

Regular Meeting Minutes
Johnson Woods Condominium Trust

Order: B59264BWD
Address: 127 Johnson Woods Dr # 127
Order Date: 04-27-2026
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JW BoT meeting Minutes 23 Oct 2025

Attendees: Board – Ted Moore, Brian Piani, Kelly Condon, Jim Davidson, Brendan Gray

Attendees: Other – David Battaglia, Steve Kirwan

- **Homeowner Maintenance and Repair Issues:** The board addressed multiple homeowner maintenance concerns, including driveway drainage at 54 Johnson Woods Dr., window screen replacements, side light warranty issues, and ongoing repairs for various units, with input from Ted, and other board members on timelines, responsibilities, and technical solutions.
 - **Driveway Drainage Solution:** Ted explained the technical details of the drainage issue at 54 Johnson Woods Dr., noting the street is 1 inch below the garage door and proposing to remove and raise a section of hard top to improve the slope. The plan involves directing water to a strip drain, with Procut handling the cutting and scheduling the work for the week after next. Homeowners will be notified to move cars during the repair, and walking access will be maintained.
 - **Window Screen Replacement Process:** The BoT discussed missing window screens, clarifying that screens are not a condominium responsibility but replacements have been ordered. Steve K is responsible for sourcing and tracking the order, and Steve agreed to confirm the order date and provide updates to the affected homeowner.
 - **Side Light Warranty and Replacement:** Steve K. informed the board that National Lumber refused to warranty the shattered side light at 7 Taylor, so a new one has been ordered. The timeline for delivery is uncertain as National must source the part from the manufacturer, likely Anderson, and installation will occur upon arrival.
 - **Garage Ceiling Light Cap and Stone Wall Repair:** The BoT reviewed the unresolved issue of a missing cap on a garage ceiling light and a damaged stone wall between properties. Ted and the electrical contractor have committed to quick repairs, and Steve K. agreed to follow up and ensure completion, referencing previous communications and maintenance logs.
- **Parking Lot Paving, Lighting, and Drainage Upgrades:** Steve K. and the board discussed the timetable and technical requirements for Talbot parking lot paving, including drainage plan approval, installation of catch basins, lighting improvements, and integration of protective ballards, with coordination among the town engineer, Andrew from Town Hall, and Hayes Engineering.
 - **Drainage Plan Approval:** Andrew from Town Hall requested a revised drainage plan for the paved parking lot, which Hayes Engineering is preparing. The plan includes adding two or three Voltec catch basins to ensure proper water management before paving can proceed.
 - **Paving Contractor and Timeline:** The paving contractor confirmed availability to pave until mid-December, pending completion of drainage work. Ted and Steve are coordinating excavation and installation of catch basins to meet the schedule.

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- **Lighting and Ballard Installation:** The board identified insufficient lighting in the parking lot and discussed installing ballards with downlighting to improve safety and prevent vehicle intrusion. Steve will consult a lighting engineer to design a solution that avoids light pollution.
- **Oversight and Quality Assurance:** Board members emphasized the need for oversight during paving and compaction to prevent future cracking and settling. Little Harbor Construction will provide information on buried boulders to guide excavation, and Ted will monitor compliance with approved plans.
- **Drainage and Water Management Issues:** Homeowners and board members, including Brendan and Angelo, discussed longstanding drainage problems behind several units, reviewed past engineering attempts, and planned for a new engineering report from Criterium to address grading, pipe sizing, and catch basin installation.
 - **Historical Drainage Problems:** Homeowners described six years of recurring flooding and standing water behind their units, citing inadequate grading and undersized pipes as persistent issues. Multiple emails and photos have documented the problem for the board.
 - **Technical Assessment and Proposed Solutions:** The board reviewed sketches and technical details, noting the need to redirect water to a large catch basin via appropriately sized pipes and possibly install additional basins to handle runoff from both sides of the affected area.
 - **Engineering Report and Resident Input:** An engineering report from Criterium is pending, with homeowners invited to participate in a Zoom meeting to provide firsthand observations and feedback. The board will use the report to finalize a comprehensive drainage solution.
 - **Regulatory Considerations:** Ted clarified that DEP regulations prohibit direct connection of roof downspouts to catch basins, requiring alternative routing for groundwater and roof runoff. The board will ensure compliance while addressing resident concerns about pipe reconnection and water flow.
- **Parking Assignment, EV Charging, and Legal Disputes:** The board debated the reassignment of unassigned parking spaces for EV charging, reviewed legal correspondence between attorneys regarding deeded spaces, and voted on interim measures while awaiting attorney responses, with ongoing disputes over common area rights and rental spaces.
 - **EV Charging Space Allocation:** The board proposed taking two unassigned parking spaces from each building for EV charging, with a vote held to approve the measure pending reconciliation of plans and legal review of deeded spaces.
 - **Attorney Involvement and Timeline:** Ted and Brendan agreed to have their respective attorneys communicate to resolve disputes over parking assignments, with a one-week deadline set for attorney response before further board action.
 - **Rental Spaces and Common Area Rights:** The board discussed the status of rental spaces in Green Meadow, determining that spaces not attached to units are considered common area and subject to HOA control, though legal opinions differ and further attorney input is required.
- **HOA Responsibilities and Master Deed Interpretation:** The board examined the HOA's responsibility for window screens, storm doors, and foundation cracks, referencing the master deed and debating distinctions between townhouses and garden

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units, ultimately deciding to defer final decisions pending further review and legal clarification.

- **Window Screen and Storm Door Responsibility:** The board reviewed master deed language, confirming that window screens and storm doors are the property and responsibility of the unit owner, not the HOA, but noted inconsistencies in document boundaries and agreed to further review before public communication.
- **Foundation Crack Assessment:** A crack in the foundation at 144 Johnson Woods Dr. was determined to be cosmetic and not the HOA's responsibility unless water intrusion occurs. The board will monitor the crack and reassess in six months.
- **Punch List and Developer Liability:** With the developer's tenure ending, the board agreed to advise homeowners to seek legal recourse for unresolved punch list items, clarifying that such issues are not the HOA's responsibility.
- **Access Control, Security, and Surveillance Upgrades:** Steve and Dave B (Brigs) updated the board on the installation of accessible doors, revised quotes for additional buildings, and the approval of a \$45,000 surveillance upgrade for multiple properties, with timelines and technical details provided for implementation.
 - **Accessible Door Installation:** A final walkthrough with the electrician, barrier door, and ACP communications company is scheduled for Wednesday to finalize installation plans for accessible doors at 112 and 122 Johnson Woods Dr., with remotes and transmitters integrated into wall switches.
 - **Surveillance System Upgrade:** The board approved a \$45,000 proposal from HCP to upgrade DVRs and cameras for 16 Taylor, 30 Taylor, 39 Taylor, and other key areas, with the system designed to be stackable for future expansion.
 - **Implementation Timeline and Order:** Installation is expected to begin within 2-3 weeks, starting with 39 Taylor, and will include coordination with the access control company and electrician for outlet installation.
- **Financials, Budget Planning, and Vendor Contracts:** Brian, Dave, and the board reviewed financial reports, discussed budget shortfalls and insurance balances, and scheduled a Saturday budget working session to finalize the operating budget, with additional updates on snow removal and landscaping contracts.
 - **Financial Report Structure:** Brian noted that financials are currently segmented by property and lack consolidated totals, prompting a request for a roll-up report and a meeting with finance and accounting to improve budget visibility.
 - **Budget Shortfalls and Reserve Analysis:** The board identified a \$30,000 shortfall in revenue and insurance, balanced by reserve funds, and discussed the impact of the new CNA study on reserve requirements and future budgeting.
 - **Snow Removal and Landscaping Contracts:** The board finalized a snow removal contract with a 60-inch cap and reviewed options for driveway shoveling and ice melt, while ongoing negotiations for landscaping contracts were scheduled to conclude before month-end.
 - **Budget Session Scheduling:** A Saturday morning working budget session was scheduled, with remote participation options for traveling members, to finalize the operating budget and review financial models.
- **Violation Review and Enforcement Actions:** Dave and Steve led a review of ongoing violations, including trash can storage, parking infractions, and fire safety compliance,

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with decisions on fines, corrective actions, and coordination with the fire department for deck appliance inspections.

