



**Stillwater Meadows Condominium Association
Trustee Meeting #35 via ZOOM
February 28, 2022**

Attended:

Maureen Ruane	Ruane Property Management LLC
Jessica George	Ruane Property Management LLC
Susan Lajoie	Stillwater Meadows Trustee
Kathy Brown	Stillwater Meadows Trustee
John Frost	Stillwater Meadows Trustee
Genti Peto	Stillwater Meadows Trustee
Gail Bergeron	Stillwater Meadows Trustee

NOTE: Meeting minutes and other correspondence will be sent via email to all unit owners. If you would prefer standard US Mail please call or email ellen@ruanemanagement.com, maureen@ruanemanagement.com or jessica@ruanemanagement.com

Carried Items:

3.8 Garage Door Replacement

Garage doors should be replaced before painting begins. Garage doors are considered part of the unit and are a homeowner's responsibility to maintain.

If an entire building needs the garage doors replaced, and all unit owners agree, garage doors may remain white. The buildings must remain uniform.

11.3 Future Maintenance

In addition to the painting schedule, other maintenance items were discussed such as: hard pruning, aeration and seeding of the lawns and pothole/driveway repair. Items will be considered depending on budget allowances.

Driveway/pothole maintenance quotes to be obtained in the early Spring for consideration and repair.

25.1 Arborist

RPM to schedule a walk around with an arborist to determine dangerous trees and trees/bushes that may cause damage to the common elements.

Arborist walk around will be scheduled for Spring 2022.

34.1 Insurance Violations to the Master Policy

Individual unit owners were contacted if they had violations. Fire hazards were outlined that were the responsibility of unit owners. All other items will be rectified and RPM to coordinate with insurance agency.

**Ruane Property Management
Stillwater Meadows Condominium Association
Trustee Meeting
Meeting #35 February 28, 2022**

34.2 Pest Control

Wachusett Pest Control has had to close their doors unable to sustain its operations through COVID. RPM to get quotes for pest control service – exterior spraying of foundations for crawling insects. As always, unit owners are responsible for pests within their units.

RPM received one quote from Dave's Pest Control and waiting on two others to get out to property once weather permits.

34.3 Communication with Landlords

RPM has contact directly with unit owners, not their tenants. A bulletin board is a possibility to better send communication with all residents or posting on individual doors.

34.4 Lighting

There is some underground breakage within the conduit for the driveway lights on Jill Lane. This will be addressed in the Spring 2022 with the ground frozen.

New Business

35.1 Pool

Underwater Pool Masters will be out a couple weeks before Memorial Day to open/assess pool.

We are considering new pool hours of 7am-10pm for this coming season.

Regular cleaning will be done prior to pool opening hours unless unforeseen circumstances arise.

New signage is needed to replace old/warn out signage that is currently posted.

35.2 Snow Plowing

Contact CJA in August about snow removal expectations for Winter 22/23. Also, RPM to remind Board about possibility of having CJA provide ice melt buckets to each unit's doorstep.

35.3 Drainage Issues

The property should be evaluated to identify any and all drainage issues.

**Ruane Property Management
Stillwater Meadows Condominium Association
Trustee Meeting
Meeting #35 February 28, 2022**

Friendly Reminders:

10.1 Pets

Residents of a Unit are not permitted to have more than 2 dogs. This can be in addition to other legal small pets, such as cats, etc. Dogs and cats must be currently licensed in accordance with Town Law and have current rabies vaccinations or other vaccinations required by state or municipal law. Pets are not to be permitted in any of the Common Areas unless on a leash and accompanied by a responsible person or carried. Tethering a dog outside and leaving it unaccompanied is not permitted. Pets must not be allowed to urinate or defecate indiscriminately upon the property, in any of the Common Areas, especially on the front lawns. Dog owners must carry plastic bags or suitable receptacles to pick up after their pets. This is a town ordinance as well as a Condominium rule. Each violation will result in a fine.

10.2 Parking

Residents must utilize their exclusive-use spaces or overflow parking areas. If a resident has more vehicles than they have exclusive-use spaces, the additional vehicles must be parked in the overflow parking areas. They cannot park in their neighbors' spaces unless they have obtained permission. All vehicles must be lawfully registered. **Do not park on the lawns. All Unit Owners, tenants, and guests must comply with these Vehicles and Parking rules.** In instances of non-compliance with the above rules, the Trustees have authorized the Management Company to order the towing and off-site storage of the non-complying vehicle(s) at the expense of the owners of the vehicle(s).

14.2 Curb Alerts/Items for free

The trustees have unanimously agreed that residents may not post "curb alerts" on craigslist or other websites/social media platforms to get rid of unwanted household items. Large items may not be left at the entrance to the complex or on the common area lawns with "free" signs attached.

14.3 Trash

Please collect your trash bin/can every evening after collection. Please secure all trash bags in a garbage can with a lid to prevent animals/rodents ripping bags open. Wachusett Pest Control strongly suggests using metal trash cans as it is an additional barrier to animals/pests. Do not leave trash cans or bags outside your garage at any time.

18.1 Common area – Intent/use/alterations

Any alterations to the common areas require written permission from the board of Trustees. The wooded area, even if not visible from the roadways/houses, is still a common area. No structures are to be erected/placed in the woods.

Extension of gardening beds or additional plantings require written permission from the board. If at any time these plantings are no longer cared for or the unit is to be sold, they must be removed, and the landscape be returned to its original state.

**Ruane Property Management
Stillwater Meadows Condominium Association
Trustee Meeting
Meeting #35 February 28, 2022**

18.3 Correspondence

Email correspondence sent from RPM to unit owners is done using blind copy. RPM sends out mass emails to communicate information to all residents but will not give out your personal information to neighbors. Unless your name is specifically mentioned in the email, it is typically sent to multiple parties.

22.2 Common Area Lawn

The common area lawns are not to be parked on and at no time should any time of vehicle be ridden on the lawns. This not only applies to cars, but also bicycles, skateboards, ATVs, 4-wheelers, scooters, or power-wheels.

**Next Meeting:
Monday, March 21 at 6:30pm via ZOOM**

Respectfully submitted,

Stillwater Meadows Condominium Association
By Ruane Property Management LLC, its Agent

By



Maureen Ruane