



**The Willows of Marlborough**  
Meeting #62– April 15, 2020

**Virtually Attended:**

Maureen Ruane  
Andrew Tsou  
Mahesh Nanjundappa  
Ed Barry

Ruane Property Management  
Trustee  
Trustee  
Trustee

**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), [Maureen@RuaneManagement.com](mailto:Maureen@RuaneManagement.com)

**Old Business:**

54.1 **Capital Improvements**

Exterior painting will be done in 2020. A walk through will be scheduled to determine if any windows need to be replaced before the painting begins. Deck painting will be evaluated at this time.

RPM has obtained two quotes thus far and will get clarification from the vendors as well as another bid.

Patrick was able to clarify some of the details on this quote and further explain the scope of work. Wingspan will meet onsite on a Saturday with the trustees to walk the property and answer any further questions.

Wingspan clarified different questions and provided clarification on their quote. They have agreed to be the second project of the year and not do any work during the very hot summer weather.

**Wingspan anticipates starting in May, but we will update the community as the date approaches. Notices will be posted. RPM to send out an email reminding people to have their windows/garage doors replaced before painting takes place.**

55.1 **Lawn area by 120**

The lawn area next to 120A has next to no grass growing.

Work has been completed, however there is no real “grass” growing in this area. RPM is holding back partial payment until Green Leaves rectifies the grass area.

Green Leaves will re-evaluate this in the Spring. The work was completed in the summer and weeds overtook the area. It was reseeded this fall, but we will continue to keep an eye on the area.

57.1 **Bird Feeders**

Birdfeeders will no longer be allowed on the property. If you wish to continue to have a bird feeder, please submit a request to RPM to obtain permission and to discuss its placement.

**Reminder email to residents about bird feeders. Hummingbird feeders will be allowed under strict guidelines. If you wish to have this type of feeder, please contact RPM. Other feeders are not permitted.**

60.2 Painting

Painting of all exterior surfaces will be done in the Spring of 2020. Please have your windows and garage doors evaluated for replacement. The association will have garage doors painted which typically fall to a homeowner's cost.

**It has come to the board's attention that some of the wooden windows are not painted on the inside frame. If homeowners would like Wingspan to paint these surfaces, it will be at a unit owner's cost of \$60/window. Windows will have to be left open to complete this work.**

61.1 Fire Lanes

There is no parking in or in front of the fire lanes. In the Spring of 2020, RPM to paint "NO PARKING" on the street. RPM will also obtain a quote to "re-stone" the lanes.

61.3 Underneath bay windows

In the Spring of 2020, RPM will do a walk through and check underneath all bay windows. Residents have reported gaps in the carpentry.

**New Business**

**62.1 Fire alarm testing**

**Fire alarm testing has been postponed due to COVID-19. When we are able to reschedule, RPM will post notices and email the community.**

**Friendly Reminders:**

2.2 Dryer Vents

It is important that the dryers be vented properly. Dryers that are not vented properly create a safety hazard for everyone. The lint build up could cause fires and the dryers venting into the garage can cause mold, eventually causing air quality issues. At this time, the Trustees are asking residents to please conform to the guidelines stated above and to take the necessary actions to make certain your dryer is vented properly.

**Please be sure to have your dryer vents cleaned and make sure they are venting properly. A trustee had an excellent experience using Amazon Home Services**

Children playing

Children are members of this community and everyone realizes that they need to have the ability to play outside. Children need to show respect for the property, people's personal items and the neighbors in the community. We also ask all residents to use caution when driving on the property.

Trash Barrels

Please remember to store your trash barrels in your garage. The containers are to be placed at the curb the morning of a scheduled pick up and removed the same evening. Please refrain from placing your trash containers outside the night before pick-up.

22.3 Willows Website

RPM has created a website for The Willows through RPM's webpage. The Willows website includes information such as current condo documents, insurance policies, meeting minutes and notices. You can also submit a work order request through the new website. To log into the new website, please go to <http://www.ruanemanagement.com>. At the bottom on the home page, click on "Ruane Management Client Login." Choose Willow of Marlborough and enter password Broadmeadow.

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46.2 Permits/Work in Units

Just a friendly reminder that all work being done in units must be done by a licensed and insured contractor. Permits and inspections are required with the Town for certain projects that relate to changing gas, electric, etc. If you have any questions about work that is being done (or scheduled to be done) in your unit, please contact RPM. Guidelines for certain projects can also be found in the handbook on the Willow's website.

47.3 Septic Issues

Septic issues have become a highly discussed topic at recent meetings and with unit owners. It is very important that we all make sure not to flush anything other than toilet paper. During a recent service call it was discovered there have been large amounts of Feminine products and paper towels being flushed. Please be aware that all unit owners are responsible for the line that goes to the main and any issues associated with Septic line typically result in large fees to repair and are at the expense of the unit owner.

53.1 Dog Walking Policy

Members of the community have inquired with RPM if the dog walking policy could be modified so that dogs can be walked on the Willows property. It was discussed, but ultimately it was unanimously decided that the current policies will remain. As a reminder, unit owners will be fined if their pets are not picked up after and/or not appropriately walked off property. The common areas are for all to enjoy and should not be littered with dog feces.

53.2 Parking

On street parking spots are for guest use only. These spaces are to be used for guests if your driveway and/or garage cannot accommodate the guest's parking. Unit owners are not to park in the street overnight. There has been reports of cars being parked in the fire access road and around the end of the circle. The ENTIRE circle is a fire lane and there is to be NO PARKING. Additional signage will be installed in the spring. It is IMPERITIVE that you follow parking rules especially in the winter. Illegal/improperly parked cars are subject to snow damage and/or towing.

Next meeting date:

**Please be advised the next meeting is:**

**February 19, 2020 at 6pm**

Respectfully submitted,

The Willows of Marlborough  
By Ruane Property Management LLC its Agent



Maureen Ruane  
Property Manager