- **Trash Can Storage Solutions:** The board approved installation of uniform fencing for trash can enclosures at units unable to store cans in garages, with fines waived for compliance and written agreements required from homeowners.
- **Parking and Towing Enforcement:** Repeated parking violations were addressed with warnings and the potential for fines or towing after multiple infractions, emphasizing consistent enforcement across the community.
- **Fire Safety Compliance:** Steve coordinated with the fire department to inspect deck appliances, including gas grills, pizza ovens, and fire pits, ensuring compliance with safety regulations and securing appliances as required.
- **Foreclosure and Legal Status of 16 Taylor 1001:** Brendan, Sarah, and the board discussed the foreclosure process for 16 Taylor 1001, reviewed legal requirements for cleaning and access, and examined the implications of affordable housing regulations, with plans to await further legal and financial developments before taking action.
 - **Foreclosure Timeline and Legal Steps:** The board reviewed the status of the foreclosure, noting the owner's absence and pending legal deadlines under the Service Members Civil Relief Act, with a decision to wait until November 3rd before engaging counsel for further action.
 - **Affordable Housing Program Implications:** Discussion covered the resale process for 40B affordable units, the role of Mass Housing, and the prioritization of qualified buyers, with clarification that the bank and state agency manage the mortgage and property transfer.
 - **Condo Fee Payment and Property Condition:** A recent lump sum payment of condo fees was noted, with uncertainty about the payer, and the board agreed to investigate further while monitoring the property's condition and legal status.

Follow-up tasks:

- **HOA Meeting Minutes Approval:** Send the revised meeting minutes to Dave after board approval in the morning. (Brendan)
- **Driveway Drainage Repair at 54 Johnson Woods Dr.:** Notify homeowners of the scheduled date for driveway work so they can move their cars and plan accordingly. (Ted)
- **Window Screens Order Status for 7 Taylor:** Confirm when the replacement window screens were ordered and provide an estimated arrival date to the homeowner. (Steve)
- **Tax Bill Correction for 7 Taylor:** Check with the attorney regarding the property tax issue and coordinate with the homeowner to resolve the overbilling. (Homeowner)
- **Garage Ceiling Light Cap Repair at 7 Taylor:** Look into the missing cap on the garage ceiling light and arrange for its repair. (Steve)
- **Directory Listing for 39 Taylor:** Ensure the resident at 39 Taylor is added to the directory after the technician visit on Wednesday. (Steve)
- **Noise Complaint at 39 Taylor:** Talk to Pete to investigate possible structural solutions for noise transmission between units and update the resident. (Dave & Steve)
- **Skylight Leak and Door Issue at 16 Taylor:** Order and install a storm door for 16 Taylor to address the leaking issue. (Steve)

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- **Drainage Issue Behind 59 Johnson Woods Dr.:** Coordinate with the engineer and homeowner to review and address the drainage problem, including scheduling a Zoom meeting if needed. (Dave)

JW BoT meeting Minutes 15 Sep 2025

Attendees: Board – Ted Moore, Brian Piani, Kelly Condon, Jim Davidson, Brendan Gray
Attendees: Other – David Battaglia, Steve Kirwan

- **Annual Homeowner Meeting:** 3 Dec 2025 with 10 Dec 2025 as a backup. Will be held in the Parish Center behind St Agnes Church on Woburn Street.
- **Next BoT:** 23 Oct 2025
- **Newsletter Development and Distribution:** Gerry Anghoff provided an update on the HOA newsletter, highlighting technical improvements, integration with MailChimp, and collaboration with Kristin for enhanced distribution and tracking, while discussing privacy considerations and future survey capabilities.
 - **Newsletter Content and Features:** Gerry described the newsletter's content, including board member profiles and clickable links, and explained the navigation improvements such as a table of contents and direct email links.
 - **MailChimp Integration:** The newsletter is now uploaded to MailChimp, allowing for a trackable URL, integration with a dedicated Gmail account, and the ability to monitor open rates and readership.
 - **Distribution Strategy:** The committee plans to have Briggs send out a graphic flyer with a single-click link to the newsletter, and discussed creating a printable version with a QR code for posting in common areas.
 - **Privacy and Email Collection:** The group discussed privacy concerns regarding collecting residents' email addresses, agreeing that any solicitation for direct communication would require disclosure and resident consent.
 - **Survey Functionality:** Kelly confirmed that MailChimp supports surveys, but noted that a mailing list is required, and discussed the potential for basic surveys and more formal tools like SurveyMonkey in the future.
- **Parking Lot, Paving, and Lighting Updates:** Peter Doucette raised questions about the planned parking lot, paving, and lighting on Talbot with Brendan and Ted providing updates on construction progress, lighting installation, and the timeline for completion, including considerations for EV charging stations and privacy screens.
 - **Construction Progress:** Ted explained that the stone wall near the parking lot was nearing completion, after which materials would be cleared and curbing installed as soon as the site contractor is available.
 - **Lighting Installation:** The team discussed the installation of perimeter lighting, noting that the lamps were in place but not yet operational, and agreed to assess whether additional lighting is needed for safety.
 - **Paving and Timeline:** Ted outlined the plan to complete curbing and paving, aiming for completion before winter, but noted that subcontractor availability could affect the schedule.
 - **EV Charging Station Considerations:** The group discussed the potential for EV charging stations in the parking lot, acknowledging the need to finalize decisions soon due to power requirements and the overflow nature of the lot.

