

FOREST HILLS CONDOMINIUM TRUST

c/o Wellington Property Management Group

P.O. Box 1492, Westborough, MA 01581

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BOARD OF TRUSTEES MEETING MINUTES

DATE: March 11, 2026
TIME: 5:30 P.M.
LOCATION: Nelson Library, Grafton, MA

ATTENDEES:

Joseph Prestes – Chair (25)
David Melton – Secretary (26)
Richard Loughlin - Wellington Property Management
Suhas Krishna Kashyap – Trustee (26)
Paula Skog - Absent
Treasurer, Vacant

This is IMPORTANT! Moms and Dads – please teach your kids how to be safe pedestrians, scooter riders, go cart drivers and bicyclists. As the weather improves this is will be extremely important. It is good to see most bicyclists and scooter riders wearing helmets.

03.11.1 Treasurer's Report:

- a) The Forest Hills Condominium Trust Actual Budget Variance was discussed. There was a positive variance of \$53,441. That variance is primarily because the water and sewer budget projected expense was less than planned because of the watering ban in Grafton. The Board has not heard anything from the town regarding any change in the ban.

03.11.2 Updates from the Landscape Committee:

The Spring walk around will be done in late March or early April.

03.11.3 Building & Maintenance Committee:

- a) Painting schedule for 2026 is to be determined at a later date.
- b) Roof replacement is scheduled for May on Buildings 64 and 65 Lincoln Lane.

03.11.4 Updates from the Rules & Regulations Committee: As a reminder, please note the following:

- a) Street parking is **not** allowed per the Town of Grafton's Fire Department policy for Forest Hills. Guests and contractors should park in guest parking that is reserved specifically for Forest Hills.

- b) Please close your garage door when not entering or exiting to avoid pest infestation!! **Electric Vehicle** Owners – please close your garage doors on your charging cables while charging your vehicle.
- c) Any remodeling or renovation work done to interiors of units must be discussed with Wellington management first.
- d) Trash bins should be put away by evening of the day collected.

Miscellaneous:

For those units with **fire sprinklers**, if they are leaking or dripping, **DO NOT ATTEMPT TO FIX!** Sprinkler heads are very sensitive and can easily break, causing severe water damage. Put a bucket under the leak and call Wellington Property Management at (508) 898-9993 or, if after regular business hours, (978) 488-3516.

We encourage residents to have a properly maintained fire extinguisher available in case of an emergency. There are multipurpose fire extinguishers that might be labeled "B-C" or "A-B-C" that can be used on most types of home fires. Fire extinguishers are for small fires – always call the Fire Department if you have a fire. There are many YouTube videos on how to properly use fire extinguishers.

No soliciting is allowed in Forest Hills. Do not open door to strangers.

Please adhere to STOP signs in the complex. Rolling thru STOP signs is against the law and a bad habit to get in to. We have had several close calls especially at the intersection of Edward and Lincoln approaching Lordvale Blvd.

We encourage walkers to wear high visibility clothing and walk facing traffic if you are not on the sidewalk. This is important no matter what time of day it is.

Please do not throw paint containers or any other liquid hazardous waste in unit trash barrels. Trash gets compacted in the trucks and the containers will leak the remaining liquid through the bottom of the truck onto the roadway.

If your gutters are clogged or leaking, please call Wellington (508) 898-9993).

As a reminder, grills are not allowed on decks.

Reminders of Rules and Regulations: Please remember...

PETS:

- Pet owners should walk their dogs on a short leash so they cannot wander onto neighbors' lawns to relieve themselves. Please keep pets on the road or sidewalk until they reach a designated dog area. MAILBOX AREAS AND GUEST PARKING AREAS ARE NOT DOG AREAS. Designated areas are as follows:
 1. **Edward Drive:** between unit's #46 and #48 behind the parking area near the wooded area.
 2. **Robert Circle:** between unit's 9A and #11 near the wooded area.
 3. **Lordvale Blvd:** across from Edward Drive in the area where it is mulched.
 4. **Lincoln Lane:** near the trees on the left side of the street (across from the fenced area).
 5. **John Drive:** near the mailbox area and the parking area at the curved part of John Drive. With this number of "bathrooms" there is no excuse for letting dogs go on the neighbors' lawns.

Pets must not be left unattended on any patio, deck, porch or balcony, or any other Common Area, or tethered to any part of the Common area.

- Pet ownership per unit is restricted to one dog or one cat. When outside, your pet must be carried or on a leash per Town's by-laws. For more information, contact the Town of Grafton.
- **Pet owners must pick up their animal's waste and dispose of it inside their own trash receptacles.** If you witness anyone not picking up after their pet or disposing of the waste improperly, please contact Wellington. Anyone reported to be tossing waste into the bushes will receive a \$100.00 fine.

GENERAL INFORMATION:

- You must fill out the Unit Owner Information Form and submit it to Wellington each time you or your tenant's contact information changes. A Vehicle Information Form must be completed any time the resident of the unit changes vehicles. Contact Wellington (508) 898-9993 for the form.
- Bird feeders are strictly prohibited. Two pots of flowers are allowed on the front steps, but no flower containers may be attached to any part of the building or rails. No lawn ornaments, welcome flags, driveway planters, or artificial flowers are allowed.
- You must park in your garage and driveway before using visitor parking.
- Owners must provide new tenants with a copy of the Rules and Regulations.
- You must contact Wellington if you plan to remodel your unit as these changes could impact the common areas and the master insurance policy.
- **Any repairs or replacement of decks will require an engineering assessment first. Please contact Wellington first.**
- **When using contractors or moving and delivery services, unit owners must ask them to park their vehicles so as not to block mailboxes or other units' driveways.**

Helpful Tips:

- DO NOT LEAVE RECYCLING MATERIALS AT YOUR CURB. We **do not** contract for recycling pick up. Recycling can be taken to the Grafton recycling center at 64 Old Westboro Road. Hours of operation are: Tuesday and Thursday, 10:00 am to 2:00 pm: and Saturday, 8:00 am to 1:00 pm.
- WATER HEATERS HAVE FAILED in Forest Hills and caused basement water damage. After 10 years of use, you should consider replacing your water heater to avoid failure. It is also wise to invest in a water leakage alarm and automatic shut off.
- Dryer vents should be cleaned every other year. Clogged vents are a fire hazard and clean vents will make your dryer function more efficiently.
- If you have tenants, please forward these minutes and reminders to them – thank you!

BOARD MEETINGS ARE HELD ON THE LAST WEDNESDAY OF EACH MONTH. WE ENCOURAGE YOU TO ATTEND THE MEETINGS AND LET THE BOARD KNOW WHAT CAN IMPROVE THE LIVING EXPERIENCE HERE AT FOREST HILLS. TO ATTEND THESE MEETINGS, YOU MUST CALL WELLINGTON PROPERTY MANANGEMENT AND ASK TO BE PUT ON THE AGENDA. ALL RESIDENTS HAVE 10 MINUTES TO ADD THEIR CONTRIBUTIONS AND VOICE THEIR CONCERNS (BASED ON STANDARD RULES & REGULATIONS).