



Highland Village Condominiums
Association Meeting at the Paxton Senior Center
September 11, 2023

Attended

Maureen Ruane	Ruane Property Management
Barry Donohoe	Trustee
Chuck Blaisdell	Trustee
Sue Volungis	Trustee
Susan Dion	Trustee
Joel Girouard	Unit Owner
Cathy & Harvey Bloomfield	Unit Owners
Denise Donohoe	Unit Owner
Ann Connolly	Unit Owner
Paula Ghize	Unit Owner
Natalie Siemens	Unit Owner

Distribution: All Unit Owners

NOTE: Meeting minutes and other correspondence will be posted on the Ruane Property Management website for Highland Village unit owners' review, except where U.S. Mail is also required, such as Special and Annual Meetings and to those who do not have email. If you have an issue or would prefer standard U.S. Mail, please call or email maureen@ruanemanagement.com.

Preliminaries:

Wood Trim Replacement: Units that have any damaged/rotted wood trim will be replaced with Azek and all white columns will be repainted soon.

This work has been completed.

Landscaping: The Board will re-evaluate at the end of the Fall to determine how they wish to move forward regarding landscaping services come Spring 2024.

Communication continues to be difficult with our provider. Concern about fertilization treatments not being done properly because no flags have been placed throughout the property.

Snow Plowing: RPM will provide the community feedback regarding the concerns from this past plow season directly to CJA, so that expectations can be reset in accordance with the standards that Highland Village is accustomed to.

The board and RPM met with CJA to discuss our concerns. Per the suggestions of the community, we discussed the option to bring a skid steer to the property for driveway snow removal. This equipment would have to be rented by our provider, and the additional cost is not something the association is willing to absorb.

RPM to address additional community concerns; placing snow stakes at the sprinkler heads; place stakes earlier and more often – maybe using a color system; placing snow stakes with a board member/ community member to ensure all are placed as needed; not to use metal shovels when shoveling the deck.

Reserve Account: The Board will be exploring different possible saving options for the reserve funds, that might safely give us more interest earned on those funds.

The board has moved some of the reserve funds into a CD account.

Reserve Study: RPM will research costs to have a Reserve Study done and present to the Board for review. A reserve study is a method of determining if we are saving enough money in our capital reserve fund to pay for future capital costs for new roofs, siding, driveways, irrigation, etc.

Arborist: Elliott Tree will be at the property to perform tree work that has been noted as hazardous or has the potential to cause damage to the common areas. The Board has engaged the Paxton conservation commission to review and approve any tree work. **Note:** No trees on the common area can be cut down or altered without permission from the Board.

Arborist work is complete.

Roadway: Quinn Engineering has determined that the roadway was found to be in excellent condition. No evidence of pavement instability was observed, and the road surface is stable. It is recommended to keep monitoring the roadway for preventative maintenance.

The road has been assessed. Crack filling may be needed in the future.

Roofs: RPM to obtain roof estimates for Units 8/10, as the leak problem is undetectable, and the age of the roof is at the end of its life expectancy.

Two quotes have been obtained. Although this roof is similar in age to others, it is not expected that we will have to continue to replace roofs. Many factors affect a roof's longevity such as sunlight, shade, moss growth and if the shingles are consistently roof raked.

Trench Work: Nolan will provide an estimate for the trench work across from Unit 13.

Quote for the work has been obtained and approved. Contractor waiting on material.

Tree/Shrub Trimming: Busy Bee to provide an estimate for services at the entrance and identified shrubs throughout the property.

Quote has been obtained and approved. Shrub trimming will be scheduled as soon as Busy Bees schedule allows – early/mid fall.

Reminders:

Landscaping Embellishments: Landscaping that was not installed by the association is a homeowner's responsibility to maintain. The association's responsibility includes the lawn mowing and the original planting of the foundation beds in the front of the units. Any plantings along the sides of the unit, in the rear or along the walkway must be maintained by the unit owner. These areas should be appealing and if not properly taken care

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of, the board may ask owners to remove the embellishments at the owner's expense.

Decks: Decks are a homeowner's responsibility to maintain and repair.

Dryer Vents: Make sure dryer vents are inspected and cleaned out on a consistent basis.

Common Area – Intent/Use/Alterations: Any alterations to the common areas require written permission from the Board of Trustees. Extension of previously approved gardening beds or additional gardening beds require written permission from the Board. **Note:** If a unit owner brings a vendor onsite to make Board approved enhancements to common areas, it is the unit owner's responsibility to make sure that vendor has been vetted by our property manager for proper license and insurance.

Irrigation: Please be aware that the sprinklers do not all go off at the same time. The inside circle is set for one day and the outside circle another. The irrigation system is set to do one house at a time. This rotation schedule is in place to conserve the well water.

Bird Feeders: Bird feeders are phased out due to the concerns for attracting black bears and other unwanted wildlife. Bird feeders are no longer allowed since August 15, 2023.

Highland Village, Ruane Property Management, and unit owner, Susan Dion are named in a lawsuit involving a slip and fall by a UPS driver in January of 2022. According to Maureen Ruane, legal teams from our insurance company are handling the matter. If you plan to refinance or sell your unit, the ongoing litigation will have to be disclosed. If you have any questions or concerns, please contact Maureen Ruane.

Next Trustee Meeting: Tuesday, October 10th 3pm

Location – Zoom

The board will continue to have in person meetings quarterly for the community to attend.

Respectfully submitted,

Highland Village Condominiums
By Ruane Property Management LLC its Agent

Maureen Ruane, Property Manager