

Upham Farms Annual Meeting
October 23, 2023

Meeting Called to Order at 6:31 pm after Quorum Reached and Verified (21 owners present in person, 1 owner assigned a proxy)

Items Discussed:

- Review of Meeting Minutes from Annual Meeting on November 15, 2022
 - Barbara Washburn made a motion to accept, seconded by Colleen Carney, all in favor, motion carries
- Everyone in attendance introduced themselves
- Discussed 2023 envelope project
 - Property manager requested \$136,000 for proposed projects, the Board voted for \$72,000, \$60,000 of that special assessment has been collected year to date and has been utilized
 - Repairing/replacing the top part of the garages on the odd side where the siding meets the eaves – seven of these were completed this year, there are five remaining that will need to be done next year (17, 19, 1/2 of 23, and 25)
 - The carpenter selected which ones were in need of repair most and worked in that order
 - The gable wall on 15D was replaced, there were extensive repairs necessary but this project did come in under budget, vinyl siding was installed
 - The gable wall on 25A has been replaced, the owner is putting on a new deck so the new vinyl siding will be installed when the deck is complete, the walls in the cove were also replaced, the contractor could salvage the cedar for one wall but replaced the other three with vinyl siding
 - The work on the even side porches has been completed, they were painted in the spring and crushed gravel was placed underneath the porches, we may need to plant bushes in some of the areas but this will be discussed with the landscaper
 - Six of the front porches were replaced or repaired on the odd side in 2022, this will continue to be done in 2024 based on availability of funds and the priority of repairs
- Other repairs or improvements
 - Repair to the walkway at 19B, the issues some unit owners are having with their gutters is because they are clogged underground, the pipes near this unit were collapsing so they were repaired
 - Welding was done to reinforce the stone walls at 17A and 19C, please let property management know if there is an issue with the posts or walls

- The streetlights were replaced
- The carpenter and electrician will be meeting to resolve some light issues
- The trim boards on the even side are being replaced with PVC
- There were gutter repairs and extra gutter cleaning
- Signs were installed to inform people that the overflow lot is private parking and non residents will be towed
- The tree company has begun tree work on the property, they are waiting for the ground to harden so they can do the tree work in the back areas of the property without damaging the yards

- Finances

- Reviewed bank balances
- Reviewed proposed budget for 2024
 - Reviewed proposed projects and their costs for 2024
 - 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.
 - The HOA received a credit back from National Grid that it was required to issue to National Grid in 2016
 - Cost of trash removal increased again so it went over budget, the property manager contacted the company and signed a two year contract to lock in a rate since the fees keep increasing
 - Discussed the HOA fee for 2024

- Insurance audit

- The insurance company issued a requirement to repair the driveway at 22B, and mentioned the driveways at 18B and 20C, the pavers would not repair the driveways so they were all replaced, this was an unplanned but necessary expense that was completed for a reasonable price
- Insurance company noted that there were grills located close to some of the buildings and reiterated that any propane, gas, or charcoal grills need to be at least 10 feet away from any structure or vehicle; firepit tables or any other item with a flame also cannot be within 10 feet of the structures; they did not have an issue with flameless electric grills. Please make sure your grills are completely cool before placing near any structure.
- The insurance company also inquired about the garage roofs for 15, 17, and 19, we will have to replace these in the near future. The agent thought these were at end of life but they were erected years after the foundation for the homes were completed.

- Other items:

- Reminder that garbage disposals are strictly prohibited and will need to be removed if they have been installed, and that nothing except toilet paper and human waste should be flushed, we are on a septic system and need to maintain that system.

- 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.

- Please remember to complete the issue form on the Upham Farms website if you have a non-urgent issue, if you have an urgent issue, please contact property management or the number on the website as the issue forms are reviewed at the Board of Trustees meetings; if you receive a response stating when your issue will be resolved and it is not resolved, please email the Board or submit another form, there have been some miscommunications where the Board was informed that an issue was resolved and it was not.

- Propane project – The tanks on the odd side of the property were replaced by Superior Propane/Osterman's, this was their project and was done at their cost, this was done to update the system to code so they would be taxed appropriately; the Board signed a two year contract with Superior which locked in a competitive price, as this was a condition of the tank replacements; they intend to replace the tanks on the even side in the future.

- Cable issues – please keep reporting your issues with cable and internet, the HOA will allow the cable company to do whatever is necessary to resolve the issues.

- Reminder that the Board of Trustees is comprised of volunteers, who pay the same HOA as everyone else and that the association is working with limited funds so items will be addressed based on priority and availability of funds.

- Water Update

- The door to the watershed was replaced and the watershed was insulated, a dehumidifier was installed, recommendation was made to install an exterior alarm to alert the community if there is an issue with the water system.

- Pet policy

- The pet policy was distributed and should be followed by all pet owners. All owners with pet dogs should have registered their pets with property management or the Board of Trustees. Each unit should only have one dog and the dog should be 40 pounds or smaller as per HOA bylaws.

- 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 defendant has continued to find ways to delay the proceedings so this is still pending.

- Board positions - Christopher Senseman and Barbara Washburn have fulfilled their terms on the Board, both are willing to serve for another two year term. Unit owners interested in joining the Board were given the opportunity to submit their name on the ballot, there were no interested parties and no objections made to Christopher or Barbara serving another term, all were in favor of this Board of Trustees.