

Acorn Park Condominium* Trust 2020 Annual General Meeting

October 27, 2020
7:30 p.m.

* 84 detached single-family home units and 1 commercial unit.

Agenda

Neighborhood Update (15 mins)

Finance Review

Sewage Treatment Plant

Landscaping and Architecture

Communications

Election of Trustees (10 mins)

Q&A (15 mins)

Have more questions? Email: acornparkcommunications@gmail.com

Introductions

Introduce current board (* Expiring Term)

1. Krish Iyer (President)*
2. Matt Onken (Landscaping)*
3. Sri Tipirneni (Sewage Plant)
4. Ira Wolf (Communications)*
5. Senthil Gopal (Finance)*
6. Harsh Walia (At Large)

Current activities

Election of 4 Board members

Please hold your questions for the end of the presentation

Finances – Overview

- The association's finances are in good standing

REDACTED

Contact Acornparkcommunications@gmail.com

Finances – Operating Budget vs. Actual (end of Q3)

ACORN PARK CONDOMINIUM

REDACTED

Contact Acornparkcommunications@gmail.com

Finances – Sewage Treatment Plant

REDACTED

Contact Acornparkcommunications@gmail.com

Finances – Common Area Maintenance

REDACTED

Contact Acornparkcommunications@gmail.com

Sewage Treatment Plant

Sewage Plant Operation and Homeowner Support

- Ongoing relationship with [Wastewater Environmental Management \(WEM\)](#)- Owner and operator - Steve Hansen
 - WEM ensures proper plant maintenance and operation
 - Works with state agencies to keep the plant equipment and operation in compliance with MassDEP regulations
 - Provides 24 hour on call response for plant & homeowners
 - Steve's contact information is available on our website <http://www.acornpark.org>
 - PLEASE CONTACT STEVE DIRECTLY if you have any problems with your grinder operation
- Annual sewer manhole checks; If you notice something please let us know

Know your Sewage Grinder *(that thing in your basement)*

- Estimated life expectancy is 5 – 10 years *(Many Stories)*
- The grinder will give very little notice of pending failure
- If alarm goes off:
 - Stop using water
 - Contact Steve Hansen via phone during business hours and pager if its after hours. (all info available on acornpark.org)
- WEM has made arrangements with F.R. Mahoney to service and replace grinders on a 24/7 basis.

Treatment Plant Status - All good

- Key maintenance work done this year
 - New backup natural gas powered generator
 - RBC gearbox replacement
 - Broken windows replaced
- WEM is on top of regular maintenance and upkeep
- DEP annual inspection completed for 2020
- WEM will be increasing their weekly maintenance fee to \$389 starting Jan '21.

Equipment needs for the coming plan year

Facility	Item	Description	Status	Cost Estimate* (subject to change)	Priority
Acorn Park	Blower	Provides compressed air for scour filter and pumping sludge	System has 2 One is not functional. Not sure of age.	\$ 2700 installed	Three
Acorn Park	Mudwell Pump	Pumps water and solids from filter backwash to septic tank.	System has 2. One is not functional.	\$ 1750 installed	Four
Acorn Park	FET pump	Pumps untreated wastewater from 15000 gallon storage tank to treatment.	System has 2. One was replaced in 2019. The other is not functional	\$2800 installed	One
Acorn Park	Motor starters and overloads	Electrical components of control panel. Energizes equipment, provides overload protection	Control panel contains 12. 3 have been replaced. Corrosion of starter can cause equipment failure.	3 were replaced in 2019 for \$ 2100	Two

Landscaping and Architecture

Landscaping

- Running to budget - no problems
- Landscape Contract renewed with Forever Green
- Significant increase in tree removal - both done properly (i.e., seeking approval) and not (just getting it done)
- A few solar requests
- Due to water restrictions many lawns have yellowed, but everyone still needs to mow them and keep them up
- Mystery solved - we uncovered the dog poop person and worked with Quail Ridge to fix the issue

Architecture

- No major issues in neighborhood
- Reminder – major renovations or improvements to property require Board approval
 - Painting – if changing color of house
 - Trees – if greater than 10” in diameter
 - Additions / modifications – if change footprint of house
 - Major landscaping: fences, sheds, swimming pools, etc.

