

**Robbins Brook Town Homes Operating Committee**  
**March 31, 2022**  
**1:00 p.m. via Zoom**

Members present:

Bob Hill, Pat Jones, Janice Vuolo, Roger Belliveau, Trish Jamieson

**Review 2022 Budget**

Trish reviewed the budgeted items for 2022 and explained what was carried over from 2021 that was not spent on targeted repair items (approximately \$6,000).

Mike Grover was asked to obtain an estimate from Renew for power washing just the decks and railings which are showing green algae. It was suggested that owners be encouraged to spray their own with a mild bleach solution. It was also suggested that the need for power washing for each individual unit be noted on the Spring Walkabout.

There was a discussion regarding the “all or none” approach to cleaning and preventative maintenance. The Committee agreed to place more emphasis on identifying just those units that actually need a specific service, for example, spring gutter cleaning and deck power washing.

A decision to clean and seal the walkways will be postponed until it can be prioritized with other needs.

**Review Open Work Orders and Other Maintenance Items**

Trish and Mike Grover previously reviewed all open work orders plus a few that were added to those remaining from last year. All existing and new orders were reviewed and approved by the Committee. It was noted that the designated vendor, Allen LeBlanc, is proceeding with the roof shingle repair at 7 PW. It was also noted that modification of the flower bed along the walkway will need to occur. The roof repair at 17 PW by Ryan Woodard has also been pre-approved.

There are some work orders that have been designated as owner responsibility. We are waiting for Allen LeBlanc to give us an estimate for replacing the salt-damaged siding with PVC before communicating with the home owners. We are also waiting for Allen to recommend another concrete repair vendor so we can get an additional estimate for the issue at 17 JF.

Regarding gutter repairs, it was noted that thorough cleaning of the gutters has resolved many of the leaking issues. Regarding spring gutter inspections, it was suggested that the units with surrounding trees be inspected after it starts raining and issues are noted, probably in June. Roger suggested we look at some type of gutter guards. Trish will refer this to Mike Grover.

The condition of downspout connectors and caps should be noted during the spring walkabout. It was suggested that the best way to deal with rusty nails is to use KILZ over the rust before painting or use a shellac-based primer. It was felt that the estimated \$350 per unit to paint over a few rusty nails is excessive.

A question was asked regarding critter and insect invasions: when is it owner responsibility and when is it TH responsibility? Trish will refer the question to Mike Grover.

### Spring Walkabout

It was decided not to send the traditional maintenance issue request memo to homeowners given that many of the work orders from last year have not been completed so there would likely be duplicate requests. It was decided that a Committee Walkabout is necessary because in addition to identifying issues, it can give us the opportunity to interface with homeowners, if we set it up that way. Trish proposed using a standardized checklist which was agreed to. Trish will resend instructions on how to enter the work orders into the BRIGS portal. She also volunteered to assist in entering work orders, if requested. We decided to do this in the mid-May time frame.

### Door Paint Colors

A request was made by the Board of Trustees that the Committee approve a palate of colors to use when owner requests are made for approval to paint their doors. The proposed colors are:

- Boreal Forest (Dark Green), Benjamin Moore AF-480
- Washington Blue, Benjamin Moore CW-630
- Dinner Party (Dark Red), Benjamin Moore AF-300
- White (for those that already have white doors) HC Benjamin Moore
- Black, Benjamin Moore HC-190
- Caponata (Brown), Benjamin Moore AF-650



The vote was four to approve, one to disapprove.

**Update of Fire Suppression System Inspections**

When Mike Grover returns from leave, he will set up meetings with two potential inspection companies so we can select a new vendor. Inspections are due annually.

Another meeting will be scheduled probably after the Walkabout to which we will invite all of the TH homeowners.

Trish Jamieson, THOC Chair