



at Taft Hill
1 Summerfield Drive Uxbridge, MA 01569

**Summerfield at Taft Hill (SATH) Condominium Trust
Board of Trustees (BOT)
Minutes of Meeting (MoMs)
February 22, 2024**

Board members present via Zoom: Paul Balutis, Marsha Bourgeois, Randy Fields, Bill Freer, and Pat Stephan. Bill Freer is the Grounds Committee Chair. Lavonne Seifert, Pat Simounet, Thresa Hicks, and Cecile Gaigals joined the meeting via Zoom.

The Board of Trustees monthly meeting was called to order by Pat at 1:00 pm on February 22, 2024.

- 1. Open Forum for Resident Issues: Paul Balutis reported that there was a fire in a barrel at 486 Douglas Street last night.**
- 2. Review of BOT actions since March meeting:**
 - a. The Bookkeeper and Grounds Chair contracts were renewed for 2024.
 - b. A strategy review for the trial for our appeal of the Planning Board and Zoning Board of Appeals decisions was held on Wednesday February 21 with our attorneys. The trial is scheduled to start at 9 am on Wednesday February 28 in the Worcester Superior Courthouse in Courtroom 20. It is open to the public.
 - c. Trustees voted to approve paying the Noise and Traffic consultants to testify at the trial.
 - d. All unit owners were alerted about a burglary that occurred on Andrews Drive during daylight hours and asked to be vigilant regarding strangers in our community.
 - e. A message was sent to Forest Glen about damage caused by their snowplow to a water valve cover in the sidewalk on East Taft Hill Lane. Forest Glen paid their share of the costs for maintenance of lower Taft Hill Lane East.
 - f. All information sheets and insurance forms were collected as required by M.G. L. 183A.
 - g. Preparations for the Annual Meeting scheduled for April 6 at 9:30 am at Valley Chapel are underway.
 - h. The easement agreement was sent to the residents of Forest Glen.
- 3. Financial Report**
 - a. All financial reports as of January 2024 have been given to the BOT.
 - b. Vendor invoices for January have been processed and paid in January and February 2024.
 - c. Checking and Money Market accounts have been reconciled.
 - d. After interest for January was recorded, our total Reserves are \$626,574.55.
 - 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 investigate direct electronic payments in the next month.
- h. Marsha will coordinate the review of our Financial Books which occurs every two years.
- i. Unibank CD rates are significantly above those of Savers and the Trustees will decide where to renew our CD's as they mature.
- j. Marsha, Pat, and Bill are continuing to evaluate the QuickBooks software packages for our bookkeeping. Theresa Hicks volunteered to do some research on the software.
- k. If you are planning to sell your unit, you will need a 6D. Marsha needs a week for a 6D and it costs \$100. The week starts when the money is delivered to Marsha.**

4. Grounds Report

- a. The light pole at the end of the forsythia on East Taft hill Drive will be installed when the weather improves.
- b. So far this year we have had 23" of snow. If we have less than 40" total, we will receive a rebate from our snow removal contractor.
- c. A "Grounds Committee" is being added to our "Summerfield Backup Drives", which contact copies of all or the Summerfield files since 2007. Bill is streamlining the current data in the drives.

5. Old Business

- a. As stated earlier, the next court date for the fueling station appeal is the trial on February 28, 2024, starting at 9 am in Courtroom 20 of the Worcester Superior Courthouse.
- b. 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.
- c. Amazon trucks appear to be using the warehouse now on a limited basis.
- d. Construction of the entrance to Pine Ridge Estates at 354-358 Douglas Street (between Forest Glen and Douglas Street) has started. You may hear blasting there soon.
- e. Deeds have been recorded in the Worcester Registry for 32 of the proposed 44 units to be built in Forest Glen. Forest Glen has filed an amendment to their Master Deed to include Phase 16 on the lower section of their property. Paul will investigate.
- f. Jack Crawford suggested that we improve the security in our Mail Building in light of the recent mail thefts from the blue postal boxes. Pat will send the Trustees a proposal for a modified box.
- g. The Police Department is doing additional patrols in our neighborhood and even interrogated the snow removal crew during the last snowstorm.
- h. The Uxbridge Annual Town Meeting is scheduled for May 14, 2024, at 7 pm at Valley Chapel. There is expected to be a vote on increasing the taxes including a 2 and ½ over-ride so you will want to attend.**
- i. Pat and Bill will put together an RFP for improving the irrigation system on the East side of the community for review by the Trustees. Suggestions for recipients of the RFP are welcome from the unit owners.

- j. Becht Engineering personnel visited our community to update our Capital Reserves funding plan. We hope to be able to present the updated plan at the Annual Meeting on April 6 at Valley Chapel.
- k. In last month's Trustee minutes, volunteers for the Neighbor Helping Neighbor program were solicited but no one volunteered. This will be addressed again at our Annual Meeting.

6. New Business

- a. **Please mark your calendars for April 6, 2024, at 9 am for the Unit Owner's Annual Meeting at Valley Chapel.**
 - b. **We will be electing 3 Trustees at the meeting, and it is very important that all unit owners attend or send a proxy. Solicitations for the Trustee positions will be sent to unit owners on February 15, 2024 (and will be available in the Mail Building). Please consider running for the position. Trustee Officers are elected at the first meeting of the new Board.**
 - c. **BEFORE YOU DO ANY WORK ON THE OUTSIDE OF YOUR UNIT, YOU MUST HAVE APPROVAL FROM THE TRUSTEES VIA THE WORK REQUEST SYSTEM. The only exceptions to this are restaining your deck the same color, painting your front door and/or shutters the same color, and planting/removing plants in your Limited Common Element. Work in the Limited Common Element cannot interfere with the irrigation system or lawn maintenance.**
 - d. **Since the burglary, several unit owners have installed security systems. Please remember that signs are not allowed in the Limited Common Element or Common Element per Rule 19. Small signs can be placed in windows.**
 - e. **Lavonne Seifert suggested changing the Rules to allow small security system signs in the Limited Common Element as a deterrent to burglars and this was deferred to the Annual Meeting.**
 - f. **Paul will draft a policy regarding outside lights for review by the Trustees.**
 - g. **Paul suggested that we install signs at the entrance to the community saying that this is a monitored community.**
7. **Resident Work Requests** – In the past month, 6 work requests were received, 5 were approved, and 1 was denied. **Please remember to let the Trustees know when your project is complete.**
8. **Date for Next Meeting** - The next BOT monthly meeting is scheduled for March 20, 2024, at 1:00 pm via ZOOM.
9. **Adjournment** - The Board voted unanimously to adjourn at 3:40 pm. Executive Session started at 3:41 pm and ended at 3:58 pm.

SALLY SUMMERFIELD SAYS: The burglar who visited our community looked in the garage window to see if there were cars to show that someone was home. If you block the windows, this can be a deterrent to a burglar.