

Summerfield at Taft Hill (SATH) Condominium Trust

Board of Trustees (BOT)

Minutes of Meeting (MoMs)

September 19, 2018

Board members present: Bob Contursi, Lavonne Seifert, Marsha Bourgeois, Pat Stephan, and Randy Fields. Mike Burnat, Chairman of the Grounds Committee, and Vicki Small, Beautification Committee Chairwoman were present. Residents Art Bartlett and Ed Pighetti also attended.

The Board of Trustees went into executive session at 11:35 am on September 19, 2018 until 11:56 am.

The Board of Trustees monthly meeting was called to order by Bob Contursi at 11:56 am on September 19, 2018.

1. Review of BOT Actions in July-August

- a. The Reverse 911 (or Time Sensitive Information) system was used to alert residents of an accident at the West entrance to Taft Hill Lane that caused a closure of Douglas Street around our entrances and necessitated traffic being rerouted through our neighborhood for a few hours.

2. Open Forum for Resident Issues

- a. Art Bartlett brought three issues to the attention of the BOT:
 - i. At 42 THL, there is a gutter issue that will need attention in the future.
 - ii. There is a gas pipeline at the West entrance that could be damaged in an accident. Pat Stephan has investigated this in the past and will contact Eversource and town officials about its exposure.
 - iii. A new berm was installed between 38 and 40 THL to prevent water from entering the basement of 38 Taft Hill Lane during large rain storms. Art was not aware of the plan for this work and the BOT apologized for this oversight. Art requested modification of the berm to allow better access to his walk-out basement. During the recent storm (Hurricane Florence remnant), the freshly created berm was extensively damaged and will require rework. The berm did prevent water from entering 38 THL basement.
- b. Ed Pighetti stated that the berm did keep water from his basement, but he is still getting water flowing into the area where his air conditioner sits. He was advised to submit a work request to correct this. Ed also stated that during the last storm (Florence), water flowed over the patio at 36 THL.

3. Financial Report

- a. All financial reports as of August 31, 2018, have been given to the BOT.
- b. Vendor invoices for August have been processed and paid in August and September.
- c. Checking and Money Market accounts have been reconciled.
- d. After all interest for August has been recorded, our total reserves are \$469,372.36.
- e. The Board reviewed and unanimously accepted the monthly financials.
- f. Pat Stephan presented BOT members with a handout about how other Condo units handle Capital Reserves and Expenses. He compared these methods to the Becht Report about long term accruals and suggested we review the material and discuss at the next meeting.
- g. Marsha will separate the B&M expenses into two categories (mowing expenses and landscaping expenses) for better clarification of expenses.
- h. For many years we have had one BOT signature and initials of another BOT member on our checks. Best practices are to have two BOT member signatures, so Marsha is ordering checks with two signature lines.

4. Grounds Report

- a. A recent storm damaged two of our four wells, causing the irrigation system to shut down. New equipment and lightning protection have been installed in the irrigation system on the East side. A conduit will be installed under the East side of Taft Hill to supply power to a portion of the sprinkler system. These repairs involve cutting the road to replace wiring and then repaving and should occur next week. On the West side the control system in the Mail Building required replacement of several components due to the age of the unit.
- b. Crabgrass control treatment was applied on July 19, 2018 and weed killer was later applied to the Common Elements. Signs will be placed at about every sixth unit when the lawn treatments occur.
- c. Repair of the sinkhole behind 21 AD, regrading at 66 THL, and regrading between 38 and 40 THL were completed by B&M, but as mentioned earlier, damage was sustained at the berm between 38 and 40 THL during the recent storm.
- d. Mike sent some ideas for replacement lights for the Mail Building parking lot to the BOT members for review. Pat and Mike will pursue options to present to the BOT.
- e. New limitations on recyclable materials were instituted by Waste Management, our trash collection contractor, and sent to all residents. Items for recycling cannot contain any food, grease, etc., so pizza boxes, milk cartons and other paper food containers, for example, cannot be recycled by the company that Waste Management uses for recycling. A separate email will be sent with more details on this.
- f. Mike negotiated contract extensions for irrigation and lawn treatments for next year, and snow plowing for two years at the same prices. The BOT approved these

contracts unanimously. He is still working on the trash collection and mowing/landscaping contracts.

