

# Ruane Property Management

## Mill Pond Place Condominium Meeting Minutes Meeting #11 – October 28, 2014

### Attended:

Ellen Ruane	Ruane Property Management
Andrea Austin	Ruane Property Management
Patrick Nugent	Mill Pond Place Trustee
Mark Mischenko	Mill Pond Place Trustee
Valerie Sampson	Mill Pond Place Trustee
Nicola Connolly	Unit Owner
Tom Connolly	Unit Owner

**Distribution:** All Unit owners

**NOTE:** Meeting minutes and other correspondence will be sent via email to all unit owners, if you have an issue or would prefer standard US Mail please call or email [ellen@ruanemanagement.com](mailto:ellen@ruanemanagement.com)

### Preliminaries

### **Follow Up By:**

#### 1.3 Roof Raking

Some owners' present mentioned problems with ice damming. Currently, the roofs are being raked on an "as needed" per storm basis by Kidd-Luukko (per contract). Installing heat tape was suggested as well as installing gutters in the areas of severe ice damming. The Trustees will take all suggestions under advisement.

Frank Carrigan suggested caulking under flashing on "shed" roofs. He estimates the cost to be \$70 per section and will submit a formal quote. Carrigan Roofing also submitted a quote for heat tape to be installed on the "shed" roofs. The cost would be \$225/section. Each section would utilize the electric outlets on the owners deck.

RPM received a quote for \$2,945 from Fine Finish Systems for roof repair work to unit 27/27, 5/6:

Fine Finish Systems suggested doing some exploratory work on unit 9 roof area where the ice dams have caused damaged in the past. The cost for the following would be approximately \$275:

Trustees decided to hire Carrigan Roofing to install the electric wires on approx. 10 units that have had ice damming issues in the past seasons. RPM will check with an electrician to see what the cost would be to have the heat wires wired to a switch inside the house instead of having to be plugged into the outside outlet.

**RPM will contact Carrigan to schedule install date for heat wires. Switches will be installed in the interior of each unit near the balcony doors. Electrician would like to schedule installations for Saturday, November 8<sup>th</sup>. RPM will get some additional information on the voltage, whether it is 110V or 220V; if the heat tape is left on, what will the effect be on the wires and/or roof and if an indicator light will be installed along with the switch as a reminder the heat tape in on. Units that will have heat tape installed in the front of the units are #38 and 9. Units that will have heat tape installed in the rear of the units are 5, 9, 11, 25, 27, 37, 38, 39, 40 and 43.**

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1.5 Pruning

The pruning did not take place this year. RPM will contact Bartlett Tree Service to see if the pruning can be done prior to winter weather beginning. The crab apple tree by unit 36 is too high and branches need to be cut back from the buildings.

The trustees unanimously voted to have Everlast Tree do the work. RPM will schedule the work after the painting has been completed.

**The pruning has been completed by Everlast Tree. Everlast Tree has recommended removal of the crab apple tree near unit 36. Trustees will discuss in the Spring.**

1.9 Dryer Vents

It is recommended owners have their dryer vents cleaned out. If the lint builds up, it could create a fire hazard. Also recommended to consider replacing any plastic dryer hoses with galvanized steel, particularly those with gas dryers. Plastic hoses are not up to code.

One company that has cleaned dryer vents on site is Future Plumbing and Pipe, Inc. They are located in Worcester. Please contact Andrew Renzoni at (508) 751-5325 for your dryer vent cleaning and any plumbing needs you may have.

At some point in the near future it will be mandated that all dryer vents are cleaned annually. In order to help facilitate the dryer vent issue, attached please find a questionnaire regarding the specifics of your dryer. This form needs to be filled out and either emailed, faxed or mailed back to RPM at your earliest convenience.

Unit Owners will be responsible for hiring their own certified and insured Contractor to clean out their dryer vents. Proof of cleaning must be submitted to RPM prior to December 31, 2014.

RPM will make a call to the local fire department to find out what the current code for dryer venting (plastic vs galvanized steel) is for both electric and gas dryers and if any units would be grandfathered.

**Town Plumbing Inspector has confirmed that it is current code to have galvanized steel dryer venting ducts. Trustees will call a couple of companies to see if they are interested in doing the work and what their availability is. RPM will check with Insurance Company to see how this effects coverage. Unit Owners will be mandated to upgrade to galvanized steel ducting. Trustees will determine when the upgrade must be completed by and notices will be sent to all Unit owners.**

1.10 Communications

Valerie suggested that unit owners share information as to tradespeople – electricians, plumbers, handymen, etc. She had good experiences with a plumber and also a garage door/opener repair company. To be pursued in 2014 – perhaps as part of a monthly newsletter to all unit owners.

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Pat Nugent suggested developing a website for Mill Pond Place. Unit owners would be able to log on to stay up to date on all information pertaining to the Mill Pond community. RPM will keep you informed as the website develops.

2.0 Rules and Regulations

The trustees and RPM are continuing to develop, update and amend the rules and regulations for Mill Pond Place.