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- **Privacy Screens:** A resident inquired about privacy screens behind their unit; Steve K. confirmed that screens had been present but were removed and relocated, and there are currently none in place.
- **Driveway Drainage and Repair at 54 Johnson Woods Drive:** Brendan, Ted, and Steve discussed ongoing drainage issues at 54 Johnson Woods Drive, reviewing previous assessments, potential solutions, and responsibilities, with Ted committing to provide a written update within 14 days.
 - **Assessment of Drainage Problem:** Steve described water pooling in the middle of the driveway, causing winter icing, and explained that a water test showed inadequate slope for proper drainage.
 - **Potential Solutions:** The group considered options such as regrading, repaving, or installing a strip drain, depending on the results of a laser level assessment to determine the driveway's slope.
 - **Responsibility and Next Steps:** Ted discussed whether the original contractor or a third party should be responsible for repairs and agreed to obtain price estimates for both regrading and installing a drain.
 - **Timeline Commitment:** Ted committed to providing a written report with a recommended solution within 14 days, aiming to resolve the issue before winter.
- **Wall Repairs and Aesthetic Improvements:** The Board reviewed the status of wall repairs at Courtyard Place and 33 Johnson Woods Drive with the developer, discussing proposed solutions, contractor involvement, and plans for aesthetic enhancements.
 - **Courtyard Place Wall:** Ted proposed power washing, removing bumps, and covering the wall with bluestone for improved appearance, while noting structural limitations that prevent full replacement.
 - **33 Johnson Woods Drive Wall:** John Peroni was tasked with repairing the wall to match the quality of other walls, with work scheduled to be completed within the week.
- **Drainage Plans and Engineering Documentation:** Ted provided Brigs with original grading, drainage, and construction plans, and discussed ongoing collaboration with Hayes and Criteria engineers to address drainage issues and avoid puddling behind building 50.
 - **Provision of Plans:** Ted distributed copies of original site, grading, and drainage plans, as well as permits and structural documents, to support ongoing maintenance and compliance.
 - **Coordination with Engineers:** Hayes is developing a drainage solution to be reviewed by Criterium, with the goal of eliminating puddling and ensuring compliance with engineering standards.
- **Leases, Parking Assignments, and Tenant Regulations:** The Board reviewed the status of lease documentation, parking assignments, and tenant compliance with rules and regulations, agreeing to update policies and ensure all tenants sign the latest documents.
 - **Lease and Parking Documentation:** Ted confirmed that front and signature pages of all leases were provided, and discussed the need to ensure tenants have signed the rules and regulations.
 - **Policy Updates:** The group agreed to update tenants with new rules and parking policies once finalized, ensuring all are aware of and compliant with current regulations.

- **ADA Door Openers and Accessibility Upgrades:** Dave presented options for ADA-compliant door openers, with the group comparing vendor bids, discussing technical requirements, and deciding to proceed with Superior Door for prioritized entrances, while planning for phased future upgrades.
 - **Vendor Comparison and Selection:** Dave compared bids from three companies for ADA door openers, recommending Superior Door based on past performance and compatibility with existing systems.
 - **Technical and Cost Considerations:** The group discussed options for remote versus fob-operated systems, installation requirements, and the need for additional outlets and intercom integration.
 - **Phased Implementation:** The board approved proceeding with front door and back doors and garages installations for 30 and 39 Taylor, and back door (parking lot access) for 112 and 122 JWD. A second phase to complete all entrances next year after further assessment.
 - **Visitor and Resident Access:** The team clarified that remote access would be provided to residents with ADA needs, while visitors could use intercom systems for entry.
- **Security Camera System Upgrades:** The Board evaluated proposals for upgrading security camera systems, focusing on coverage of key areas, technical requirements, and vendor selection, and agreed to proceed with a preferred vendor while seeking additional bids.
 - **Current and Proposed Camera Locations:** The group reviewed existing camera placements and identified the need for additional cameras in main entry vestibules, lobbies, garages, and mailrooms for improved coverage.
 - **Technical Upgrades:** Proposals included upgrading DVR systems to support more cameras and using wired (Cat 5) connections for reliability.
 - **Vendor Selection and Negotiation:** The board favored a local vendor, ACP for their expertise and responsiveness, and planned to negotiate for expanded coverage at a competitive price.
 - **Insurance and Liability Considerations:** The group discussed potential insurance benefits of enhanced security and prioritized coverage of high-risk areas such as mailrooms and gyms.
- **EV Charging Station Planning:** The Board discussed the assessment and planning for EV charging stations, including technical evaluations, power availability, and coordination with local utilities and inspectors to determine feasible installation locations.
 - **Technical Assessment:** An electrical inspector is scheduled to review the setup at 16 and 39 Taylor, with Redding Power and Light to assess building load and recommend the number of EV chargers that can be supported.
 - **Charger Types and Locations:** The group discussed Level 1, 2, and 3 chargers, with Level 3 not permitted inside the condominium, and considered placing chargers in common areas such as near the compactor room.
 - **Policy and Resident Requests:** The team acknowledged resident requests for chargers, the need to determine cost-sharing, and the importance of balancing resident needs with infrastructure limitations.
- **Financial Review and Budget Planning:** Brian and Adve (Brigs) led a review of July and August financials, discussed revenue and expense variances, and initiated planning

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for the 2026 budget, including potential changes to expense allocation and reserve funding.

- **Monthly Financial Review:** The group reviewed operating income, expenses, and variances for July and August, noting areas over and under budget, and discussed the need for detailed unit-level fee tracking.
- **Expense Allocation Discussion:** Brian presented analysis on combining budgets for the five apartment buildings and discussed the implications for reserve funding.
- **Reserve Fund Allocation:** The team debated how to allocate reserve contributions between garden-style buildings and townhouses, considering historical practices and the need for equitable treatment.
- **Affordable Unit Fee Structure:** The group examined the calculation of condo fees for affordable units, referencing state guidelines and the impact of included utilities, parking, and other factors.
- **Violation Enforcement and Fines:** Brigs reviewed recent violations, fines, and enforcement actions related to parking, trash storage, and other rule infractions, ensuring consistent application of policies and discussing communication strategies with residents.
 - **Parking and Trash Violations:** The board discussed specific cases of improper parking and trash can storage, issued fines, and considered requests for forgiveness, emphasizing the need for consistent enforcement.
 - **Resident Communication:** The group agreed to notify residents of violations and policy changes.
- **CORI Checks and Tenant Screening Policy:** Brendan, Ted, and Kelly discussed the legal and procedural aspects of conducting CORI (background) checks for tenants, agreeing to seek legal guidance and standardize certification procedures without sharing sensitive information.
 - **Legal Concerns and Liability:** Ted expressed concerns about liability when sharing CORI reports, referencing legal statutes and requesting indemnification from the association's attorney before proceeding.
 - **Certification Process:** The group agreed that homeowners or management should certify that a satisfactory CORI check was completed, rather than sharing the actual report, to comply with privacy laws.
 - **Criteria for Passing:** Discussion included the need for clear criteria on what constitutes a 'pass' for a CORI check, with suggestions to follow industry standards and consult with a landlord-tenant attorney.
 - **Vendor Information:** Kelly provided contact information for Core Logic as a resource for conducting credit and criminal background checks.

Unit Health and Safety Concerns: The board addressed health and safety concerns in unit 1001 at 16 Taylor, discussing legal authority to enter, remediation steps, and the impact of such issues on property values and buyer interest.

- **Legal Authority and Entry:** The board reviewed advice from their attorney regarding the authority to enter a unit for health and safety reasons, and agreed to document conditions with photographs before hiring a remediation service.

