

Summerfield at Taft Hill (SATH) Condominium Trust

Board of Trustees (BOT)

Minutes of Meeting (MoMs)

January 18, 2018

Board members present: Bob Contursi, Lavonne Seifert, Marsha Bourgeois, Vicki Small, and Randy Fields. Bill Freer represented the Grounds Committee. Harry Triantafellow of 50 THL, Martha Neal of 113 THL, Alice Dunne of 66 THL, Ed Pighetti of 38 THL, and Linda & Bob Flinton of 21 AD attended.

The Board of Trustees monthly meeting was called to order by Bob Contursi at 12:01 pm on January 18, 2018.

1. Open Forum for Resident Issues

- a. Alice Dunne presented information about two instances of flooding in her basement.
- b. Ed Pighetti reviewed flooding in his basement.
- c. Linda & Bob Flinton described a large sinkhole that appeared behind their unit.
- d. Martha Neal asked how to proceed with a work request for lights and Trex decking.
- e. Harry Triantafellow talked about speeding in our development and methods used at another condo association to control speeding.
- f. We thank them for attending and presenting information for action by the BOT.

2. Financial Report

- a. All financial reports as of December 31, 2017, have been given to the BOT.
- b. Vendor invoices for December have been processed and paid in December and January.
- c. Checking and Money Market accounts have been reconciled.
- d. After all interest for December has been recorded, our total reserves are \$430,341.39.
- e. CD ending in 0365 matured on January 3, 2018 and was renewed.
- f. The Board reviewed and unanimously accepted the monthly financials.

3. Grounds Report

Bill Freer is the acting Grounds Committee Chairman for the month of January. Please contact him for any Grounds related business. **Thank you, Bill, for undertaking this huge task.**

He reported that we have had 5 plowings this season for a total of 28 ½” of ice and snow and 7 salting/sanding treatments.

Trash blowing through the neighborhood has been a particular issue for the last few weeks with pick-up delays and gale force winds, but PLEASE secure your trash when you put it outside! THANK YOU for helping with this!

Old Business

- a. Thank you to those who observed that the 2018 Budget listed the “Reserve Fund” twice. This was a typographical error by the BOT Secretary. Attached is a corrected copy of the Budget.
- b. The BOT voted unanimously that the Treasurer should not also be the Bookkeeper, because the Treasurer supervises the Bookkeeper, and the Treasurer will receive the financial statements, review them and then pass them to the Bookkeeper in a timely manner. The job descriptions will be changed to reflect this.
- c. By a 3-2 vote, the BOT decided not to purchase a dedicated computer, but to upgrade the Bookkeeper’s computer from Windows 7 to Windows 10, sever the connection between the Bookkeeper’s computer and the bank, remove the name of the bank from our financial records, and regularly back-up our financial records to our isolated drives maintained by Bill Freer. These actions were taken to increase the cyber security for our financial records.
- d. The BOT voted unanimously to contract with Andrews Surveying to survey the exterior perimeter of our property. This has been questioned several times when our abutters have made changes to their property, such as the cutting of trees near our West entrance.
- e. **REMINDER: Please complete the information sheets and return them to the GREEN BOX in the mail room before the end of January. It is very important to return these with a copy of the first page of your current condo insurance policy showing the limits of your coverage.**

4. New Business

- A. **SPEEDING IN THE DEVELOPMENT IS AN ISSUE THAT NEEDS EVERYONE’S ATTENTION. IF YOU SEE A CAR EXCEEDING THE SPEED LIMIT OF 20 MPH, PLEASE REPORT A DESCRIPTION OF THE CAR AND DRIVER, THE LICENSE PLATE NUMBER, TIME, DATE, AND LOCATION TO THE BOT AT SUMMERFIELDBOT@GMAIL.COM. RESIDENTS ARE RESPONSIBLE FOR THE ACTIONS OF THEIR GUESTS TOO!**
- b. **THANK YOU to Harry Triantafellow for investigating how other condo communities are handling speeding. Randy will contact the Uxbridge Police about options for our development.**

- c. Marsha explored lowering our electricity rate for the mail room, sprinkler system, etc by changing from a fixed to a variable rate with National Grid, but there were too many uncertainties to proceed. At the last Uxbridge Town meeting, the town voted for the Selectmen to investigate a change to the supply cost for electricity to all residents. We will wait to see what they decide.
- d. Vicki will contact the VFW about reservation dates for our Annual Residents meeting in April.
- e. Bob is exploring the cost of a reverse 911 system for communicating time-sensitive information to residents. Recently, information about changes to the trash collection schedule and snow removal operations are examples of uses for a system like this.
- f. Lavonne reported on document changes regarding the decorative trees, but discussion was postponed until the next meeting.
- g. Several street lights are not functioning properly and need repairs. Randy will contact Boothby Electric about corrections.

5. Resident Work Requests

- a. 15 NW – Dumpster – Approved
- b. 138 THL – Service dog fence - Approved

6. Date for Next Meeting

The next BOT monthly meeting is scheduled for February 22, 2018 at 1 pm at 49 Summerfield Dr.

7. Adjournment

Lavonne moved, Marsha seconded, and the Board voted unanimously to adjourn at 4:35 pm.