

Upham Farms Annual Meeting
November 15, 2022

** Meeting was rescheduled after annual meeting on October 24 was canceled due to not reaching quorum**

Meeting Called to Order at 6:33 pm after Quorum Reached and Verified (18 owners present in person or through zoom)

Items Discussed:

- Review of Meeting Minutes from Annual Meeting on October 24, 2021
 - Colleen Carney made motion to accept, seconded by Bob Doolin, all in favor, motion carries

- Items Discussed:
 - Finances
 - Discussed the costs for repairs on water shed improvements, front porch replacements, other carpentry projects, and costs to finish the envelope project from 2020 that was delayed due to covid, inflated prices of materials, and difficulty finding a carpenter, as well as waiting for permits
 - Discussed estimates for yearly maintenance of the water system
 - Reviewed bank balances
 - Reviewed proposed budget for 2023
 - Reviewed proposed projects and their costs for 2023
 - HOA payments
 - HOA payments are due on the first of the month, the fee for late payments is \$25. The HOA payments made in December will be applied to late payments first so please keep this in mind when issuing your payment if you have late fees.
 - 2020 envelope project status update
 - The project was completed as originally planned with modifications made due to building code requirements; we are waiting for railings to be completed before they can be installed, each set of steps will have one metal railing as per code, this is the only pending item from 2020 envelope project
 - Carpentry projects
 - Six front porches on the odd side were replaced this year (25A-C, 27B-D), the floor boards and steps were replaced, there are no railings installed at this time, after all of the porches on the odd side have been replaced, we will revisit installing railings (they are not required by code and most owners that have had their porches replaced prefer them without railings as it makes the porch bigger)
 - Replaced clap boards and trim along garage front for 23C, 23D, 25A, 25B, 25C, 25D, 27A, 27B, 27C, and 27D
 - Roof patch and mold treatment on 15A
 - Removed window garage 15B
 - Replaced rake board 15C
 - Repaired roof leak 23C

- Replaced exterior trim on 20B
- An owner asked if they can change the direction of their dryer vent, there is no HOA regulation preventing this, but the owner has to maintain a permit from the Town of Charlton and assumes the cost themselves
- Update on the personal injury lawsuit from years ago
 - The lawsuit was settled by the attorney hired by our former insurance company for less than \$5000, our former insurance company paid the settlement and the case is closed
- Septic update
 - The septic system repairs have been completed, a member of the Board dropped off flyers regarding septic system care earlier in the year, there is a possibility that sewer will be extended close enough to Upham Farms that we can tie in, so we will not be investing any funds in septic other than routine care and maintenance, unless there is an unforeseen issue
 - Reminder that garbage disposals are strictly prohibited and will need to be removed if they have been installed
- Review of winter parking rules
 - November 15 through April 15, no large vehicles to be parked in the overflow parking area, no parking on the streets when we are expecting snow, no long term parking on the streets, if going away, you should park in driveway
- Water Update
 - Two of the Board members met with Chris McClure from McClure Engineering regarding the water situation in the community, and he strongly recommended hiring a firm to inspect and maintain the water system and said that if we didn't, the system would fail at some point, and it would be difficult and expensive to get a company out to fix it. Based on his recommendation, we hired MPS to inspect the water system, replaced the door to the water shed, had the old insulation cleaned out, had it spray foamed and painted with protectant paint, had pest control remediate, and replaced the heater. We will be adding a temperature control system and installing an external beacon or siren to alert us if the water pressure is too low. MPS will be coming yearly to inspect and maintain the system.
- Pest Control
 - The HOA will assume the cost of pest control inspections provided they are performed by the contracted pest control company and authorization is obtained prior to the inspection; remediation is typically a cost to the unit owner. Please contact the emergency number on the Upham Farms issue log or the property manager immediately upon discovering an issue so it doesn't become a bigger issue
- Website/Issue form
 - Reminder to report any issues to the Board on the form on the Website, unless there is an urgent issue or emergency, in which case you should be calling the property manager or the number listed on the website for emergencies; the Board of Trustees reviews and responds to the submitted issues monthly at our meetings so if there is an issue that cannot wait, please call.
- HOA Collections Issue
 - The previous owner of 23B obtained a 6D certificate after paying his HOA fees, and then proceeded to place a stop payment on the check, which was in the

amount of @\$1500. The Board filed a police report against him, the signor of the check, and the business that the check was drawn, the Charlton PD agreed that this was larceny by check, however, the District Attorney's office in Dudley District Court declined to press charges. Our attorney recommended that we file in small claims court rather than have his office collect the debt, which we did, the court date was scheduled for November 15, 2022, but the plaintiff filed a complaint that he wanted to attend remotely and was not able to attend in person for the next six weeks, so the court rescheduled for January.

- The Board is actively working with an attorney regarding any other issues with HOA fees being paid on time, and he will proceed according to law.

- Pet policy

- The pet policy was distributed and should be followed by all pet owners. All owners with pet dogs are asked to register them with property management by November 28. Please send a picture of your pooch with the registration. Each unit should only have one dog and the dog should be 40 pounds or smaller as per HOA bylaws (the Board/Property Management will not be weighing your pup or trying to estimate the weight).

- Grilling safety

- Reminder that grills must be 10 feet away from any building, car, deck, or structure as per the terms of our insurance policy.

- Lease agreements

- If your unit is not owner occupied, please supply a copy of your lease agreement to property management as soon as possible; reminder that if you are not the occupant of your unit, you are responsible for ensuring your tenants comply with all HOA rules and regulations and resolving any issue in a timely maner

- Camera on property

- Suggestion has been made to install a camera at the base of Upham Farm and Highfield Roads to provide the ability to review who has come into the community in the event of an issue; no objections were made so the Board and property manager will look into this

- Board positions

- Christopher Senseman has a year remaining in his term, Carolyn Bousquet has withdrawn from the Board so Barbara Washburn has assumed the remaining year of her term, Colleen Carney and Laura Alderson are running for another two-year term, and Cheryl Cameron elected to join the Board for a two-year term; there were no other interested parties and no objections made, all were in favor of this Board of Trustees.

*** The meeting adjourned abruptly due to the facility we held the meeting at closing and informing us that we had to leave, so there was limited time to discuss proposed projects and the HOA fee for next year, information was distributed during the meeting***