Follow-up tasks:

- **Newsletter Distribution and Testing:** Coordinate with Kristin and Briggs to send a test email of the newsletter with the graphic flyer and confirm the format and functionality before official distribution. (Brendan)
- **Parking Lot Lighting and Completion:** Arrange for the appropriate person to install and activate the parking lot lights, then assess if perimeter lighting is sufficient for safety before deciding on additional lighting. (Steve)
- **EV Charging Station Assessment:** Obtain recommendations from the town electrical inspector and Redding Power and Light regarding the number and type of EV charging stations that can be supported at 16 Taylor, and report findings to the board. (Steve)
- **Privacy Screen Installation:** Investigate and address the absence of privacy screens between houses and the parking lot, and determine if they can be reinstalled or replaced. (Ted)
- **Driveway Drainage Solution at 54 Johnson Woods Drive:** Obtain laser level measurements from Pete to determine driveway slope and provide a written report with a recommended solution for the drainage issue by 30 Sep. (Ted)
- **Courtyard Place Wall Repairs:** Dress up the wall at Courtyard Place by power washing, removing bumps, and covering with bluestone, and report completion to the board. (Ted)
- **Wall Repairs at 33 Johnson Woods Drive:** Ensure John Peroni completes repairs to the wall at 33 Johnson Woods Drive to match the quality of other walls, and confirm completion to the board. (Ted)

JW BoT meeting Minutes 5 Aug 2025

Attendees: Board – Ted Moore, Brian Piani, Kelly Condon, Jim Davidson, Brendan Gray
Attendees: Other – David Battaglia, Steve Kirwan

- **Parking Issues:** Board discussed the ongoing parking issues, including the need for a finalized form to address violations and the process for handling parking violations.
 - **Parking Violations:** Board suggested giving two warnings before taking tougher actions on parking violations. The importance of being reasonable and ensuring that residents contact the board if they have parking issues was emphasized.
 - **Visitor Parking:** Board raised concerns about residents using visitor parking spots due to limited parking spaces. Some residents with short driveways or more cars than spaces often use visitor spots.
 - **Garage Rentals:** Brian P. mentioned that residents could rent garages from Ted if they need additional parking spaces. He noted that there may be currently vacant garages available for rent.
 - **Finalizing Forms:** Board emphasized the need to finalize the parking violation form and distribute it to all residents. Jim D. suggested taking pictures of violations as part of the process.
- **Financial Reports:** David B. (Brigs) reviewed the financial reports, including the income statement and balance sheet, and discussed the need for access to the Fidelity accounts for better financial management.
 - **Income Statement:** The Board reviewed the income statement and highlighted the need for a high-level report each month. The report should include the operating account balance and the Reserve account balances. Brian noted that the year-to-date revenue was behind by \$22,000 as of July.
 - **Balance Sheet:** Board discussed the monthly balance sheet and the importance of reporting on variances every month.
 - **Fidelity Accounts:** David B. emphasized the need for access to the Fidelity accounts to manage the Reserve account effectively. The Board mentioned that the Board needs to get more comfortable with overall financial reporting before this step can be executed.
- **Reserve Account Access:** Board and Brigs discussed the importance of having access to the Reserve account for unplanned expenses and the need for a track record of accurate accounting.
 - **Unplanned Expenses:** Brian P. highlighted the importance of accessing the Reserve account for unplanned expenses rather than borrowing from the operating account. He mentioned that this would prevent inter-fund borrowing issues which creates extra accounting work.
 - **Reserve Account Usage:** Brian P. mentioned that they rarely ever have to take money out of the investment account but may need to in the future. He explained the process of transferring funds from the Reserve account to cover large expenses.

- **Budget Concerns:** Brian P. highlighted the budget concerns, including the shortfall in revenue and the need to address accounting issues to ensure financial stability.
 - **Revenue Shortfall:** Brian P. noted that the revenue was \$22,000 behind as of July and was expected to fall short by an additional \$3,000 each month. He emphasized the need to address this shortfall to ensure financial stability.
 - **Vendor Payments:** Board emphasized the importance of paying vendors on time to maintain good relationships and avoid disruptions in services. Brian P. mentioned that borrowing from the operating account to pay vendors was not ideal.
- **Legal and Compliance Issues:** The Board and the Brigs team discussed the legal and compliance issues related to unit owners not abiding by condo rules and the potential need for court orders to address health and safety concerns.
 - **Non-Compliance:** Board discussed the issue of unit owners not abiding by condo rules and the challenges in enforcing compliance. Some owners were not paying their fees, leading to potential legal actions.
 - **Health and Safety:** Steve K. raised concerns about health and safety issues in certain units, including infestations and hazardous conditions. He mentioned the need for court orders to address these issues if owners do not comply voluntarily.
 - **Legal Opinions:** Steve K. mentioned obtaining legal opinions on entering units without the owner's presence and the need for court orders. He emphasized the importance of following legal procedures to address non-compliance and safety concerns.
 - **Emergency Access:** Board discussed the condo documents that allow the board to enter units in case of emergencies. Steve K. mentioned the need to provide advance notice in non-emergency situations and the potential costs involved in obtaining court orders.
- **Maintenance and Repairs:** Board and the team reviewed the status of various maintenance and repair projects, including the pump project, deck cleaning, and irrigation system mapping.
 - **Pump Project:** Steve K. provided an update on the pump project, including the selection of pumps and related materials. He mentioned that the total cost of the project was estimated at \$22,000, including labor.
 - **Deck Cleaning:** Steve K. discussed the deck cleaning project, which involved using a new system that was less noisy and more efficient. He mentioned that the cost would be charged back to homeowners.
 - **Irrigation Mapping:** Steve K. provided an update on the irrigation system mapping, including the identification of zones and the need for manual programming. He mentioned that the goal was to complete the mapping by the end of September.
 - **Electrical Issues:** Steve K. discussed the ongoing electrical issues with the irrigation system, including the failure of the contactor. He mentioned that a master electrician was working on resolving the issue.
- **Unit Sales and Questionnaires:** Board and Ted discussed the issues with the accuracy of condo questionnaires provided by Brigs, which affected unit sales and the need for accurate information to facilitate smooth transactions.

- **Communication Issues:** Ted mentioned that the mortgage broker had difficulty getting responses from the management company, leading to delays in the sales process. He emphasized the importance of timely communication to avoid such issues.
 - **Responsibility:** Board and Ted discussed the responsibility for filling out the questionnaires and suggested that the board continue to handle this task until all units are sold. They emphasized the need for accurate and consistent information.
- **Violation Notices:** Board and the Brigs team discussed the need to issue violation notices for various infractions, including unauthorized items and improper use of common areas.
 - **Unauthorized Items:** Board discussed the need to issue violation notices for unauthorized items, such as solar lights and grills, in common areas. He emphasized the importance of being specific in the notices to avoid confusion.
 - **Common Area Use:** The Board discussed the improper use of common areas, including the placement of garbage cans and sports equipment. It was emphasized the need to address these violations to maintain the community's appearance.
 - **Communication:** The Board emphasized the importance of clear communication in violation notices to ensure residents understand the infractions and the required actions. It was suggested that we should include pictures and specific descriptions in the notices.
- **Security and Accessibility Upgrades:** Brigs team reviewed the progress on security and accessibility upgrades, including the installation of accessible doors and surveillance systems.
 - **Accessible Doors:** Brigs provided an update on the installation of accessible doors, including the selection of vendors and the expected timeline for completion. He mentioned that the goal was to complete the installation by the end of September.
 - **Surveillance Systems:** Steve K. discussed the progress on the surveillance system upgrades, including the selection of vendors and the integration of the systems with the accessible doors. He mentioned that the upgrades would enhance security in the community.
- **Vendor Management:** Board and the team discussed the performance of various vendors, including the need for better communication and accountability to ensure project completion and quality.

