



at Taft Hill
1 Summerfield Drive Uxbridge, MA 01569

**Summerfield at Taft Hill (SATH) Condominium Trust
Board of Trustees (BOT)
Minutes of Meeting (MoMs)
March 16, 2021**

Board members on the videoconference: Paul Balutis, Marsha Bourgeois, Randy Fields, and Pat Stephan. Bill Freer, Chairman of the Grounds Committee, and Bob Howard, Chairman of the Strategic Planning Committee were present. Residents Kevin Mulligan, Beth Zersky, Barbara and Dick Olsen were also on the videoconference.

The Board of Trustees monthly meeting was called to order by Pat at 1:00 pm on March 16, 2021.

1. **Open Forum for Resident Issues:** Beth Zersky expressed concern about the designs being created by voles in some yards. The Grounds Committee is aware of this and it will be addressed later this spring.
2. **Review of BOT Actions since January meeting:**
 - a. **VALLEY CHAPEL WAS RESERVED FOR OUR ANNUAL MEETING PLANNED FOR SATURDAY, APRIL 10, 2021, AT 9:30 A.M. AT VALLEY CHAPEL, 14 HUNTER ROAD, UXBRIDGE, MA. PLEASE MARK YOUR CALENDAR FOR THIS IMPORTANT MEETING. IF YOU CANNOT ATTEND, PLEASE IDENTIFY A PROXY FOR YOUR VOTE, SO WE WILL HAVE A QUORUM TO ELECT NEW TRUSTEES. PROXY FORMS ARE ON THE BULLETIN BOARD IN THE MAIL BUILDING.**
3. **Financial Report**
 - a. All financial reports as of February 2021 have been given to the BOT.
 - b. Vendor invoices for February have been processed and paid in February and March.
 - c. Checking and Money Market accounts have been reconciled.
 - d. After all interest for February has been recorded, our total Reserves are \$566,531.17.
 - e. The Board reviewed and unanimously accepted the monthly financials.
 - f. Approximately \$40,000 has been spent on snow removal this year, but the contract runs through December.
 - g. Approximately \$2,000 has been spent on attorney fees to oppose the gas station project in February.
 - h. Cash Flow analyses for Operating Expenses and Reserves were reviewed.

- i. Action: Marsha will obtain the best rate for the \$207,000 CD that comes due on March 23, 2021.

4. Grounds Report

- a. A snowplow damaged one of the concrete bumpers in the Mail Building parking lot. If you see any issues caused by the snow removal contractor, please contact Bill Freer.
- b. Quotes will be obtained to repair the walk area behind the bumpers in the Mail Building parking lot and walkway sinkholes in the walking path.
- c. A tree at 111 THL was damaged by the wind and the Beautification Committee will be asked to evaluate it.
- d. **With Spring fast approaching, all Residents are reminded that any landscaping work (or other work on the outside of the unit) requires a work request approved by the Trustees. These requests can be submitted to the summerfieldbot@gmail.com account or in the Green Box in the Mail Building.**

5. Strategic Planning Committee

- a. Bob Howard reported on the Strategic Planning Committee meeting (minutes attached).
- b. The spreadsheet compares the 2014 and 2019 Becht reports with the 2019 report including significantly more items to include in the Capital Reserves.
- c. The 2019 report significantly increases the amount of money to be accumulated in the Capital Reserves to replace/repair items, such as roadways; water, sewer, and storm drain pipes; guardrails; the Mail Building, etc. due to the increased number of items and inflation.
- d. The 2019 report recommends doubling the annual contribution to the Reserves at the same time the Trustees suspended putting money into the Reserves to fund the gas station appeal for 6 months.
- e. The next meeting is scheduled for June.

6. Old Business

- a. Our attorney continues pursuit of the appeal of the gas station approvals by the Planning Board and Zoning Board of Appeals. **Please understand that our attorney has advised us to keep our strategy confidential because it is a legal proceeding.**
- b. Work at 515 Douglas Street on the Amazon Sortation station has been somewhat stagnant, but more heavy equipment, tons of gravel and some building materials are continuing to accumulate on the site.
- c. ACTION: Pat will call Campanelli for an update about changes to Douglas Street because this will affect our neighborhood.
- d. Another warehouse on the East side of Route 146 at Lackey Dam Road is before the Planning Boards of Uxbridge, Sutton, and Douglas. The tenant for this warehouse has not been identified and there is little opposition at this time.
- e. The owner of the Shell gas station on the West side of Route 146 on Lackey Dam Road is before the Uxbridge Conservation Commission requesting approval of total destruction of the current station and expansion to include diesel pumps, a much larger drive-through donut shop/sandwich shop and expanded gasoline dispensers.
- f. **THANK YOU FOR WEARING A FACE MASK WHEN ENTERING THE MAIL BUILDING! PLEASE DO NOT ENTER WHEN ANYONE ELSE (ESPECIALLY THE MAIL PERSON) IS IN THE BUILDING, AS WE ARE REQUESTING SOCIAL**

DISTANCING. THE WINDOWS WERE OPEN FOR THE SUMMER, BUT DURING WINTER, THE WINDOWS WILL BE CLOSED SO THE MAIL BUILDING BECOMES AN ENCLOSED AREA. THE CDC RECOMMENDS WEARING A MASK EVEN AFTER YOU HAVE BEEN VACCINATED.

