



Tileston Village Condominium Trust  
2 Tileston St.  
Everett. MA 02149

JUNE 07TH, 2023

### **Agenda for 2023 Annual Trustee Meeting, 6/11/23**

Attendees: Unit 1: Whitney Leng, Unit 2: Jessica Demiel, Unit 3: Melissa Cerebi

- Projects needing estimates (see page 2 for last update [08/22])
  - Priority Projects that need estimates for '23-24 budgeting
    - Front stairwell nicotine removal (handyman?)
    - Gutter Repair (3 estimates needed)
    - Driveway check & reseal (3 estimates needed)
    - Roof check (3 estimates needed)
  - Project Estimates that would help in order to build a Reserve Plan
    - Fence vote
      - Option 1: Save up for a new fence
      - Option 2: Fence slats ~\$650 total (~\$39ea x 16 slats)
        - schedule a day for all unit owners to help affix slats\*
      - Option 3: Paint old fence
        - schedule a day for all unit owners to help paint fence<sup>o</sup>
      - Both 1 & 2\*
      - Both 1 & 3<sup>o</sup>
    - Common Area Painting (3 estimates needed)
    - HOA lawyer to update outdated condo docs
- Budget Update, page 3
- Any New Business

**Melissa Cerebi**

TRUSTEE OF TILESTON VILLAGE CONDOMINIUM TRUST



## Annual Meeting Minutes

Miss C <mcerebi@gmail.com>  
To: W Leng <w.leng97@gmail.com>, deimeij@gmail.com  
Cc: Tileston Trust <tilestonvillage@gmail.com>

Mon, Aug 8, 2022 at 9:37 PM

Looping in Jessica, removing Chan.

Jessica, I've been providing updates to our follow-up items from our Annual Meeting in May. Here's a breakdown for you on where we currently stand:

[2022 Agenda](#)  
[2022 Annual Meeting Minutes](#)

Missy will

- ~~research dehumidifiers.~~

**UPDATE:** ~~Humidifier obtained for half the price on Prime day. Needs to be set up.~~

- ~~keep an eye on laptop deals.~~

**UPDATE:** ~~Early Prime deal for \$87 for a basic machine.~~

Whitney will

- send the Unit Owners a picture of the "little plastic things to cover the fence" plus cost for Unit Owner future consideration.

**UPDATE:** *If we only did the outside sections (on Main & Tileston), that would be an estimate of \$650 to consider for future planning.*

- obtain prices for white paint for the fence for Unit Owner future consideration.
- send the Unit Owners a picture of the nicotine removal spray.

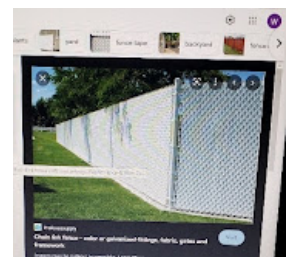
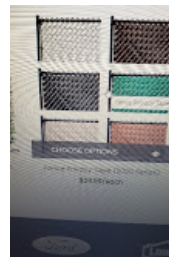
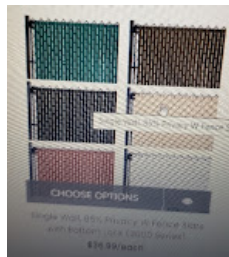
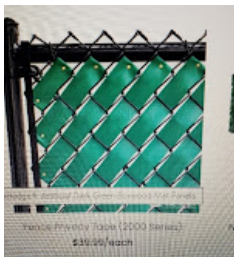
Whitney & Chan Jessica will work together to

- obtain 3 estimates for a gutter repair & roof check contractor for the Unit Owners to review for selection.
- find a local handyman for nicotine removal.
- obtain 3 estimates for a driveway reseal for future budget planning.
- obtain 3 estimates for interior common painting for future budget planning.

Upcoming projects:

1. **Gutter Repair** (critical) (2022) - For some reason, several of the gutters are either sealed off or cut short. Because of this, the water is damaging the roof, driveway, and basement. Several house inspectors have flagged this issue. All we need now are estimates to vote on and someone to liaise with the contractors.
2. **Nicotine Removal** (critical) (Front Stairs) - The previous Unit 1 owners were heavy smokers who had a casual disregard for the HOA and who smoked constantly in the front stairwell causing years of nicotine to build up. They are the reason the building is now no smoking. This is critical bc contact with the walls can be considered a health hazard and we cannot paint until it's removed.
3. **Driveway check & reseal** (preventative) (p2023) - The point of this is to put off a full redo as long as possible.
4. **Roof check** (preventative) (p2023) - See above.
5. **Fence** (cosmetic) (p2024) - It's ugly and brings down sale optics and unwanted scrutiny from the city.
6. **Common Area Painting** (cosmetic) (p2024) - This isn't a necessity, but it's been 17yrs since it's seen a fresh coat of paint.
7. **Hiring an HOA lawyer** to update outdated condo docs (good bookkeeping) - Docs need to be updated after the developer hands the building over and then every 5yrs to keep up with regulation updates and owner preferences. This was NEVER done.

### 4 attachments





### Original Projections for 2023

<u>2023</u>	<u>P 2023 6mos</u>	<u>P 2023 12mos</u>
<b>Total Operating Costs Out</b>	<b>-\$2,897.04</b>	<b>-\$6,392.04</b>
<b>Income</b>	<b>\$3,510.00</b>	<b>\$7,020.00</b>
<b>Reserve Study</b>	<b>\$1,890.00</b>	<b>\$3,780.00</b>
<b>Assessments/Big Purchases</b>	<b>-\$0.00</b>	<b>-\$5,390.64</b>
<b>Checking Balance</b>	<b>\$1,612.96</b>	<b>\$1,627.96</b>
<b>Savings Balance</b>	<b>\$5,500.64</b>	<b>\$2,000</b>

### Updated Projections for 2023

<u>2023</u>	<u>6mos</u>	<u>P 12mos</u>
<b>Total Operating Costs Out</b>	<b>\$2,641.12</b>	<b>\$5,937.10</b>
<b>Income</b>	<b>\$3,510.00</b>	<b>\$7,020.00</b>
<b>Reserve Study</b>	<b>\$1,890.00</b>	<b>\$3,780.00</b>
<b>Assessments/Big Purchases</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Checking Balance</b>	<b>\$1,605.93</b>	<b>\$1,819.95</b>
<b>Savings Balance</b>	<b>\$5,445.85</b>	<b>\$7,335.85</b>

### Current Projections for 2024

<u>2024</u>	<u>6mos</u>	<u>P 12mos</u>
<b>Total Operating Costs Out</b>	<b>\$3,074.30</b>	<b>\$6,515.30</b>
<b>Income</b>	<b>\$3,510.00</b>	<b>\$7,020.00</b>
<b>Reserve Study</b>	<b>\$1,890.00</b>	<b>\$3,780.00</b>
<b>Assessments/Big Purchases</b>	<b>\$0.00</b>	<b>\$0.0</b>
<b>Checking Balance</b>	<b>\$1,435.70</b>	<b>\$1,504.70</b>
<b>Savings Balance</b>	<b>\$10,045.80</b>	<b>\$11,935.80</b>

We still have the budget for 1 large project or 2 smaller projects, without special assessment in 2023. We have about \$5.3K to spare and still maintain our required account balances (\$1K for Checking, \$2K for reserves).