- g. Mike is working with Tru-Green about aeration/loam/reseeding of ten lawn areas with particular problems within our neighborhood.
- h. Mike Burnat obtained East and West street signs that were installed on the ends of Taft Hill Lane. This should help O’Hearne to direct traffic for their new development to enter on the East end and not pass through our neighborhood.

5. Beautification Committee Update

- a. **THANK YOU** to the Beautification Committee for watering the berm at the East entrance of Taft Hill Lane and Nicki Way. Mike Burnat obtained a quote from the sprinkler contractor for extending the sprinkler system to this area with this work expected next spring.
- b. The BOT approved a recommendation from the Beautification Committee to remove two pines at 30 THL and the Junipers at 5 SD and replace them with grass. B&M is expected to do this work in September.
- c. Bob Contursi volunteered to clean the speed limit sign at the top of the hill on THL.
- d. During the BOT walk next year, encroachment by saplings at the rear of the units will be noted and the Beautification Committee will budget for having them trimmed.

6. Old Business

- a. The BOT decided not to create a rule about umbrellas or awnings, but to remind residents that these items should be secured or removed when not in use or when storm conditions are predicted.
- b. The metal plates used by Forest Glen to cover the cut in East Taft Hill were removed and the cut was patched with pavement.
- c. **THANK YOU** to Lavonne for getting Best Pest to treat huge wasp/hornet nests in the decorative tree in front of 21 Andrews Drive, 48 Taft Hill Lane, 17 Nicki Way, 113 Taft Hill Lane, and 25 Nicki Way. **THANK YOU** to all who contacted her about other nests in the decorative trees. We believe they have all been treated. If you have a nest on your **unit**, it is your responsibility to treat it.
- d. We plan to mark our surveyed boundaries in the Fall after the leaves are down.
- e. **REMINDER:** The Summerfield at Taft Hill reverse 911 (or Time Sensitive Information) system will show on your phone as DCS (Database Systems Corporation) and the number is 800-679-0847 when a call arrives. We cannot change the name or phone number for these calls, but you may be able to list calls from this number as “Summerfield Reverse 911” on your phone. If you did not get the message about the car crash and broken utility pole on Douglas Street, please contact the BOT by placing a note in the Green Box in the Mail Building or sending an email to summerfieldbot@gmail.com.

- f. A special meeting was set for October 8, 2018 from 2-4 pm to review the Master Deed and Declaration of Trust.

7. New Business

- a. Massachusetts law requires our Trust to collect the information sheets and copies of the declaration page of homeowner's insurance in a timely manner. The Trustees voted unanimously to invoke Rule 32 (Structure of Fines for Violations) when a Unit Owner does not comply with this requirement within 30 days after the initial request.
- b. Marsha will contact Valley Chapel about reserving a date for our Annual meeting in April of 2019.

8. Resident Work Requests

- a. 50 SD – Re-stain porch – Approved
- b. 26 SD – Re-stain porch – Approved
- c. 30 THL – Re-stain porch – Approved
- d. 26 SD – Replace sidewalk - Approved
- e. 50 THL – Replace roof – Approved
- f. 82 THL – Re-stain porch, railing, door trim, and deck door trim – Approved
- g. 10 AD – Limited Common Element landscaping – Approved
- h. 27 AD – Re-stain deck – Approved
- i. 27 SD – Re-stain deck – Approved

9. Date for Next Meeting

The next BOT monthly meeting is scheduled for October 24, 2018 at 1 pm at 49 Summerfield Dr.

10. Adjournment

Lavonne moved, Pat seconded, and the Board voted unanimously to adjourn at 4:14 pm.