

# Summerfield at Taft Hill (SATH) Condominium Trust

## Board of Trustees (BOT)

### Minutes of Meeting (MoMs)

March 22, 2019

Board members present: Lavonne Seifert, Vicki Small, Pat Stephan, and Randy Fields. Mike Burnat, Chairman of the Grounds Committee. Residents Bob Contursi and Roland Gervais were present.

The Board of Trustees monthly meeting was called to order by Lavonne at 1:02 pm on March 22, 2019.

#### 1. Review of BOT Actions in February-March

- a. Pat and Marsha developed information for Unit Owners and Real Estate Agents regarding selling of Units. It includes requirements for insurance and 6d's (statement that the Unit being sold is up-to-date on all financial obligations). The document has been placed on the SATH website.
- b. A meeting was held to discuss the duties and responsibilities of the Grounds Committee Chairman.
- c. As required by Massachusetts General Law 183A, letters were sent to all mortgage holders to provide information on how to contact the Board of Trustees.
- d. **Please mark the date for our Annual meeting at Valley Chapel April 6, 2019 at 9:30 am. Please arrive by 9:15 am. IF YOU CANNOT ATTEND THE MEETING, PLEASE SIGN A PROXY (AVAILABLE ON THE BULLETIN BOARD IN THE MAIL BUILDING) AND PUT IT INTO THE GREEN BOX IN THE MAIL ROOM.**

#### 2. Open Forum for Resident Issues – Roland Gervais explained his work request for stones to replace mulch.

#### 3. Financial Report

- a. All financial reports as of February 28, 2019 have been given to the BOT.
- b. Vendor invoices for February have been processed and paid in February and March.
- c. Checking and Money Market accounts have been reconciled.
- d. After all interest for February has been recorded, our total reserves are \$491,599.85.
- e. The Board reviewed and unanimously accepted the monthly financials.

#### 4. Grounds Report

- a. **IF YOU ARE INTERESTED IN APPLYING FOR THE GROUNDS COMMITTEE CHAIRMAN POSITION, PLEASE NOTIFY THE BOT. IF NO ONE APPLIES FOR THIS PAID POSITION, THE BOT WILL EXPLORE OTHER OPTIONS, SUCH AS PAID PROFESSIONAL MANAGEMENT COMPANIES.**
- b. Snow totals for storms this season are 47.5”.
- c. The Grounds Committee will be walking the neighborhood to assess damage from the snow removal plowing during the first week in April. Please notify Mike Burnat of any damage to your unit or decorative tree by March 29, 2019.
- d. Lavonne will contact O’Hearne about sharing the costs of 1) plowing of the East entrance of Taft Hill Lane, maintenance of the fire hydrant on East Taft Hill Lane, cleaning of the storm drain on East Taft Hill Lane, and cleaning of the detention pond supporting the drains on East Taft Hill Lane according to the provisions of our agreement with them.
- e. Quotes for modifying our snow removal contract to plow roads and clean/sand driveways/walkways when the snow amount is 1” instead of 2” is \$1700-2000/event. Over the past 5 years, we have had 3-4 events between 1” and 2” per year. This would increase our monthly dues by \$4-6/month. This will be discussed during the Annual meeting.
- f. All contracts for Grounds have been approved.
- g. Last month, the BOT unanimously approved continuing the \$100 rebate to any Unit Owner who replaces mulch with stone. If you wish to do this, please submit a work request to the Grounds Committee by April 5, 2019.
- h. Pat Stephan will be coordinating the flushing of our fire hydrants with the Town of Uxbridge (the Town may flush the hydrants on Douglas Street to assure that debris from their flushing does not clog our hydrants after ours are flushed). The BOT unanimously approved a contract with HydraTech to do this work in accordance with the National Fire Protection Association recommendations.
- i. The Grounds and Beautification Committees will make recommendations to the BOT about mulching this year.
- j. Mike Burnat and Pat Stephan will collect quotes for the street and parking lot light upgrades planned for this spring.
- k. THANK YOU to Bob Contursi for repairing the light on the Summerfield sign at the East entrance of our community.

## 5. Old Business

- a. Pat received a quote from Becht for updating our Capital Reserve Study from 5 years ago and the BOT decided to postpone action on this until the new Trustees are elected, so they will understand this long-range action.
- b. Planning of logistics for the Annual meeting was completed. Pat will send a notice by Survey Monkey to all Unit Owners about a week before the Annual Meeting to plan for the number of attendees expected.

- c. Our By-Laws currently require an insurance waiver of subrogation. Because most Unit Owners' policies do not include this (and some will not), the BOT unanimously voted to remove the requirement from the By-Laws. Unit Owners will be asked to approve the change at the Annual Meeting.
- d. Upon advice of legal counsel, and the following much deliberation, the BOT does not plan to amend the Master Deed and Declaration of Trust before the Annual meeting.

## **6. New Business**

- a. **The annual Summerfield garage sale will be held on April 27 with a rain date of May 4. Marsha Bourgeois and Cecile Gaigals will be providing more information in the near future.**
- b. The new Police Chief was asked to attend our Annual Meeting to introduce himself and answer any questions about our neighborhood, but a conflict will prevent him from attending. He will be meeting with the BOT when his schedule permits..

## **7. Resident Work Requests**

- a. 11 SD – Replacing 2 garage doors with 1 door – Approved
- b. 30 SD – Replacing 2 garage doors with 1 door – Approved
- c. 66 AD – Replace mulch with stones - Approved

## **8. Date for Next Meeting**

The next BOT monthly meeting is scheduled for April 17, 2019 at 1 pm at 49 Summerfield Dr.

## **9. Adjournment**

Vicki moved, Pat seconded, and the Board voted unanimously to adjourn at 5:04 pm.