Architecture

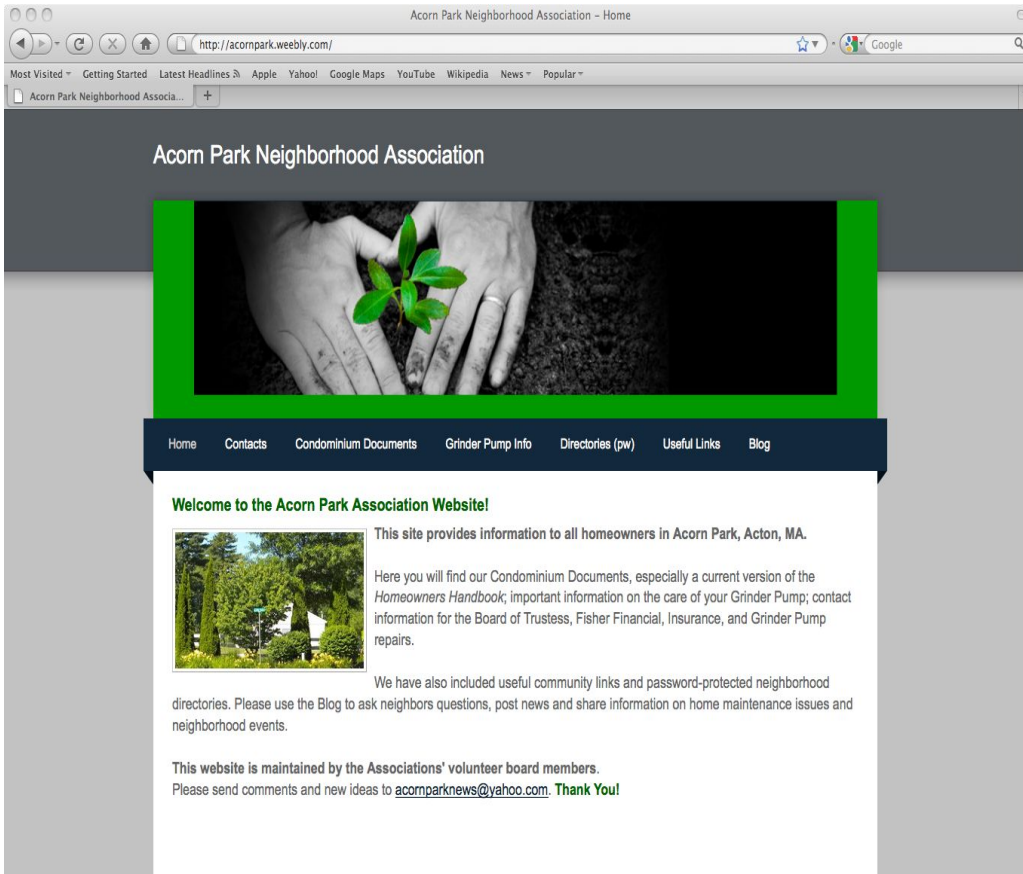
- Please allow as much lead time as possible as Board does not meet often
 - Form available on website
 - Approvals managed by email

Communications

Information

- Email Communications to all homeowners are done via **Constant Contact**
 - Need to assure we have valid emails
 - Emails only go out when necessary
- Email and Phone Directories are up to date and available on the website at www.acornpark.org

Website Home Screen, Stats & Costs



The screenshot shows a web browser displaying the homepage of the Acorn Park Neighborhood Association. The browser address bar shows the URL <http://acornpark.weebly.com/>. The website header features the title "Acorn Park Neighborhood Association" and a large image of hands holding a small green plant. Below the image is a navigation menu with links: Home, Contacts, Condominium Documents, Grinder Pump Info, Directories (pw), Useful Links, and Blog. The main content area includes a welcome message: "Welcome to the Acorn Park Association Website!" followed by a paragraph: "This site provides information to all homeowners in Acorn Park, Acton, MA. Here you will find our Condominium Documents, especially a current version of the Homeowners Handbook; important information on the care of your Grinder Pump; contact information for the Board of Trustees, Fisher Financial, Insurance, and Grinder Pump repairs. We have also included useful community links and password-protected neighborhood directories. Please use the Blog to ask neighbors questions, post news and share information on home maintenance issues and neighborhood events." Below this is another paragraph: "This website is maintained by the Associations' volunteer board members. Please send comments and new ideas to acornparknews@yahoo.com. Thank You!

