



at Taft Hill  
1 Summerfield Drive Uxbridge, MA 01569

**Summerfield at Taft Hill (SATH) Condominium Trust  
Board of Trustees (BOT)  
Minutes of Meeting (MoMs)  
June 17, 2021**

Board members present: Paul Balutis, Marsha Bourgeois, Randy Fields, Bob Howard, and Pat Stephan. Bill Freer, Chair of the Grounds Committee, and Vicki Small, Chair of the Beautification Committee, were present. Resident Sue Skeper was also present at 49 Summerfield Drive for the in-person meeting.

The Board of Trustees monthly meeting was called to order by Pat at 1:00 pm on June 17, 2021.

**1. Open Forum for Resident Issues:**

- a. Sue Skeper presented a work request and answered questions about it.
- b. Lavonne Seifert had sent a question via email about adding an amendment regarding the Annual meeting. An amendment to Section 8 of the By-Laws filed in Worcester on June 20, 2017, answered her question. The amendment allows voting by email/USPS mailing.
- c. Vinnie Cataldo submitted a suggestion to place signs limiting the size of truck allowed to enter our community.

**2. Review of BOT Actions since March meeting:**

- a. None recorded.

**3. Financial Report**

- a. All financial reports as of May 2021 have been given to the BOT.
- b. Vendor invoices for May have been processed and paid in May and June.
- c. Checking and Money Market accounts have been reconciled.
- d. After all interest for May has been recorded, our total Reserves are \$565,078.43.
- e. The Board reviewed and unanimously accepted the monthly financials.
- f. Trash collection costs have been higher than budget for several months. This topic will be covered in the Grounds Committee report below.
- g. A CD will be due for renewal on July 5 and Marsha was authorized to get the best interest rate available.
- h. Approximately \$245 has been spent on attorney fees to oppose the gas station project in May.
- i. A discussion of how checks for expenses are approved was conducted for new Trustees and  
**ACTION:** Paul will write a procedure to document the procedure for approval by the Board.

- j. ACTION: Pat will sign any attorney bills before they are paid.

#### 4. Grounds Report

- a. THANK YOU to Tony Lombardo for getting the broken window in the Mail Building to close. Please do not open the window with the label on it. It will be repaired in the future to open and close, but for now, it should stay closed.
- b. Our irrigation contractor has successfully opened our wells and started our irrigation system along with making initial adjustments and repairs as needed. The contractor will be returning to make further head adjustments and repairs as necessary.
- c. Our snow removal contractor has repaired the cement bumper in the Mail Building parking lot and repositioned the boulder moved by a snowplow at 43 Andrews Drive. He is awaiting parts to repair the trim at 58 THL.
- d. The Grounds Committee inspected trees to identify any that might be a threat to the neighborhood, and they have been evaluated by an arborist for the final determination on which ones to trim or remove. A quote is expected shortly.
- e. The Grounds Budget includes money for trimming the decorative trees as needed and that will take place in the fall.
- f. The pine trees along Andrews Drive will be trimmed during the summer.
- g. Erosion is occurring behind 41 and 43 Andrews Drive and near 113 Taft Hill Lane and the Grounds Committee is working on proposals for correction.
- h. ACTION: The Grounds Committee will submit proposals for improving the areas at the corner of Andrews Drive and Taft Hill Lane (near 113 THL) and between 28 and 38 Andrews Drive.
- i. The cost of our current trash/recycle collection has risen significantly, so Bill has contacted several other trash service companies to obtain quotes to compare both services and pricing. Our current fees with Waste Management are still the lowest cost with the most service.
- j. Our 3-year contract for snow removal has expired and Bill has created a Request for Proposal to send to several potential contractors. This was reviewed/discussed.
- k. ACTION: Bill will create contracts for all contractors.
- l. Tru-Green will kill the weeds in the gravel lot on Taft Hill Lane East and the rocks at the Mail Building.
- m. **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](mailto:summerfieldbot@gmail.com) ACCOUNT OR IN THE GREEN BOX IN THE MAIL BUILDING.**

#### 5. Beautification Committee

- a. Vicki Small reported that the Beautification Committee has started weeding around the community. If you would like to join the Beautification Committee, please contact Vicki (they have a GREAT time).
- b. Decorative trees at 66 THL, 82 THL, and 32 NW will be replaced this year. Several other decorative trees at 30 SD, 52 THL, 50 SD, 135 THL, and the cherry tree at the Mail Building are being monitored for next year. If replacements are required, Vicki will propose a selection of 3-4 options.

- c. **RESIDENTS ARE REMINDED THAT THEY ARE RESPONSIBLE FOR WEEDING AND TRIMMING THEIR LIMITED COMMON ELEMENT AND WEEDING AROUND THEIR DECORATIVE TREE (IF YOU HAVE A QUESTIONS ABOUT YOUR LIMITED COMMON ELEMENT, YOU CAN CHECK THE PLOT PLAN FOR YOUR PROPERTY ON OUR WEBSITE). IF YOU PLAN TO REMOVE OR REPLACE PLANTS OR MODIFY THE LANDSCAPING, YOU MUST SUBMIT A WORK REQUEST.**

## **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. Significant work at 515 Douglas Street on the Amazon Sortation station is underway.
- c. Campanelli has presented plans for another new warehouse and truck parking lot within the Campanelli Business Park on the West side of Route 146, and it has been approved by the Planning Board.
- d. The destruction of the Shell gas station on the West side of Route 146 on Lackey Dam Road has been approved by the Planning Board for expansion to include diesel pumps, a much larger drive-through donut shop/sandwich shop and expanded gasoline dispensers.
- e. Andrews Engineering did some major work on both sides of Spring Hill Drive to improve the situation around the culvert and it appears that the stream is flowing through the correct pathway in the culvert. The equipment that did the work damaged the stream banks and created sediment in the stream bed and some of the catch basins on Spring Hill Drive are completely filled with silt causing water to flow down Spring Hill Drive and onto Taft Hill Lane East. Forest Glen has been asked to clean these basins, but this is outside of the purview of the Conservation Commission.
- f. We received letters from the Conservation Commission about their review of the 18 new homesites proposed for 354-358 Douglas Street and little opposition is expected for this project.

## **7. New Business**

- a. ACTION: Pat will prepare contracts for the Bookkeeper and Grounds Chairman positions to be voted on at the next meeting.
- b. ACTION: Pat will place all contracts (Grounds Chairman, Bookkeeper, and contractors) on the Google Drive.
- c. ACTION: Bob will create an “onboarding booklet for new Trustees” after Pat provides the CAI Handbook.
- d. A discussion of Architectural guidelines concluded that Exhibit E of the Master Deed give excellent detail for each model Unit.
- e. ACTION: Bill will add the Strategic Planning Committee Chairperson to the Resident’s Guide and send an editable copy of it to Pat for the Google Drive.
- f. Bob will investigate methods of preventing large trucks from entering our community to turn around. This is becoming more important as the Amazon facility is being constructed.

## **8. IF YOU WOULD LIKE TO HELP MAINTAIN OUR COMMUNITY WEBSITE, PLEASE CONTACT THE TRUSTEES.**

- 9. Resident Work Requests** – Thirteen work requests were received and eleven approved in the past month. The others are in process.
- 10. Date for Next Meeting** - The next BOT monthly meeting is scheduled for July 20 at 1 pm at 49 Summerfield Drive.
- 11. Adjournment** - The Board voted unanimously to adjourn at 3:56 pm. The Executive session started at 4:00 pm and ended at 4:50 pm.