture around.
  - V. Chipman has received the 10 new fire panels and has tried several times to schedule, but many residents were away. Will try for the next 2 weeks.
  - VI. Sprinkler testing and inspections are rescheduled for next week. Notification will be sent to the 4 units that they need access to. When the testing is complete, there are a number of pipes that need attention.

**Westborough Village Condominium Trust**

**Date:** 26 May 2022

**Board of Trustees:** Vijay Bezawada, Praveen Jayaradu, Manjusha Nair, Arvind Bellan, Sathish Mallegowda

**Brigs LLC:** Ed Sellers

DISCUSSION	ACTION/DECISION
Meeting Minutes	
Financial Statements	N/A
Accounts Receivable	N/A
Old Business	N/A
	<p style="text-align: center;"><b>Owners Session</b></p> <ul style="list-style-type: none"><li>• 111 Deacon Shuttuck Way: Enquired about the hallway lighting in the Garden Style Buildings and Painting</li><li>• 108 Corning Fairbanks- Enquired about the issue with upstairs sound and ceiling issue and about the trash being discarded in driveway</li><li>• 3 Moses Wheelock- Enquired about process to involve terminators. Has issue with mice in the electric board</li><li>• 28 Simeon Howard Way: Enquired about the status of his basement leak from the backyard patio.</li></ul> <p style="text-align: center;">*****<b>Board Executive Session</b>*****</p> <ul style="list-style-type: none"><li>• Board enquired on the status of the landscape repairs by Rosado.</li><li>• Broadcast message to residents regarding opening the pool</li><li>• Board enquired on the status of Club house fire</li><li>• Board enquired on the Bins issue with Harvey</li><li>• Board advised the cleaning crew to clean the litter in community on Tuesday 5/31</li><li>• Board enquired on the HVAC maintenance</li><li>• Board advised to involve contractor to check the issue of 108 Corning Fairbank</li><li>• Board enquired about the new contract review for Snow plowing and Landscaping.</li><li>• Board enquired about the cleaning the neighbor's (Sumati) property.</li><li>• Board enquired on the status Returning clubhouse Deposit</li><li>• Board enquired on the status 48 Simeon Insurance claim</li><li>• Board enquired on the status GS building electrician work</li><li>• Board enquired on the status IrriTek Sprinkler schedule</li><li>• Board enquired on the status registration expired Car parked in 1 Deacon parking lot for years.</li></ul>
Next Meeting	30 <sup>th</sup> June 2022

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**Westborough Village Condominium Trust**

**Date:** 28 April 2022

**Board of Trustees:** Vijay Bezawada, Praveen Jayaradu, Sathish Mallegowda

**Absent:** Arvind Bellan, Manjusha Nair

**Brigs LLC:** Patrick and Ed Sellers

DISCUSSION	ACTION/DECISION
Meeting Minutes	N/A
Financial Statements	N/A
Accounts Receivable	N/A
Old Business	N/A
	<p style="text-align: center;"><b>Owners Session</b></p> <ul style="list-style-type: none"><li>• 28 Simeon Howard Way: Complained about the GS building Trash doors swinging and being unlocked.</li><li>• 111 Deacon Shuttuck Way: Complained about the hallway paint in GS building, rust on the front door and mis-use of club house by unaccompanied kids.</li><li>• 5 Simeon Howard Way: Requested to fix the stone bricks from the rear wall and the steps on the back of the unit as they are falling off.</li><li>• 210 Corning Fairbanks Way: Complained about illegal parking in accessible spots, Garbage is being disposed outside the bins for GS buildings and packages are misdelivered</li><li>• 12 Simeon Howard Way: Enquired about owner to tenant ratio in the community.</li><li>• 47 Townsend Blvd: Requested invoice from contractor for their insurance claim.</li><li>• 48 Simeon Howard Way: Enquired about the next steps on the master insurance claim for the sprinkler burst issue in their unit.</li></ul> <p style="text-align: center;"><b>*****Board Executive Session *****</b></p> <ul style="list-style-type: none"><li>• Board reviewed Howe's place irrigation work proposal from Rosado.</li><li>• Board advised Brigs to display their contact information at the clubhouse main entrance.</li><li>• Board advised Brigs to display flyers on security camera surveillance and violation notice for unaccompanied kids in the clubhouse.</li><li>• Reviewed the measures to reduce speeding in the community and Board advised Brigs on placing sign boards.</li><li>• Reviewed the littering issue in the community and advised Brigs to engage a vendor.</li><li>• Board advised Brigs to request quotes for the sidewalk stone repair.</li><li>• Board advised Brigs to request quotes for GS lighting repairs.</li></ul>

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	<ul style="list-style-type: none"> <li>• Board advised Brigs to review master document on balcony floor repairs for carriage style units.</li> <li>• Board advised Brigs to provide snow cleaning and landscaping quotes for subsequent years as the current contracts are about to expire.</li> </ul>
<b>Next Meeting</b>	26 <sup>th</sup> May 2022

**Westborough Village Condominium Trust**

**Date:** 31 March 2022

**Board of Trustees:** Vijay Bezawada, Praveen Jayaradu, Sathish Mallegowda

**Absent:** Arvind Bellan, Manjusha Nair

**Brigs LLC:** Ed Sellers

DISCUSSION	ACTION/DECISION
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	<p style="text-align: center;"><b>Owners Session</b></p> <ul style="list-style-type: none"><li>• 28 Simeon Howard Way: enquired about patio leakage.</li><li>• 1 Deacon Shattuck: Enquired about GS building painting and light issue</li></ul> <p style="text-align: center;"><b>*****Board Executive Session *****</b></p> <ul style="list-style-type: none"><li>• Board reviewed valley repairs got GS building.</li><li>• Board advised Brigs to get the quotes for the GS building lighting.</li><li>• Brigs provided an update on Rosado's pending drainage work.</li><li>• Brigs Provided an update on the pool contract with Swim Pro Aquatic for the 2022 season.</li><li>• Reviewed Master insurance renewal document.</li><li>• Board advised Brigs to provide snow cleaning and landscaping quotes for subsequent years as the current contracts are about to expire.</li></ul>
Next Meeting	28 <sup>th</sup> April 2022

**Westborough Village Condominium Trust**

**Date:** 24 February 2022

**Board of Trustees:** Vijay Bezawada, Praveen Jayaradu, Sathish Mallegowda

**Absent:** Arvind Bellan, Manjusha Nair

**Brigs LLC:** Ed Sellers

DISCUSSION	ACTION/DECISION
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	<p style="text-align: center;"><b>Owners Session</b></p> <ul style="list-style-type: none"><li>• 108 Corning Simeon Howard Way: Complained about snow dumping on the patio and someone littering smoking buds next to her unit.</li><li>• 30 Simeon Howard way: Enquired about fallen tree replacement.</li><li>• 5 Simeon: Enquired about replacing dead trees.</li></ul> <p style="text-align: center;"><b>*****Board Executive Session*****</b></p> <ul style="list-style-type: none"><li>• Board enquired about Sewer leak on Townsend due to backwater system.</li><li>• Brigs provided an update on the backwater pump that stopped working; Small Water system contractor was on site to fix the problem.</li><li>• Board enquired about the roof leakages on a few units.</li><li>• Board advised Brigs to get the quotes for the GS building lighting.</li><li>• Brigs provided an update on Rosado's pending drainage work.</li></ul>
Next Meeting	31 <sup>st</sup> March 2022