



**Stillwater Meadows Condominium Association
Trustee Meeting #39 via ZOOM
July 19, 2022**

Attended:

Maureen Ruane	Ruane Property Management LLC
Jessica George	Ruane Property Management LLC
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

RPM will assess the garage doors at 2B & 6B Jill Lane to see if they need to be replaced.
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.

25.1 Arborist

Elliott Tree has been approved to perform all necessary tree removal/trimming on the property.

34.4 Lighting

There is some underground breakage within the conduit for the driveway lights on 7 & 9 Jill Lane, as well as 14 Riverview. **LidCo will be out at the property digging a trench to find the break in the conduit so they can repair as necessary.**

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.

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37.2 Painting

Work has been ***completed*** on building #10 for painting, as well as buildings #5, #6 & #8 for the decks/balconies. **The contractor is currently working on painting building #6. As they were working on this building, it was discovered that the gutters needed to be replaced along with some fascia boards/trim.**

38.1 Preventative Roof Maintenance

It was discovered during a property inspection that there is significant moss build-up on the following roofs:

#6, #10 & #14 Jill

#12, #14 & #20 Riverview

The moss on the above-mentioned roofs will be eliminated in a 3-step process in order to maintain the proper condition of the roofs.

38.2 Potholes

RPM will obtain quotes on repairing all significant potholes throughout the community. Costs will be presented to the Board for review/approval.

38.3 Landscaping

RPM will request that a weed killer application be included in the landscaping proposal for next year's fertilization schedule. Proposal should include: crab grass control, grub control, weed killer, and fertilization.

38.4 New Signs

New signs will be ordered for the pool area, tennis court and visitor/overflow parking area.

38.5 Town Electrical Box

The electrical box at the end of Jill Ln (across from #14) has been defaced with graffiti. RPM has a work order in with the Town of Sterling to paint over this.

38.6 Driveway at 14

RPM is obtaining quotes to repave the driveway and walkways at unit 14, as this is deemed a necessary repair by the insurance company.

New Business:

39.1 Landscape Maintenance at 12 Jill

RPM is looking into some landscape issues in front of 12 Jill.

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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.

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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.

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.

Next Meeting:

**September 12 – 6pm
via Zoom**

Respectfully submitted,

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

By



Maureen Ruane