- g. At Paul Balutis' instigation, the Conservation Commission sent a letter to O'Hearne stating that no Town permits (building, certificate of occupancy, etc) would be allowed until representatives of Forest Glen responded to the Commission's required action on the culvert under the main roadway into Forest Glen on our property because it was incorrectly installed. This caused O'Hearne to have Andrews Engineering do some major work on both sides of the culvert to improve the situation. Although the work is not complete, it appears that the stream is flowing through the correct pathway in the culvert.

7. New Business

- a. At the next Uxbridge Town meeting, now scheduled for Saturday, May 15 at 2 pm, our petition to rezone the part of our development that is Agricultural to Residential is on the Warrant. About 30% of our 63 acres are zoned Residential and the remainder is zoned Agricultural. We would like to have our entire property zoned Residential and this can only be done at a Town meeting. With all of the zoning changes being done in Uxbridge (Multi-town Mixed Commerce District adopted and Mixed Commerce Overlay District proposed), we believe that our interests are best served and protected by having our entire property zoned Residential. We believe that it was an oversight that the entire property was not zoned Residential when it was developed by Northwind and we want to correct it. You will hear more about this next month, but please put the date on your calendar.
- b. The Trustees voted unanimously to have Cecile contact the Boston Post Office Complaint Board about our mail that is not being delivered to the correct person. We have contacted the local Post Office numerous times about this and have seen no improvement.
- c. The Trustees voted (5-0) to record the votes in the meeting minutes.
- d. **Depending on the rules in Massachusetts for controlling the pandemic and vaccinations, we hope to have an in-person Annual meeting of all Residents. We have reserved Valley Chapel auditorium for Saturday, April 10, 2021 for our meeting. The auditorium is used for church services each Sunday and is equipped for social distancing with every other pew blocked so it cannot be used. The auditorium is sanitized before and after each meeting there and you are required to wear a mask while inside the building for everyone's protection. Please plan to attend!**
- e. Action: Pat will survey the Residents about attending the Annual meeting.
- f. **WHETHER WE HAVE AN IN-PERSON MEETING OR NOT, WE WILL NEED TO ELECT THREE TRUSTEES IN APRIL. FORMS ARE IN THE MAIL BUILDING TO NOMINATE CANDIDATES FOR THESE POSITIONS. PLEASE CONSIDER RUNNING FOR THE TRUSTEES IF YOU ARE INTERESTED. NOMINATION FORMS ARE ON THE BULLETIN BOARD IN THE MAIL BUILDING. WE ONLY HAVE 2 CANDIDATES FOR 3 POSITIONS AT THIS TIME.**
- g. If you would like to help maintain our community website, please contact the trustees.

- 8. **Resident Work Requests** – One work request was received in and approved in the past month.

9. **Date for Next Meeting** - The next BOT monthly meeting (videoconference) is scheduled for April 21 at 1 pm. Information about how to join the videoconference will be sent just prior to the meeting.
10. **Adjournment** - The Board voted unanimously to adjourn at 2:34 pm. The Executive session started at 2:38 pm and ended at 3:51 pm.



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STRATEGIC PLANNING COMMITTEE MEETING MINUTES

Members present: Bob Howard, Paul Balutis, Pat Stephan, Bill Freer, Randy Fields
Bob called the videoconference to order at 1:00 pm on March 15, 2021.

1. During April-May, the remaining items on the Becht deficiency list will be physical viewed.
2. Bob compared the 2014 and 2019 Becht reports and found that the number of items covered in 2019 almost doubled, inflation was significant for some items (roads), and the annual contribution recommendation more than doubled.
3. Bob, Paul, and Marsha created the attached spreadsheet to compare financial aspects of the two reports with actual contributions and expenditures.
4. Pat stated that the early annual operating budgets presented to owners showed capital item allocations for Reserves that included infrastructure (e.g. underground pipes) that were not shown in the 2014 Becht Reserves study. Hence, the projections for Reserves in the Becht study were not shown on the same basis as the Summerfield budgets. This was changed in 2020 after the 2019 Reserves Study was completed to include projected costs for underground pipes and financial reports and budgets for Summerfield were separated into Operating and Reserves accounts.
5. Pat indicated that the BOT planned to resume the contributions to the Reserves for the second half of 2021.
6. A consultant's report about Provincetown, MA road evaluation was discussed.
7. Bill Freer plans to have Braza quote on repairing the depressions in the Mail Building parking lot and the walkway near the Mail Building. He will ask Braza about the condition of our roads at that time and obtain an estimate/recommendation for timing to repave/overlay our roads.

- 8.** Pat used the GIS maps on the Uxbridge website to show the time-lapse aerial photos of the construction of the roads in SATH. Nicki Way was not paved until 2012.
- 9.** Vinnie Cataldo told Paul that there would not be a significant increase in cost to pave only half of the roads at one time.
- 10.** A checklist for the future should be created by this committee and attached to the Becht deficiency list.
- 11.** Bill Freer will contact R.H. White to develop a plan for emergency repairs on water or sewer lines.

The group decided to meet in 3 months for an update (Bob will schedule it).
The meeting ended at 2:08 pm.