

Summerfield at Taft Hill (SATH) Condominium Trust

Board of Trustees (BOT)

Minutes of Meeting (MoMs)

December 13, 2018

Board members present: Lavonne Seifert, Marsha Bourgeois, Vicki Small, Pat Stephan, and Randy Fields. Mike Burnat, Chairman of the Grounds Committee. Resident Bob Contursi was present.

The Board of Trustees monthly meeting was called to order by Lavonne at 12:32 pm on December 13, 2018.

1. Review of BOT Actions in November-December

- a. **REMINDER: INFORMATION/INSURANCE FORMS ARE BEING COLLECTED AND ARE DUE BY JANUARY 1, 2019. IF YOU HAVE NOT SUBMITTED YOURS, PLEASE DO SO. THANK YOU.**
- b. On November 19, 2018, Bob Contursi submitted his resignation from the Board of Trustees. The Trustees met on November 20, 2018 to elect Lavonne as Chair and to ask Vicki Small to fill the remainder of the vacant Trustee position and be Vice Chair. A letter was composed and sent to the Residents about the changes and notarized papers documenting the changes were filed in Worcester on November 28, 2018.
- c. The Annual Budget was sent to all Residents.
- d. The Treasurer and Bookkeeper job descriptions were finalized.
- e. The 2019 version of the Resident's Guide was approved and placed on the Summerfield website.
- f. Initiated two months ago, Eversource is installing a new natural gas line next to and under the street on the east side of Taft Hill Lane, extending from Douglas Street up to their existing gas line near the intersection of Taft Hill Lane and Nicki Way. After this connection is complete, Eversource will cut, remove and cap the pipe at the West entrance of Taft Hill Lane. There will be no interruption of service to our community.
- g. On November 28, 2018, four members of the BOT met with Andrews Engineering to review the drainage concerns between 36 and 38 Taft Hill Lane, 38 and 40 Taft Hill Lane, 56 Taft Hill Lane, 66 Taft Hill Lane, 41 Andrews Drive and 44 Andrews Drive. Stephen O'Connell of Andrews Engineering stated that the actions taken and future plans for those areas were what he would have recommended with minor modifications.
- h. Some residents have expressed concern about Mike Burnat not living in the community to closely monitor the road conditions during snow storms. The BOT approved Mike's plan to have Bill Freer monitor the conditions on site.

- i. **THANK YOU to the Activities Committee (Laurel & Bob Morris, Jan & Jim Amerault, and Cathy & Norm Lemieux) for the GREAT CHRISTMAS PARTY on December 10, 2018!**
- j. Please mark the date for our Annual meeting at Valley Chapel April 6, 2019 at 9:30 am.

2. Open Forum for Resident Issues - None

3. Financial Report

- a. All financial reports as of November 30, 2018, 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 all interest for November has been recorded, our total reserves are \$470,777.09.
- e. The Board reviewed and unanimously accepted the monthly financials.
- f. Two CD's (a 12-month and an 18-month) will be available for renewal in January and Marsha will work with our bank to obtain the best rates for the renewals.
- g. Marsha and Pat will report next month on how to best show our capital expenses in the Budget.

4. Grounds Report

- a. B & M is repairing damaged siding at 49 SD, 36 THL, 45 THL, 77 THL, and 14 NW.
- b. The Fall Clean-up was conducted despite adverse weather conditions (high winds and sprinkling rain).
- c. **REMINDER:** Over the next month, selected trees will be trimmed or removed, and **RESIDENTS ARE ADVISED THAT ACCESS TO THESE TREES MAY BE ACROSS LAND ADJACENT TO THESE TREES AND IT MAY BE IN THE COMMON OR LIMITED COMMON ELEMENTS PER THE BY-LAWS.** The pine trees along the north side of Andrews Drive will be trimmed during this work.
- d. New street light sensors are being installed and the light between 82 and 105 Taft Hill Lane is being used as a test for a new ballast-free system using LED lights. If this test goes well, the other lights will be converted in the future.
- e. We have had one snow storm and are finalizing the contract for a 2-year extension at the same price. This will be 7 years at the same price.
- f. Mike also negotiated a savings of \$800-\$1000/year with Waste Management (trash/recycling contractor) and contract extensions with the fertilizer, irrigation, and mowing companies at the same price. **THANK YOU TO MIKE BURNAT!**
- g. Mike will investigate the intermittent Summerfield sign light and have the parking lot light repaired.
- h. The Grounds Committee will be responsible for having the fire hydrants flushed on a schedule recommended by the contractor.

Beautification Committee Update

- a. The tall grasses are expected to be cut when the weather cooperates.
- b. Vicki will obtain a price for trimming the ornamental trees next year.

5. Old Business

- a. Forest Glen plans to have Charter install lines in their development and Charter has requested a new easement across the corner of our property adjacent to Forest Glen. Lavonne will negotiate the fee for this.
- b. Forest Glen crews regraded their property to capture water and silt from their property in their own detention ponds, instead of having it flow onto Taft Hill Lane East and into the Summerfield detention pond.
- c. Forest Glen has agreed to pay for any cleaning necessary for the Summerfield stormwater catch basin and detention pond caused by their water and silt.
- d. Forest Glen apologized for not giving us warning that they intended to blast rocks across from Andrews Drive. Pat and Bob Contursi are establishing a procedure for future notifications.
- e. Forest Glen installed a new sign on the Route 16 right-of-way, but it was moved several times by the Eversource construction crew. Once the Eversource construction is complete, Pat will establish where the sign should be placed.
- f. Eversource has agreed to repair Taft Hill Lane East after their work is complete using permanent patch. They have also agreed to return to fix any future problems with the roadway, if needed and related to their pipeline installation.
- g. Master Deed and Declaration of Trust review was postponed until January.
- h. Job descriptions for the Grounds Chairman and Bookkeeper were reviewed and accepted.
- i. The 2019 Budget will separate Capital and Operating Expenses.

6. New Business

- a. BOT members will strive to copy all email communications through the Summerfield BOT email account, so they will be archived in our triplicate hard drives.
- b. Residents are complaining about dog excrement in Common and Limited Common areas. The BOT discussed using a Dog DNA registry system, cameras installed throughout the neighborhood, and other measures, but no decision was made at this meeting. We need everyone's help with this! **PLEASE BE AWARE THAT DOG OWNERS MUST PICK UP THEIR DOG'S WASTE AND THAT RULE 18 REQUIRES THAT THE UNIT OWNER IS RESPONSIBLE FOR COLLECTING AND DISPOSING OF ANY DOG EXCREMENT IN ANY COMMON OR LIMITED COMMON AREAS NEAR THEIR UNIT.**
- c. When communicating with the BOT, Residents should use "official" channels, that is, the BOT EMAIL ACCOUNT (summerfieldbot@gmail.com) or placed in the Green

Box in the Mail Building. This includes ALL WORK REQUESTS, as well as other communication.

7. Resident Work Requests

- a. 41 AD – Downspout drain – Approved
- b. 58 THL – Radon remediation system - Approved
- c. 55 THL – Roof repair – Approved

8. Date for Next Meeting

The next BOT monthly meeting is scheduled for January 16, 2019 at 1 pm at 49 Summerfield Dr.

9. Adjournment

Vicki moved, Pat seconded, and the Board voted unanimously to adjourn at 3:56 pm and went into Executive Session from 3:56 until 4:03 pm.