



at Taft Hill
1 Summerfield Drive Uxbridge, MA 01569

**Summerfield at Taft Hill (SATH) Condominium Trust
Annual Meeting at Valley Chapel
Minutes of Meeting (MoMs)
April 6, 2024**

1. Introduction and Verification of Quorum – Pat Stephan

The Summerfield at Taft Hill Annual Meeting was called to order by Pat Stephan at 9:30 am on April 6, 2024, at Valley Chapel. Board members present: Paul Balutis, Marsha Bourgeois, Randy Fields, Bill Freer, and Pat Stephan. A quorum of over 79% of Beneficial Interests were represented (61 Unit Owners were present in person and 40 Unit Owners were represented by proxy).

2. Safety/Comfort Comments - COVID Precautions/Exits/Bathrooms – Pat Stephan

3. Agenda Review and Welcome to New Neighbors

a. Newcomers Elizabeth and Steve Santora (39 Nicki Way) and Randy Bloem (19 Andrews Drive) were welcomed to the meeting and community.

4. Business Activities of 2023 and 2024 – Pat Stephan

- a. The judge recused himself at the beginning of the trial on March 1, 2024, forcing the trial to be rescheduled for July 17, 2024, at 9 am in the Superior Court in Worcester. Based on the behavior of the defendants' attorneys, our attorney is very bullish on the outcome of the trial.
- b. Forest Glen has transferred deeds to 33 of the planned 44 units and the remaining 11 are under construction.
- c. Pine Ridge Estates started construction of 40 single family 4-bedroom homes between Forest Glen and Route 16.
- d. The portable speed bumps got a lot of love from unit owners! THANK YOU FOR HELPING TO KEEP THE SPEED DOWN IN OUR COMMUNITY!
- e. Paul Balutis, Rory St. Pierre, Ann Fields, and Claudia Cataldo from our community are serving on Town Boards/Commissions. THANK YOU!
- f. The Grounds committee has been actively managing contractors (snow removal, mowing, trash/recycle, irrigation, wells, detention ponds, etc.), trimming trees, and doing some lawn repairs. To everyone's relief, Bill led the change of our trash/recycling contractor!
- g. Currently, the Grounds Committee is scheduling the stump removal and planting of replacement decorative trees in front of 11 units. The dying trees were cut down last fall.
- h. The Beautification Committee did a fabulous job last year and will be starting up again

soon.

- i. Snow removal was below the lowest threshold for 2023-2024 resulting in a lower cost per our contract. Last year we received a \$6000 rebate because of this, and we expect it again this year. Pray for no more snow.
- j. Rory St. Pierre reviewed the status of the cannabis odor control measures that he has been pursuing for our community. THANK YOU, Rory!
- k. An RFP for an irrigation consultant to complete the project that was started year before last was prepared and Bill is actively contacting potential contractors. If you know of a contractor that he should contact, please let him know.
- l. Pat Stephan continues to contact our State Representative Joe McKenna and Representative Michael Soter about the creation of regulations by the Mass Department of Public Utilities to allow multiple solar connections on a single property (legislation was passed in 2022, but the implementation requires new regulations).
- m. Our finances are reviewed by our Accountants each year and audited every second year. We received an excellent report this year. GREAT JOB, Marsha.
- n. BechtBT Engineering did an on-site inspection of our property and has issued their initial report on the status of our Capital Reserves. We are currently at 105% of the amount they project we need in Capital Reserves for 2024.

5. Activities Planned for 2024 – Pat Stephan

- a. Continue the legal process against the fueling station.
- b. Activity Committee Plans announced by Jan Amerault:
 - i. Ladies luncheon at Quakers Tavern with date to be announced soon.
 - ii. Yummies at the Mail Building with cornhole tournament and music on May 1 or 8.
 - iii. VFW potluck dinner in October.
 - iv. Holiday (Christmas) Luncheon in December.
 - v. New members are welcome. Sue Priore joined during the meeting. THANK YOU, Sue!
- c. Sally Summerfield providing information to unit owners.
- d. Start improvements of the irrigation system.
- e. Resolve solar panel issues.
 - i. Sue Priore asked about installing community panels for everyone to share and Pat indicated this was not planned.
 - ii. Joe Marchand asked if panels could be installed on the ground instead of the roof. Pat said that they could not be installed for a single unit use on Common Element. There is also an open space requirement for in the approval for the community when it was built.
- f. Pat said the Neighbors Helping Neighbors program would be rejuvenated.