Follow-up tasks:

- **Parking Violation Warning Process:** Finalize the parking violation warning form and distribute it to all relevant parties for implementation. (David, Steve)
- **Accounting and Financial Reporting:** Make the requested changes to the financial reporting process and ensure monthly statements and variances are accurately reported moving forward. (Brigs)
- **Office Expense Reclassification:** Reclassify the \$6,400 transition expense from office expense to management in the financial records. (Brigs)
- **Bike Tagging and Removal:** Send out a notice requiring residents to tag their bikes with unit numbers and remove untagged bikes after notification. (Steve)

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- **Accessible Door Proposals:** Obtain all proposals for accessible doors and present them to the board by the next meeting for decision. (Brigs)
- **Lighting Upgrade for Mailroom:** Coordinate the lighting upgrade in the front entrance/mailroom area, including arranging for necessary electrical work. (Jim, Dave)
- **Signage for Address Confusion:** Install clear signage at the corner to distinguish between 16 Talbot and 16 Taylor, including a solar light for visibility. (Steve)
- **Outstanding Maintenance Fees Follow-Up:** Continue to follow up with unit owners who have outstanding maintenance fees, including phone calls and emails as needed. (Brigs)
- **Legal Action for Non-Payment and Unit Condition:** Send a letter to a unit owner regarding entry for remediation due to hazardous conditions, post notice on the door, and obtain police reports for documentation. (Brigs)

JW BoT meeting Minutes 8 Jul 2025

Attendees: Board – Ted Moore, Brian Piani, Kelly Condon, Jim Davidson, Brendan Gray
Attendees: Other – David Battaglia, Steve Kirwan

Executive Summary:

The Board discussed the eviction process for a resident on Green Meadow Drive, granting a one-week extension for move-out and cleanup, with a lock change planned afterward. They also reviewed and revised parking regulations to align with the master deed, specifically deciding to remove the term "unregistered" from the rules and to emphasize enforcement of the master deed's language regarding unregistered and inoperable vehicles. Additionally, the Board reduced the maximum duration for visitor parking from five days to three days.

Meeting notes:

- **Eviction process:** BoT discussed the eviction process for a resident on Green Meadow Drive, noting that the resident had until yesterday to vacate the premises. Ted granted a one-week extension for the resident to clean up and remove their belongings.
 - Steve K. will handle the lock change after the resident finishes moving out.
- **Parking Regulations:** BoT and the team reviewed the parking regulations, focusing on the master deed's stipulations regarding unregistered and inoperable vehicles.
 - **Master Deed:** BoT reviewed the master deed's stipulations regarding unregistered and inoperable vehicles. They discussed the conflict between the master deed and the current rules, noting that the master deed should take precedence. Therefore, the parking rules are being revised to align with the Master Deed.
 - **Unregistered Vehicles:** The team debated whether to remove the term "unregistered" from the rules. BoT agreed to remove the term to avoid confusion and potential conflicts with the master deed.
 - **Enforcement:** BoT emphasized the importance of enforcing the master deed's language. The team agreed that the rules should align with the master deed, and any unregistered or inoperable vehicles should be addressed according to the master deed's stipulations.
- **Visitor Parking:** BoT and the team discussed the rules for visitor parking, including the duration visitors can park without notifying the property manager. They considered reducing the allowed duration from five days to three or four days. The decision was to limit visitor parking to three days.
 - **Duration:** BoT and the team discussed the allowed duration for visitor parking without notifying the property manager. They considered reducing the duration from five days to three or four days to prevent abuse of visitor parking spaces.
 - **Notification:** The team agreed that visitors should notify the property manager if they need to park for more than the allowed duration. This would help manage visitor parking and ensure spaces are available for genuine visitors.

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- **Enforcement:** BoT emphasized the need for clear enforcement of visitor parking rules. The team discussed the issuing of visitor parking passes to help identify and manage visitor vehicles.
- **Resident Parking:** BoT and the team addressed the issue of residents using visitor parking spaces. They agreed that residents should be allowed to use visitor parking for a limited time while visiting other residents.
 - **Limited Use:** BoT and the team agreed that residents should be allowed to use visitor parking spaces for a limited time while visiting other residents. This would accommodate residents who need temporary parking without abusing visitor spaces. Residents cannot park overnight in visitor spots.
 - **Enforcement:** The team discussed the need for clear enforcement of this rule to prevent residents from regularly using visitor parking spaces. They considered issuing temporary parking passes for residents visiting other residents.
- **Snowbird Parking:** BoT and the team discussed the issue of residents leaving their cars parked outside during snowy events while they are away. They agreed that residents must make arrangements for their cars to be moved to allow for snow removal.
 - **Enforcement:** The team agreed that cars left outside during snow events without arrangements for moving would be towed at the owner's expense. This policy aims to ensure that snow removal can be conducted efficiently and safely.
- **Parking Lot Completion:** BoT and the team discussed the completion timeline for the new parking lot and road pavement. Ted agreed to target November 1 for both projects.
- **Rental Policy:** BoT and the team reviewed the rental policy, emphasizing the need for background checks and adherence to the master deed's stipulations. They agreed to require unit owners to provide a copy of the rules and regulations to renters.
 - **Background Checks:** BoT and the team emphasized the importance of conducting background checks on renters to ensure the safety and integrity of the community. They discussed the need for a thorough screening process for all rental applicants.
 - **Master Deed:** The team reviewed the master deed's stipulations regarding rentals, including the requirement for a minimum one-year lease and the prohibition of transient rentals. They agreed that these stipulations must be strictly enforced.
 - **Rules and Regulations:** BoT and the team agreed that unit owners must provide a copy of the community's rules and regulations to renters. Renters must sign an acknowledgment of these rules as part of their lease agreement.
- **Stump Removal:** BoT and the team discussed the removal of stumps in grassy areas, agreeing that the HOA should cover the cost of stump removal and lawn repair.
- **Radon Mitigation:** BoT and the team approved a request for radon mitigation at a unit, acknowledging the health issue and agreeing to allow the installation of a radon mitigation system.
- **Irrigation System:** BoT and the team discussed the ongoing issues with the irrigation system, agreeing to hire a third-party company to map out the zones and improve the system's reliability.
 - **System Mapping:** BoT and the team discussed the need to map out the irrigation system's zones to improve its reliability. They agreed to hire a third-party company to conduct this mapping and provide a detailed report on the system's layout.