The development and amending of the rules and regulations is in progress.

The trustees discussed changes and additions to the rules and regulations. A final revised version will be sent to unit owners upon completion. Currently there are many units throughout the complex that are in violation of the rules and regulation.

RPM will be sending notices to those owners that are currently not in compliance.

RPM will email a sample handbook to one of the Trustees.

Trustees are reviewing handbook and will get back to RPM with any revisions.

5.2 Walkways

RPM received a quote from Quality Masonry for walkway and landscape edging replacement. The quote ranged from \$49,900 to \$78,500 depending on if new brick was to be used or re-use existing brick. Quality did not quote using granite as landscape edging nor did he quote tying the existing gutter/downspouts to underground drainage.

The Trustee unanimously awarded the contract to M&A for a total of \$92,000. The work includes new brick, replacing the landscape timers with granite curbing and tying the existing downspouts to underground drainage. The walkway replacement will be done in conjunction with the roadway.

The walkways will be done by Wednesday, October 1<sup>st</sup>. After the paving has been completed, Mullins & Armington will be coming back to do final coat of sand between the pavers.

**Walkways are done, with the exception of the final coat of sand that needs to be installed. RPM will do walk-through with Mullins & Armington after the final coat of joint sand to address any issues.**

8.0 Door and Window Survey

A trustee has a plan showing all units which he will forward to RPM. Once RPM has the plan, RPM will survey the complex and notify all residents that are not in compliance with storm door and window guidelines.

RPM will follow up with Pat to get the plan.

The door/windows survey has been completed. Trustees will discuss at next meeting.

9.1 RPM will get formal Snow Plowing Contract from M&A. Contract will be for 3-year term.

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RPM received contract from M&A. RPM will ask M&A for cost to provide bucket of ice melt at each unit. RPM will also ask them to provide cost to clear walkway to side gates at dumpsters and shovel around the dumpsters inside the fence.

**M&A will clear walkway to side gates at dumpster and shovel around dumpsters inside fence at no cost. The cost for ice melt buckets are \$20 per bucket and \$15 per bag of ice melt plus cost of \$250 to distribute. RPM has sent out e-mails to all unit owners to see who needs ice melt/buckets.**

**RPM will follow up with all unit owners that have not responded to see who needs ice melt/buckets. Once a completed list has been compiled, M&A will deliver supplies to each unit.**

9.2 RPM will get quotes to have catch basins cleaned.

**RPM will get quotes once the paving is complete.**

9.3 Fencing around trash and recycling

RPM will follow up with Arrow Fence in regards to their fencing quote and will also ask Phil from Harrison Paving to provide specifics on fence he has quoted.

Trustees voted to go with Arrow Fence to do the work and will have them install the additional gates on the sides of the fence.

**Trustees have voted to have black chain link fence with privacy slats installed. RPM will get signed contract back to Arrow Fence and will schedule the installation.**

10.1 Budget

**A 2015 Budget was presented to the Trustees. After some discussion, RPM will change the funding on certain line items, however the condo fees will remain the same for 2015. Notices will be mailed to all owners by November 30<sup>th</sup>.**

10.3 Dumpsters

The Recycling and Trash dumpsters are still being mixed up. RPM will call company to see if they have a different color dumpster we can use to distinguish between the two. RPM can also install signs on dumpsters that say "TRASH ONLY" and "RECYCLING ONLY".

RPM will contact Casella to move the dumpsters as far right on the concrete pad as possible.

**Casella has exchanged old recycling dumpster with a new one that is a different color than the trash dumpster. They did not move the dumpsters to the right. RPM will call them again to request moving the dumpsters to the right a few feet.**

**New Business**

**11.1 Paving**

All paving should be completed by Saturday, November 8<sup>th</sup>, weather permitting.

**11.3 Masonry Work**

The Masonry work is on-going. RPM will be addressing different issues on-site with the Masonry Contractor prior to the work continuing. RPM will also be meeting with another contractor, Evergreen Landscape to get a different prospective on the masonry, as RPM and residents are dissatisfied with the current contractor. Evergreen has provided RPM with samples of Boldstone, which he is recommending be used. Boldstone is a product that binds to cement and has the appearance of granite. It comes with a limited lifetime warranty. RPM will ask Evergreen for a proposal.

**11.4 Painting**

RPM will schedule a walk through with PrimeTouch to go over some painting issues on units 21-24.

**11.5 Dumpster Location**

The Connolly's from Unit 29 attended the meeting and asked the Trustees to move the dumpsters off the concrete pad and put them back in the original location to the right of where they are currently. The Trustees will take this request under advisement.

***The next meeting will be held on Monday, November 17, 2014. The meeting will take place in unit 11 at 6:30 pm. Please inform RPM if you plan on attending.***

Respectfully submitted,

Mill Pond Place Condominiums  
By Ruane Property Management LLC its Agent



Ellen Ruane  
Property Manager