

HARVARD RIDGE CONDOMINIUM
MANAGEMENT REPORT

June 22, 2023

Agenda Items:

1. **RTCR Level 1 and Level 2** – Emails from DEP & our responses due by 6/29. **For Discussion.**
2. **Unit 314** - return of water leak we fixed last year. **Response from Ken Reilly on 6/19: We did patches on the areas found in the EFIS, all sliders (owners' responsibility) are in terrible shape and feel that one of them has probably started leaking. Kevin will be looking again and has a vendor scheduled this week to come out. Need dry weather to inspect. For Discussion.** We need to determine if any of the sliders in adjacent units, especially the unit immediately above, need to be repaired and/or replaced. If so, it's the unit owner's responsibility and expense.
3. **WIN Waste** - Status of meeting with WIN trash removal and why they keep skipping recycle bin pick-ups. **Our WIN Waste representative was not able to meet TDG onsite, so TDG supplied them with a property map showing all the dumpster locations.**
4. **Cameras 'round dumpsters** - (at least at Winthrop for starters, and what happened to the deer camera we placed overseeing the dumpsters in Elliot lot). **Kevin reported that the deer cameras were stolen awhile back. He suggested putting them on the roof of the building facing the dumpster at Elliot and high in a tree for the dumpster at Winthrop. For Discussion.**
5. **Letters to owners of #214 #215, #216 & #219** re: junk in their attic storage bins and whether we just go ahead and clear them out with notice that we'll be doing so. (I'll try to get up there to do another check before our meeting to confirm they never cleaned them up; there had been paint cans in at least one of them and I think but am not sure these are the correct units, so I'll have to check). **TDG inspected attic units at 214, 215, 216 and 219 on Tuesday, 6/20. Unit 215 is the only unit that looks like it may need some cleaning up and/or disposal of possible flammable items in the boxes. TDG sent a violation notice on 6/22. The other units do not seem to have any excessive clutter or dangerous materials. For Discussion.**
6. **Community Garden** – For discussion.
7. **Review Maintenance Task List** – Discuss having Kevin do weekly reports on what he does. **Enclosed for your review is the draft maintenance task list that will have Kevin update weekly. For Discussion.**
8. **Automatic Fire Sprinklers RFP's & Bids** – TDG is in the process of investigating options for automatic fire sprinklers in the attic areas from the following vendors: Cogswell Sprinkler, Eagle Sprinkler, Northeast Automatic Sprinkler, Best Automatic Sprinkler. **In Process.**

9. **2023-24 Snow Plowing and 2024 Landscaping RFPs** – The draft RFPs are in your meeting package for review. The RFPs will go out to (3) three companies to bid on: Lawn Barber, Curtiss Landscaping and Rosado & Sons. Please let me know if you have any other vendor that you would like to bid. **For Discussion.**

10. **NON from DEP for Winthrop House** - The DEP reached out to TDG on 5/4/23 to inform us that the manganese levels at Winthrop House have exceeded 0.05 mg/L SMCL. Notices to owners were emailed and posted to unit doors. The DEP has requested appropriate actions must be taken by May 31, 2023, to reduce and maintain the contaminant concentrations below the 0.05 mg/L SMCL. **Jim S. to provide update to Board on status of manganese NON from DEP @ Winthrop House and our action plan we're conveying to them for approval.** For Discussion

11. **Unit 508** – Estimate to finish and offer to owner. Les Barfield reached out to TDG on Monday, 5/15 to ask if the Board is still interested in purchasing his unit. He explained that he owes approximately \$37,000 on his mortgage and \$2,000 for property taxes. In addition, there is a lien on his account for approximately \$44,000. TDG will reach out to MEEB for the next steps the Board can take if they want to purchase the unit. – **Decision on #508 proposal for rebuilding unit and amount of offer to the owner for Association to purchase unit.** For Discussion.