- **Reliability Issues:** The team addressed the ongoing reliability issues with the irrigation system, noting that inconsistent water pressure and coverage have been problematic. They emphasized the importance of resolving these issues to ensure proper irrigation throughout the community.
- **Third-Party Involvement:** BoT and the team agreed that involving a third-party company would be the most effective way to address the irrigation system's issues. This company would be responsible for mapping the zones, identifying problem areas, and recommending solutions to improve the system's performance.
- **Financial Discrepancies:** BoT and the team identified discrepancies in the financial reports, noting issues with late fees and outstanding balances. They agreed to work with the property manager to resolve these issues.
 - **Discrepancies Identified:** BoT and the team identified several discrepancies in the financial reports, including issues with late fees and outstanding balances. They noted that some fees appeared to be incorrectly applied or recorded.
 - **Property Accountant:** The team agreed to work closely with the property accountant to resolve these discrepancies. They emphasized the need for accurate financial reporting and clear communication between the accounting team and the board.
- **Next Meeting:** BoT and the team scheduled the next board meeting for August 5 to address ongoing issues and review progress.

Follow-up tasks:

- **Parking Rules:** Send an email to the property manager to notify them about the new parking rules and ensure they are published and communicated to all residents. (Brendan)
- **Visitor Parking:** Draft and send a newsletter to inform residents about the visitor parking rules, including the requirement to contact the property manager for stays longer than three days. (Brendan)
- **Snow Removal:** Add language to the parking rules requiring residents who will be away during a snow event to make arrangements for their car to be moved to allow for snow removal. (Brigs)
- **Parking Space Assignments:** Contact Emily to obtain the list of people renting parking spaces and notify them to start sending the money to Briggs. (Steve)
- **Parking Space Assignments:** Schedule a meeting with the board and the lawyers to resolve the issue of parking space assignments and ensure legal compliance. (Brendan)
- **Financial Reconciliation:** Arrange a meeting with the accounting team to address and resolve the discrepancies in the financial reports and outstanding fees. (Dave)
- **Irrigation System Mapping:** Hire a third-party company to map the irrigation system, including well locations, clock zones, and start times. (Steve)

JW BoT meeting Minutes 4 Jun 2025

Attendees: Board – Ted Moore, Brian Piani, Kelly Condon, Jim Davidson, Brendan Gray
Attendees: Other – David Battaglia, Steve Kirwan

Executive summary:

- **Newsletter Proposal:** The Board discussed a newsletter proposal to engage all residents, including renters, through electronic and mail distribution methods.
- **Volunteer Engagement:** Suggestions were made to involve volunteers in content creation for the newsletter, including important topics like parking policies.
- **HVAC Maintenance:** The importance of regular HVAC maintenance was emphasized, with plans to include reminders in the newsletter.
- **Work Notification Policy:** A proposed policy requiring residents to notify the Board 72 hours in advance of any work in their units was reviewed.
- **Security Camera Installation:** Plans for installing security cameras at entrances and mailrooms were discussed, focusing on scalability.
- **Parking Permit Policy:** A new parking permit policy was proposed to manage the use of visitor parking by residents with multiple cars.

Meeting notes:

- **Newsletter Proposal:** Board and the team discussed the newsletter proposal, emphasizing the need for distribution to all residents, including renters. They considered electronic and mail distribution methods and the importance of engaging volunteers for content creation.
 - **Distribution Methods:** The Board debated whether to send the newsletter electronically or by mail, considering the preferences of older residents who may not be electronically connected. They discussed the need to verify email addresses and encourage residents to sign up for the newsletter. The newsletter will be distributed via email, with hard copies available for collection. Notices in mailrooms will be posted to encourage sign-ups.
 - **Volunteer Engagement:** Board suggested including important topics like parking policies and fines in the newsletter. They discussed the idea of getting volunteers to help write content and the possibility of rotating responsibilities among committee members.
 - **Content Creation:** Board encouraged the team to think about topics for the newsletter, such as board decisions, annual meetings, and seasonal updates. They discussed the importance of making residents aware of board activities and decisions.

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- **Volunteer Recruitment:** Board proposed recruiting volunteers to help with the newsletter and suggested that Kelly, as the liaison, would coordinate this effort. They planned to send out a call for volunteers to the community.
- **Rotating Responsibilities:** Board proposed rotating responsibilities for newsletter content creation among committee members to ensure diverse contributions and shared workload.
- **Cost Considerations:** Board mentioned the cost implications of mailing the newsletter versus sending it electronically. They discussed the potential expense of printing and mailing the newsletter to all residents. The decision is to not incur additional expense.
- **Newsletter Topics:** Board encouraged the team to think about topics for the newsletter, such as board decisions, annual meetings, and seasonal updates. They discussed the importance of making residents aware of board activities and decisions.
- **HVAC Maintenance:** Board and the team discussed the importance of regular HVAC maintenance to prevent issues like the recent flood caused by a collapsed filter. They considered including maintenance reminders in the newsletter.
 - Residents need to be aware of maintenance schedules and requirements.
- **Work Notification Policy:** Board reviewed a proposed policy requiring residents to notify the board 72 hours in advance of any work being done in their units. The policy includes contractor insurance requirements and work descriptions. The final policy will be reviewed and approved in the coming weeks.
 - **Notification Requirement:** Board reviewed a proposed policy requiring residents to notify the board 72 hours in advance of any work being done in their units. This policy aims to ensure the board is aware of all work and can manage any potential issues.
 - **Contractor Insurance:** The proposed policy includes a requirement for contractors to submit insurance certificates before starting work. This ensures that all contractors are properly insured and reduces the risk to the community.
 - **Work Descriptions:** The policy also requires residents to provide detailed descriptions of the work being done. This helps the board understand the scope of the work and any potential impacts on the community.
- **Architectural Review:** Board and the team discussed a request from a resident to extend their patio. They reviewed the contractor's proposal and agreed to approve the project, ensuring it met community standards.
- **HVAC Replacement Options in 112/122 JWD (as needed):** Board and the team explored different options for replacing HVAC units in the buildings. They considered the costs and aesthetic impact of various solutions, ultimately deciding on a preferred option.
 - **Replacement Options:** Board and the team explored different options for replacing HVAC units in the buildings. They considered the costs and aesthetic impact of various solutions, including the need to maintain the current architectural look of the buildings.
 - **Cost Considerations:** The team discussed the costs associated with different HVAC replacement options, including the potential expense of modifying the exterior of the buildings to accommodate new units.

- **Aesthetic Impact:** Board emphasized the importance of maintaining the current architectural look of the buildings when replacing HVAC units. They considered the visual impact of different replacement options and the need to ensure uniformity.
- **Preferred Option:** After considering various factors, the team decided on a preferred option for replacing HVAC units that balanced cost, aesthetic impact, and functionality.
- **Courtyard Wall Aesthetics:** Board and the team addressed concerns about the appearance of a wall along Courtyard Place. They discussed options for improving the wall's aesthetics, including adding a veneer. The developer will present a proposed solution at the next Board meeting.
- **Security Camera Installation:** Board and the team discussed the installation of security cameras at all entrances and mailrooms. They emphasized the importance of scalability and the ability to add more cameras over time.
- **EV Charging Stations:** Board and the team considered the installation of EV charging stations in the visitor parking lot and the garage. They discussed the logistics, costs, and potential impact on residents.
- **Snow Removal Contracts:** Board and the team reviewed the snow removal contract, discussing the need for separate quotes for roads and individual driveways. They emphasized the importance of having the same vendor for both services.
- **Parking Permit Policy:** Board proposed implementing a parking permit policy to address the issue of residents with multiple cars using visitor parking spaces. The team discussed the potential revenue and enforcement measures.
- **Rules and Regulations Update:** Board and the team planned to update the community's rules and regulations, including fines for violations and enforcement procedures. They aimed to make the rules more accessible and easier to understand.
- **Next BoT:** 8 July 2025