GoDaddy domain name

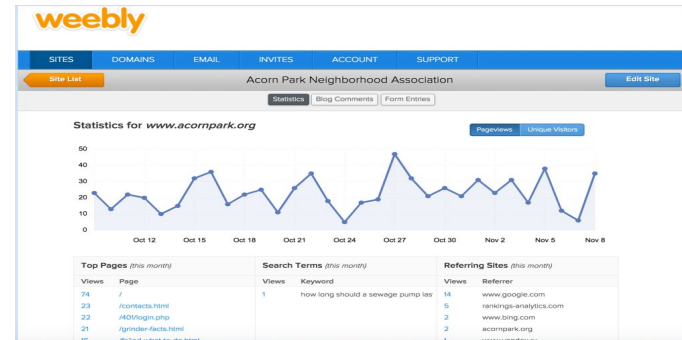
www.acornpark.org

is renewed until 09/06/2024.

Cost = \$200.00

Weebly account to build/maintain website is renewed until 11/02/2019.

Cost = \$71.80



Election of Trustees

- Retiring Trustees
 - Krish Iyer
 - Matt Onken
 - Senthil Gopal
 - Ira Wolfe
- Current Trustees
 - Sri Tipirneni
 - Harsh Walia
- Nominations (from online proxy form submission)
 - Arun Krishnan
 - Jennifer Roma
- Vote

Elected Board 2021-2023 term

[Rangan Krish](#) - 537 Acorn Park

[Arun Krishnan](#) - 16 Walnut

[Jennifer Roma](#) - 547 Acorn Park

[Vijay Subramanian](#) - 8 Chestnut

[Kiran Gainedi](#) - 515 Acorn Park

Thank you Volunteers!

Meeting Minutes

Meeting Minutes

- Krish kicked off the meeting at 7:32
- Senthil walked through the Finance slides. - 7:34pm
 - The finances are in good standing
 - Operating vs. Actual budget [Good Standing]
 - Sewer Treatment Plant finance overview
 - Common area maintenance
 - Insurance & Admin
- Shree walked through the Sewage Treatment Plant - 7:37pm
 - Steve Hansen is the day-to-day operator of the plant
 - Discussed Sewage Grinder and informed the owners to keep an eye on the Grinder
 - Treatment Plant Status is reported as good. Some maintenance related updates were made this year. Installed a backup gas generator and some equipment was replaced and also replaced the windows
 - Weekly maintenance fee will be increased to \$389
- Matt walked through the landscaping contract at 7:42pm
 - This year the association noticed a large set of trees removed
 - Matt reminded that some owners are doing properly while there are many that are not following the protocols. Some of the long-term owners are not paying attention and also building risks into the systems
 - Matt discussed that there are no major architecture issues in the neighborhood

Meeting Minutes

- Ira discussed communication protocols at 7:48pm
- Discussed how to use constant contact and that will need to be transitioned to the new member
- No changes to the website or additional costs
- Voting discussions started at 7:50pm
- Based on the responses, two folks general
- Jennifer Roma and Arun Krishnan (landscaping) are volunteered to step on the board
- Rangan Krishnan wants to do communication
- Venkat recommended that in the transition meeting, the remaining positions should be
- Vijay also want to be counted in as well as Kiran is also volunteering
- Matt and Krish can stay another year until someone jumps in
- Everyone agreed to the volunteers at 7:56pm
- Discussed the breakdown of the condo fee
- Discussed a need to put speed (solar) signs to enforce the speed limits
- Discussed sidewalks need to stay cleaned
- Discussed how skyline road needs to be controlled and Jennifer Roma has agreed to take this fight on. Quail Ridge has put a camera to monitor if someone violates the rules. The skyline road is considered the second exit in case of an emergency. This is similar to walnut road that has a second exit. Yingmu Zhong. Acton Police installed a rumble strip to count how many cars go down that street
- Discussed the status of the Concord Water plant renovation. Matt discussed that they have noticed some construction trucks
- Discussed the need to have a more formal forum for owners to exchange ideas and updates. Website forum have not been very helpful
- Discussed a need to get approval prior to any home construction/update projects. The approval processes will request an insurance binder. Venkat discussed that 8-10 new roofs are being pulled in and 5-10 solar projects are scheduled. The roofer and tesla solar projects have provided binders etc.