

**Robbins Brook Town Homes Operating Committee**  
**August 4, 2022**  
**10:00 a.m. via Zoom**

**Attendees**

**Members:** Roger Belliveau, Bob Hill (Trustee), Pat Jones, Trish Jamieson (Trustee)

**TH Trustee:** Patricia Sauer

**Other:** Michael Grover, Sr. Portfolio Manager @BRIGS

**Status Update on Open Work Orders:**

- The majority of the carpentry and painting work is complete with a few items left; our contractor, Countryside Estates, Inc., will check and verify the completed work and address anything not done.
- Gutter work was started last week, installing transitional caps from downspouts to drain pipes, and gutters that are clogged and/or need pitch adjustments; work in this area will continue.
- Target completion date is September 15<sup>th</sup>; upon completion all work will be reviewed by Michael, Allen LeBlanc from Countrywide, and a representative from the TH Operating Committee.
- Some of the concrete work requires more than just simple repairs; this will require more time to resolve as more bids need to be acquired.
- The intent is not to cross into 2023 with old items left open; if Countryside Estates, Inc. does not meet the targeted completion date, another company has been identified that will be brought in to complete the work.

**Update on Fire Suppression System Inspection Vendors:**

- We have twelve Town Home units with sprinkler systems that are required by law to be inspected annually. There is \$1,500 budgeted for this.
- Bill Hoermann volunteered to help vet a new vendor and to serve as the liaison between the residents with sprinkler systems and whomever we choose. Also, based on the last inspections, we know that all twelve units need their pressure gauges replaced which is normally an owner expense. Rather than take on the scheduling challenge of two visits, we asked for the gauge replacement to be included in the bids so that they can be done at the time of inspection, paid for by the Town Homes subgroup. There were no objections by the Operating Committee members.
- The two vendors we met with gave us the following quotes:
  - Colby Fire Protection: \$155 per unit x 12 = \$1,850
  - New England Fire Sprinkler Protection: \$100 per unit x 12 = \$1,200If other work needs to be done, that will be at owner expense.
- Village Homes OC sourced NEFSP and has requested the required paperwork, i.e., updated bids, license, and insurance information but it has yet to be provided. If we haven't heard by August 15<sup>th</sup>, we will go with Colby.

*Update: the NEFSP paperwork has been received and the inspections will be scheduled for early Fall.*

**Other Maintenance Items:**

- Washing/sealing walkways (\$750 budgeted): This needs to be done every two to five years depending on the climate. We have 18 walkways last done in 2018 due to be done now. The other 35 were done in 2019 so they will need to be budgeted in subsequent years.

Mike bid the work out to four vendors; two responded:

Atlantic Restoration: \$13,250 / 18 = \$736

H&S General Contracting: \$6,120 / 18 = \$375

It was pointed out that cleaning and sealing cannot be done the same year that concrete repairs are made. Trish will work with Mike to determine if funds are available and what the timing should be.

- Gutter guards: the Committee has previously discussed the possible merits of testing gutter guards on some of the units backing up to the Rail Trail whose gutters are perpetually filled with leaves. The cost of the guards on Amazon is \$1.80 per foot not installed. A roofer Mike has previously used has quoted \$4.50 per foot installed. If we have funds available, Rob Jones volunteered to be one of the test units. We will decide on this in the Fall.

**Other Issues:**

- It was pointed out by Rob Jones that some of the homes in the community have cheap plastic fittings to the waterline that feeds the toilet tank. These have been observed to be the cause of leaks and/or water losses inside some of the homes. It was suggested that a communication go to every owner, strongly urging them to take a look at all their toilet fittings. If necessary, owners should contact a licensed and insured plumber to change these out to avoid having an issue in their homes. Michael will send the communication next week.
- A suggestion was made that the Committee look into establishing a process, something like an Ambassador Program, for owners who need assistance in navigating various condominium-owner issues. Trish will follow up.