Follow-up tasks:

- **Newsletter Distribution:** Draft an email for Kelly to send out to all residents, asking them to sign up via email for the newsletter. (Jerry)
- **Newsletter Volunteers:** Draft a call for volunteers for the newsletter and provide it to Dave for distribution to the community. (Kelly)
- **Newsletter Content:** Think about topics to include in the newsletter and provide suggestions during meetings. (the team)
- **Newsletter Email Address:** Look into the cost and feasibility of creating a newsletter email address at Johnson Woods condo. (Brendan)
- **Newsletter Liaison:** Draft an email for Kelly as the liaison to the newsletter and provide it to Dave for sending out to homeowners. (Jerry)
- **Newsletter Mailing:** Verify the email addresses associated with each unit to ensure all residents receive the newsletter. (Brigs)
- **Parking Policy:** Develop a parking policy that includes charging for overnight stays in the visitor lot and obtaining approval from the Reading police. (Board)
- **Trash Barrel Enclosures:** Install trash barrel enclosures for completed affordable homes and coordinate with Ted for unfinished homes. (Steve)

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- **Transition Study:** Work with Brigs to limit the scope of the transition study to drainage and the siding on 39 Taylor. (Brendan)
- **Ownership of parking:** Ted will provide his attorney's view on who has ownership of the parking areas in question by the next board meeting. (Ted)

- **Reserve study:** Meet with Karl (contractor) to update CAN study. (Brendan & Brian)

JW BoT meeting Minutes 6 May 2025

Attendees: Board – Ted Moore, Brian Piani, Kelly Condon, Jim Davidson, Brendan Gray

Meeting notes:

- **Community Gathering Proposal:** Ros Angoff proposed a Sunday afternoon potluck event for the community, which was discussed and agreed upon, with plans to hold it near the fire pit area. In Addition, Roz will look at periodic wine tasting to be scheduled starting in September.
 - **Event Details:** Ros proposed a Sunday afternoon potluck event, with attendees bringing their own beverages and snacks to share, aimed at fostering community interaction.
 - **Location and Logistics:** The event is planned to be held near the fire pit area, with considerations for space and potential rain dates discussed.
 - BoT approved a budget of \$500 for support items
- **Privacy Fence Request:** The BoT discussed the need for a privacy fence for 5 Taylor Drive to address issues with headlights and people walking behind the property.
 - **Headlight Issue:** Residents expressed concerns about headlights from cars shining into their living rooms and the lack of privacy due to people walking near their property.
 - **Fence Proposal:** The discussion included proposals for installing a privacy fence to mitigate these issues, with considerations for the height and placement of the fence. Ted and Steve will review the property for the correct size fence.
- **Website and Newsletter:** The BoT decided to maintain the current website portal managed by Brigs. Gerry Angoff had proposed creating a newsletter to keep the community informed about various happenings within Johnson Woods.
 - **Website Decision:** The team decided to continue using the current website software, despite some suggestions for changes. The current software has the ability to broadcast items to all homeowners via our property management company.
 - **Newsletter Proposal:** The BoT agreed to a proposal creating a newsletter to keep the community informed about various events, updates, and important information, with a committee to oversee its content and distribution. The BoT decided to ask Gerry Angoff, who has been very vocal on this issue to take the lead and form a committee to develop a periodic newsletter. Once the Newsletter is written it will be submitted the BoT for approval and Brigs will send it out.
- **Rules and Regulations Revision:** Brendan explained the process of revising the community's rules and regulations, with a sub-committee working on the updates.
 - **Revision Process:** The sub-committee is working on revising the community's rules and regulations, aiming to simplify and update them.
 - **Legal Considerations:** The revision process includes addressing legal language and ensuring the rules are clear and enforceable.
 - **Community Involvement:** The revised rules will be presented to the BoT for feedback and approval.

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- **Parking Enforcement:** BoT discussed enforcing parking rules, including charging for overnight parking in visitor spaces and addressing issues with residents using business spaces.
 - **Overnight Parking:** The team discussed implementing charges for overnight parking in visitor spaces to address the issue of residents using these spaces regularly.
 - **Visitor Space Usage:** There were concerns about residents using visitor parking spaces, and the team considered measures to enforce proper usage.
 - **Enforcement Measures:** Proposed measures included issuing fines, towing vehicles, and implementing a sticker system to identify authorized vehicles.
- **Community Room Usage:** The team discussed the process for approving and charging for the use of the community room, including a deposit for cleanup.
 - **Approval Process:** The team outlined a process for approving community room usage, requiring requests to be submitted to Steve for board approval and scheduling.
 - **Cleanup Deposit:** A deposit of \$100 was proposed for cleanup, refundable if the room is left in good condition after use.
- **Trash Barrel Enclosures:** The team discussed the need for consistent trash barrel enclosures for the affordable townhouse units to preserve the appearance of the community.
 - **Enclosure Design:** The team discussed designing consistent enclosures for trash barrels to improve the community's appearance, considering the specific needs of different units.
 - **Implementation Plan:** Steve was tasked with assessing the current situation and proposing solutions for the enclosures, with a focus on practicality and aesthetics.
- **Painting and Maintenance:** The team reviewed the performance of the painting contractor, Big Dog, and agreed that they were satisfied with the quality and value of their work.
 - **Contractor Performance:** The team expressed satisfaction with Big Dog's performance, noting the quality of their work and the value provided.
 - **Warranty and Service:** Big Dog offered a five-year warranty on their work, which was appreciated by the team, and they were responsive to additional requests and tasks.
- **Security and ADA Door Projects:** The team discussed the progress of the security and ADA door projects, with Steve and Dave coordinating the efforts and obtaining proposals.
 - **Project Coordination:** Steve and Dave are coordinating the security and ADA door projects, with Steve handling on-site assessments and Dave managing proposals.
 - **Security Upgrades:** The security project includes upgrading cameras and entry systems, with a focus on scalability and integration with existing infrastructure.
 - **ADA Door Installation:** The priority is to install ADA-compliant doors at 39 Taylor and 30 Taylor.
- **Communication about Mulch Issue:** The team agreed to send a message to the community explaining the recent mulch issue and the steps being taken to rectify the situation.

Follow-up tasks:

- **Community Gathering Event:** Draft and send out an invitation for the community gathering event, including details about the potluck and subsequent wine tasting. (Roz and Brendan)
- **Community Gathering Event:** Post the event details at the mail rooms and send an email blast to residents. (Steve, Briggs)
- **Community Gathering Event:** Prepare a budget of \$500 for the community gathering event to cover soft drinks and other expenses. (Brian)
- **Community Gathering Event:** Coordinate with the board to finalize the event details and ensure all necessary arrangements are made. (Steve)
- **Parking Regulations:** Draft a parking notice outlining the new policy for overnight parking and the associated fees. (Dave)
- **Parking Regulations:** Implement a system for issuing parking stickers to residents using business spaces for overnight parking. (Dave)
- **Parking Regulations:** Send a letter to residents violating parking rules, informing them of the new policy and potential fines. (Briggs)
- **Privacy Fence Installation:** Submit an architectural change request for the installation of a privacy fence at Johnson Woods Drive. (Residents)
- **Website Features:** Draft a proposal for a community newsletter, including various happenings within Johnson Woods, and present it to the board for approval. (Gerry)

Next BoT meeting: 4 June at 6 PM in the Community room.