12. **Pool Club Roof Leak – Roof and North Gable** - The issue is with the (Doghouse) and TDG is getting pricing for replacement and knee wall where rail for roof is located. **In Process.**

13. **WWTF** - Update on WWTF repairs per order of DEP. **For Discussion.**

14. **Elliot Lot** – Status on removal or relocation of Lawn Barber's equipment and status of vehicle(s) to tow. **TDG requested that Lawn Barber move their equipment by Friday, 6/30. TDG sent the required tow approval letter to the Boxborough Police on 4/26 and sent a follow up on 6/20. In Process.**

15. **Sink Hole** (small one) @ Winthrop House have Lawn Barber fill. TDG requested that Lawn Barber fill the small hole in the lawn of 300 Swanson / Winthrop House on 6/1 and sent a reminder on 6/20. **In Process.**

16. **DEP Sanitary Survey** - Anything we need to do to prepare for DEP sanitary survey of the property on Tuesday, 7/27 at 10am. **TDG reached out to Jimmy M. to see what we can/need to do to prepare for the sanitary survey on 6/20. For Discussion.**

17. **Leverett House Update** - Update other Trustees on Leverett House to-do action list and submittal of architectural building plans to Town (while we await details on placement of fire suppression water tank). **For Discussion.**

18. **Leverett House Communications** - Discuss communication to *all* owners re: Leverett to supplement our communications to Leverett owners only. **For Discussion.**

Board voted 5-0 to offer to purchase unit from the owner

for 39k

(2 remainder of what he owes the Association

for demolition of the cost of repair)

Board voted 5-0 to

select AOC proposal to rebuild unit

Nancy

Mardino working on letter for all

19. **Unit Owner Letters** - Did we ever get a letter to #215 and #216 re: owner responsibilities, residence limitations, and census forms? Tenant just moved out from #215 and we don't have an updated tenant census form. We need written affirmation from the unit owner of acknowledgment of the residency limitations on one-bedroom units. **Yes, letters went out to unit 215 and 216 on 5/22.** For Discussion.
20. **Schedule Power Washing & Stucco Repairs** – Power washing was delayed from starting from Wednesday, 5/3 so that the pollen could fall before they begin. They will now tentatively begin on Monday, 5/22. TDG will prepare a broadcast and notices for the buildings to let them know to use caution when passing. TDG will remind AOC to also use a low pressure on the roof shingles and to wash the signs above the entrance doors, as well as the picnic tables. **Power washing was completed on Friday, May 26th Complete.**
21. **Stucco Repairs** – Stucco repairs will be scheduled after the power washing is completed. TDG will get a date from AOC for the stucco repairs that were approved. **This has been delayed due to the weather. TDG will get a start date from AOC and let the Board know. Pending.**
22. **Cleaning of all Dryer Vents** – The current contract with CSC includes biannual cleaning of the dryer vents from the back of the dryers to the inside walls of the laundry area. TDG followed up with CSC Service Works on 5/16 to discuss. TDG will put in a work order for AOC to inspect the exterior of the dryer vents. **In Process.**
23. **Sign Permit application to ZBA** – The application has been completed, a check request for the \$200 fee to the town was completed, the list of abutters has been requested from the Assessor's Office, TDG will order the plans required from a local printer. **TDG confirmed with the town that only one application is required for the signs. The application has been signed and sent to the town for review. The town emailed a couple of requests/questions on 6/21 In Process.**
24. **Entry Doors – exterior assessment, repairs, and painting** – HHC began the repairs needed to the entry doors at the Dunster House on Tuesday, 4/25. They will continue with the repairs and coordinate scheduling of the painting with TDG, so that we can notify the buildings as necessary. As previously discussed, this is a time and material job and will be paid out of the reserve account. **TDG has been in contact with HHC to get a schedule put in place for the remaining doors that need carpentry repairs before painting. HHC is completing a large job (that has been delayed due to weather) on 6/30 and will be onsite beginning in early July to complete this project. In Process.**
25. **Annual Carpet Cleaning** – Champion Cleaning will be onsite to clean all common area carpets on Wednesday, 7/19. TDG will send a broadcast message to owners/tenants on Monday, 7/17. **In Process.**

26. potholes at least @ Dunster/pool lot

Next Meeting: Thursday, 7/27 at 6pm

Kevin is filling potholes where he can; Melissa called the Town to fill the one along Swanson Road next to the Dunster House parking lot entrance.