



at Taft Hill
1 Summerfield Drive Uxbridge, MA 01569

Summerfield at Taft Hill (SATH) Condominium Trust
Board of Trustees (BOT)
Minutes of Meeting (MoMs)
December 20, 2023

Board members present via Zoom: Paul Balutis, Marsha Bourgeois, Randy Fields, Bill Freer, and Pat Stephan. Bill Freer is the Grounds Committee Chair.

The Board of Trustees monthly meeting was called to order by Pat at 1:00 pm on December 20, 2023.

1. Open Forum for Resident Issues:

2. Review of BOT actions since March meeting:

- a. Information was provided to Becht Engineering for conducting an updated Capital Reserve study for our community. This was last done in 2019-20 and needs to be updated every 4 years.
- b. The budget 2024 was sent to unit owners on December 1, 2023.
- c. Fifty thousand dollars from the Operating account were deposited into the Capital Reserves and put into a CD at 5.3% interest.
- d. Information sheets were sent to unit owners on December 13, 2023, and are due to the Trustees by January 31, 2024.
- e. Paul sent a bill to Forest Glen for the shared expenses (snow plowing, storm drain cleaning, etc.) for this year.

3. Financial Report

- a. All financial reports as of November 2023 have been given to the BOT.
- b. Vendor invoices for November have been processed and paid in November and December.
- c. Checking and Money Market accounts have been reconciled.
- d. After interest for November was recorded, our total Reserves are \$621,875.43.
- e. The Board reviewed and unanimously accepted the monthly financials.
- f. The next CD's renewal dates are April 2024, May 2024, August 2024 and January 2025.
- g. Marsha will report on her investigation of direct electronic payments at the next meeting in January.
- h. Marsha, Pat, and Bill will make a recommendation about which accounting software we should use in the future at the next meeting.
- i. Marsha will coordinate the review of our Financial Books which occurs every two years.

4. Grounds Report

- a. The second of two fall cleanups was conducted to remove the leaves that had fallen and cut the tall grasses.
- b. J R Dowding was awarded the three-year landscaping contract for our development.
- c. A streetlight at the east entrance to Taft Hill Lane (near the forsythia bushes) was damaged and is scheduled for repair. If you know anything about how it was damaged, please contact Bill Freer.
- d. The snow stakes have been placed throughout our neighborhood anticipating the eventual snow we expect.
- e. In the spring, mulch will be refreshed in the Limited Common Elements that do not have stone in them, stumps will be removed where decorative trees were cut in the fall and new trees will be added in their place.
- f. After this week's deluge, the Grounds Committee removed leaves from the storm drains and the Roadwork sign placed at our West entrance by MassDOT was laid down next to the guardrail before it fell onto our street.
- g. **IF YOU ARE INTERESTED IN JOINING THE GROUNDS COMMITTEE, PLEASE CONTACT BILL FREER. HE WILL BE HAPPY TO INCLUDE YOU IN CHALLENGING ASSIGNMENTS.**

5. Beautification

- a. **THE BEAUTIFICATION COMMITTEE IS ACTIVELY SEEKING NEW MEMBERS! IF YOU ARE INTERESTED IN JOINING THIS FUN-LOVING GROUP, PLEASE CONTACT VICKI SMALL. IT IS A GREAT OPPORTUNITY TO CONNECT WITH SOME OF YOUR NEIGHBORS AND HELP KEEP OUR COMMUNITY BEAUTIFUL. THE BEAUTIFICATION COMMITTEE SAVES OUR COMMUNITY THOUSANDS OF DOLLARS EACH YEAR AND HELPS TO KEEP OUR FEES LOW. WE HAVE INSURANCE ON ALL OF OUR VOLUNTEERS.**

6. Old Business

- a. **THANK YOU to the Activities Committee for their hard work this year and for the GREAT HOLIDAY PARTY!**
- b. The next court date for the fueling station appeal is the trial on February 28, 2024.
- c. The house at 486 Douglas Street has been rented and now has a tenant who has been reported to the Town for building bonfires and operating equipment in the wetlands next to our property. If you see any of these activities, please call the Police or Fire Department.
- d. You may have noticed truck activity at the Amazon warehouse recently. There are tractor trailers entering and leaving frequently. **PLEASE BE CAREFUL OF THESE TRUCKS BECAUSE THEY HAVE A LIMITED VIEW OF DOUGLAS STREET AS THEY EXIT THE AMAZON FACILITY.**
- e. Pine Ridge Estates at 354-358 Douglas Street (between Forest Glen and Douglas Street) was approved by the Zoning Board of Appeals and Conservation Commission for 40 single-family units they plan to build. They have proposed connecting the Uxbridge water

system from Chamberlain Road to Douglas Street, making a loop between the two locations.

- f. Forest Glen paved their streets. We charge them a proportionate amount of the cost for cleaning the storm drains and detention pond in that area.
- g. The ground asphalt parking lot for the tattoo parlor at 446 Douglas Street (next to our West entrance) is complete but we are not aware of an opening date.
- h. Pat will arrange a meeting with an irrigation consultant for the Trustees.
- i. Cultivate odors have been smelled again. If you smell the odor, please call the Hotline at 800-285-7232.
- j. If the weather cooperates, Becht Engineering plans to do the evaluation phase of the Capital Reserve study this year and have the report to us for the Annual meeting in April 2024.
- k. According to the surface water policy, if the water is coming from the unit's roof through downspouts, the unit owner is responsible for correcting the issue. If the water comes from a Common Elements, the Trustees are responsible for the correction.

7. New Business

- a. **Each year the Trustees are required by Massachusetts law to collect information about our unit owners/residents. We do this via the Information Sheets that were sent to all unit owners/residents on December 13, 2023. A copy of the declaration page for homeowner's insurance is also required. This is required annually because the information can change during the year. We must also confirm that each unit owner/resident has the correct insurance for their unit, meets the age requirements (55+), and that we have contact information for the residents and their emergency contacts. We must also contact any mortgage companies involved with the unit to assure that they can contact us, if necessary. This information is due by January 31, 2024, and failure to meet this deadline can result in fines. Please help us meet our obligations without fines. Thank you.**
- b. Packages from other neighborhoods (based on addresses on the packages) were found in our community and are presumed to have been left here by porch pirates. Please be aware of any suspicious activity on your neighbor's premises and take care to retrieve your packages as soon as possible after delivery.

8. **Resident Work Requests** – In the past month, one work request was received and approved. **Please remember to let the Trustees know when your project is complete.**

9. **Date for Next Meeting** - The next BOT monthly meeting is scheduled for January 17, 2024, at 1:00 pm via ZOOM.

10. **Adjournment** - The Board voted unanimously to adjourn at 3:31 pm.

SALLY SUMMERFIELD SAYS: REMINDER: On the Summerfieldattafhill.com website there is a list of maintenance requirements for each season of the year. Please check the list and be sure that you do not have any frozen faucets by shutting off the water inside and remember to keep outside vents clear of any snow drifts during the winter.

REMINDER: The streets are plowed when there is 1” of snow and driveways are cleaned when there is 2” of snow. When there is ice, road treatment will be applied on all of our streets.

MERRY CHRISTMAS!