JW BoT meeting Minutes 2 Apr 2025

Attendees: Board – Ted Moore, Brian Piani, Kelly Condon, Jim Davidson, Brendan Gray

Meeting notes:

- **Financial Reports:** BoT and Scott Wolf (CEO Brigs) discussed the timeline for receiving financial reports, with Scott clarifying that the April financials would not be available until June to ensure accuracy.
 - **Timeline Clarification:** Scott Wolf explained that the April financials would not be available until June due to the time required for reconciliation and accuracy checks. He emphasized the importance of ensuring all data is accurate and up-to-date before releasing the reports.
 - **Initial Delays:** Scott mentioned that the first set of financials is typically delayed to ensure everything is accurate. This delay is expected to be around 60 days after the end of the month, meaning the April financials would be available in June.
- **ACH Fees:** Scott Wolf explained the ACH fee structure and Brendan suggested better communication to residents about the one-time fee.
 - **Fee Structure:** Scott Wolf detailed that the Glover management had been paying \$1 per unit per month to Appfolio to cover the ACH fees, making it free for unit owners.
 - **Subsidization:** Brendan and Scott discussed that the management fee likely included this subsidization, although it was not explicitly clear in the financials. Scott confirmed that someone was paying Appfolio for the convenience of free ACH.
 - **Communication Plan:** Brendan suggested sending a letter to residents explaining the one-time fee for setting up ACH payments and providing alternatives to avoid the fee, such as mailing checks. Scott agreed to draft and send this letter to ensure residents are well-informed.
- **Eviction Process:** The BoT and Ted discussed the eviction process for a problematic tenant, outlining the steps taken and the potential timeline for resolution.
 - **Eviction Steps:** Brendan and Ted outlined the eviction process, starting with a seven-day notice delivered by a constable. If the tenant does not vacate within seven days, the next step is to go to court to request a possessory order.
 - **Timeline:** The timeline for the court hearing can vary from two to six weeks, depending on the judge's schedule. If the judge grants the possessory order, the tenant may be given additional time to leave, which is unpredictable.
 - **Communication with Neighbors:** Brendan suggested Ted inform concerned neighbors that eviction proceedings have been initiated, although the process can take a while. This communication aims to manage expectations and provide transparency.
- **Parking Space Assignment:** Brian and Ted addressed the issue of parking space assignments, with Ted assuring Christine Primiano that her parking arrangement would be honored and adjusted if necessary.

- **Current Arrangement:** Christine Primiano was assured that her current parking arrangement, which includes an indoor and an outdoor space, would be honored. Ted confirmed that if she decides to give up the garage, she would be provided with an outdoor space as per the agreement.
- **Future Adjustments:** Ted mentioned that if there isn't an available space outside 39 Taylor, he would reassign spaces from units he owns to ensure Christine gets the outdoor space she is entitled to.
- **Documentation:** Christine expressed a desire for this arrangement to be documented to ensure it is honored in the future, even if the current board members are no longer in place. Ted agreed to include this in the official documents.
- **Transition Study:** Brendan and the board discussed the need for a transition study to ensure proper construction and address any outstanding issues, with proposals from two engineering firms being considered.
 - **Proposals Considered:** Two proposals were considered for the transition study: one from CCA for \$39,000 and another from Criterion Engineers for \$4,500. The board discussed the scope and details of each proposal.
 - **Scope of Study:** The transition study aims to review the construction quality, drainage systems, roads, and other infrastructure to ensure everything is built correctly and identify any outstanding issues that need to be addressed.
 - **Preliminary Review:** Criterion Engineers proposed a preliminary review to identify any major issues before conducting a more detailed investigation, which would help manage costs and focus on critical areas.
- **Architectural Review:** The board discussed the process for architectural review, emphasizing the need for consistency and proper documentation for any changes to the common areas.
 - **Review Process:** The board emphasized the importance of having a consistent process for architectural reviews to ensure any changes to common areas are properly documented and approved.
 - **Documentation:** Any approved changes should be documented and recorded with the registry to ensure future buyers are aware of their responsibilities and the modifications made to the property.
 - **Consistency:** The board discussed the need for uniformity in architectural changes, such as ensuring that any additions or modifications are in keeping with the overall design and aesthetics of the community.
- **HOA Onboarding:** The board considered different methods for onboarding homeowners to the new system, ultimately deciding to start with a virtual meeting and offer in-person sessions if needed.
 - **Virtual Meetings:** The board decided to start with virtual meetings to onboard homeowners to the new system, as it is more convenient and accessible for most residents.
 - **In-Person Sessions:** If there is a need, the board will offer in-person sessions for those who prefer or require face-to-face assistance, ensuring all residents are adequately supported.
- **Budget Process:** Brian and Ted discussed the need to start the budget process early to ensure proper allocation and avoid issues, with a target date set for August 1st.

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- **Early Start:** Brian and Ted emphasized the importance of starting the budget process early to ensure proper allocation of funds and avoid any issues that may arise from delays.
- **Target Date:** The board set a target date of August 1st to begin the budget process, allowing ample time to review and adjust the budget as needed before the end of the year.
- **Budget Format:** The board discussed using a simplified budget format that includes assumptions and detailed breakdowns to ensure clarity and accuracy in the budgeting process.
- **Rules and Regulations Review:** The board acknowledged the need to review and update the condominium's rules and regulations, with Jim D. highlighting the importance of addressing outdated or irrelevant rules.
 - **Review Necessity:** The board recognized that the current rules and regulations have not been updated in 20 years and may contain outdated or irrelevant provisions that need to be revised.
 - **Legal Counsel:** The board considered involving legal counsel to review and make recommendations for updating the rules and regulations to ensure they are compliant with current laws and best practices.
 - **Focus Areas:** Key areas for review include parking regulations, architectural changes, and rental policies to ensure they are clear, enforceable, and reflect the current needs of the community.

Follow-up tasks:

- **Financial Reports:** Send a letter to residents explaining the one-time fee for setting up automatic payments and the options to avoid it. (Scott Wolf)
- **ACH Fee Clarification:** Send a letter to residents clarifying the ACH fee and the process for setting up recurring payments. (Scott Wolf)
- **Conduit Removal:** Notify a TH resident informing them that their conduit installation is not approved and must be removed. (Steve & Jim D)
- **Transition Study:** Schedule a separate board meeting to discuss the transition study proposals and finalize the decision. (Brendan)
- **Onboarding Meeting:** Organize a virtual onboarding meeting for homeowners to introduce the new management system and processes. (Brigs)
- **Rules and Regulations Review:** Review and update the condominium rules and regulations to ensure they are current and applicable. (BoT)
- **Rental Policy:** Finalize and implement the rental policy, ensuring it includes language that lessees will abide by the condominium rules and regulations. (BoT)
- **Next BoT meeting:** 6 May 2025