6. Volunteer Recognition – Pat Stephan

- a. Trustees
- b. Grounds Committee
- c. Beautification Committee
- d. Activities Committee
- e. All of these committees would welcome new members so please VOUNTEER!

7. Finance Report – Pat Stephan

- a. The Trustees review the financial reports from the Bookkeeper each month and every Unit Owner is invited to attend the monthly meetings.
- b. The Bookkeeper is migrating to QuickBooks Online next week and Nancy Freer, who is the backup to Marsha, will be participating.
- c. The Trustees rearranged the Capital Reserves Certificates of Deposit resulting in significant gains in both Operating and Reserve Funds.
- d. Everyone received the year-end 2023 budget information and a copy of the 2024 budget on December 1, 2023.
- e. Since our meeting minutes are posted on our website, we do not put the numbers in them. Any Unit Owner can contact Marsha for any financial information.
- f. Because the trial was postponed in 2023, the money designated for that was placed in the Capital Reserves and into a CD to gain interest.

8. Review of Budget Review Process -Pat Stephan

- a. Budget discussion starts in September for planning purposes.
- b. Spreadsheet and Quickbooks records are organized for budget preparation.
- c. Grounds and Beautification are asked to provide estimates for expenses.
- d. Trustees meet with Ground and Beautification to discuss line items.
- e. Trustees meet to make decisions on line items and budget amounts.
- f. Trustees finalize budget and determine owner fees.
- g. Claudia Cataldo, Joe Marchand, Sue Priore, and Wayne Brown asked questions about the Appeal of the Fueling Station at 502 Douglas Street. Several aspects of the case were discussed, but not recorded in the minutes because of confidentiality. Several Unit Owners indicated that they would like to have input if the case goes against us and the Trustees consider appealing the ruling.
- h. Paul Balutis reviewed the various insurances carried by the Condo Association, including liability, Trustee Indemnification, Volunteer, Property, and Trustee auto (on Official business).

9. Forum for unit owners' comments and questions

- a. Kathy Hadden asked about the security of mail in the Mail Building. Jack Crawford had asked the Trustees if something should be done to secure the outgoing mail because the letter slot is very large. Pat is exploring options with the Post Office.
- b. Pat reminded everyone that the Bylaws and Rules require units to be kept clean and the Trustees must police this. The documents governing this development are on our website (summerfieldatthill.com) and everyone should be familiar with them. Some units have foam insulation exuding from the corner pieces and it needs to be pushed up into the siding corner.
- c. Questions about Limited Common Element and Common Element are explained by a document on our website.
- d. Pat Stephan reminded dog walkers that they were responsible for taking the bags containing dog waste with them and disposing of it properly. It is not to be left on the roadway, walkway, dropped into the storm drains, or someone else's Limited Common Element or any Common Element. Unit owners can tell dog walkers to keep off of the unit owner's Limited Common Element.
- e. Since the burglary on Andrews Drive this year, Pat reminded residents that they should

block the view through garage windows and be observant of activities in our neighborhood.

10. Election of Trustees – Pat Stephan

- a. Randy Fields made a motion, seconded by Paul Balutis, to elect the three candidates for three Trustee positions by acclamation. The motion passed unanimously.
 - b. Bob Contursi, Bill Freer, and Pat Simounet were elected for 2-year terms.
- 11.** Bill Freer indicated that he planned to step down as Trustee and Grounds Chairperson in 2 years. He is looking for a person to train during the next 2 years as Grounds Chairperson.
- 12.** THANK YOU TO VICKI SMALL, CECILE GAIGALS, ANNE HAYES, PAT SIMOUNET, BETH ZERSKY, DONNA SILVIA, AND ANN FIELDS FOR HELPING WITH THE SIGN-IN, VOTING AND TABULATING.
- 13.** Cecile Gaigals (former Trustee) addressed the unit owners, especially new owners, asking them to seriously consider becoming a Trustee or volunteering to help in our community.
- 14.** Pat Stephan dismissed the meeting at 11:08 am.