



The Willows of Marlborough
Meeting #64– September 16, 2020

Virtually Attended:

Maureen Ruane
Andrew Tsou
Mahesh Nanjundappa

Ruane Property Management
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, 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.

Capitol improvements are complete. Downspouts were noted as being in disrepair. RPM to get a quote to have them replaced.

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.

In discussion with our landscaper, stones would create a “mess” and would have to be re-stoned every year, or every other year. RPM to contact Green Leaves about additional solutions.

62.1 **Fire alarm testing**

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

Fire alarm testing is still TBD.

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

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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.

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.

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.

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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

A handwritten signature in black ink, appearing to read "Maureen Ruane", written in a cursive style.

Maureen Ruane
Property Manager