

Summerfield at Taft Hill (SATH) Condominium Trust

Board of Trustees (BOT)

Minutes of Meeting (MoMs)

February 21, 2019

Board members present: Lavonne Seifert, Marsha Bourgeois, Vicki Small, Pat Stephan, and Randy Fields. Mike Burnat, Chairman of the Grounds Committee.

The Board of Trustees monthly meeting was called to order by Lavonne at 1:04 pm on February 21, 2019.

1. Review of BOT Actions in January-February

- a. An easement for National Grid to access Forest Glen along Taft Hill Lane East was approved and signed.
- b. An update was sent to the Community regarding Forest Glen and the Eversource gas line work.
- c. The BOT voted unanimously to remove the subrogation clause from our By-Laws, subject to approval by the Unit Owners at the Annual meeting.
- d. The Master Deed and Declaration of Trust were reviewed/modified for presentation to the Unit Owners at the Annual meeting.
- e. **Please mark the date for our Annual meeting at Valley Chapel April 6, 2019 at 9:30 am.**

2. Open Forum for Resident Issues – None

3. Financial Report

- a. All financial reports as of January 31, 2019 have been given to the BOT.
- b. Vendor invoices for January have been processed and paid in January and February.
- c. Checking and Money Market accounts have been reconciled.
- d. After all interest for January has been recorded, our total reserves are \$490,949.25.
- e. The Board reviewed and unanimously accepted the monthly financials.
- f. Marsha and Pat presented a simulated 2019 Budget separating Operating expenses and Capital expenses listing three planned Capital expenses for 2019, including 1) Mail Building parking lot light replacements, 2) street light retrofits, and 3) irrigation system expansion for the berm along the north end of Nicki Way. These Capital items were unanimously approved and a separate bank account for the Capital Budget will be established.

4. Grounds Report

- a. Snow followed by sleet and freezing rain have created a real challenge for our snow removal contractor. Our contract with the snow removal contractor (based on our plowing policy as defined by a resident vote at the last Annual Meeting) is as follows:

- **Plowing of roads will begin when 1” of snow has accumulated**
- **Cleaning of driveways will occur after more than 2” accumulates**
- **Driveways will be plowed at the conclusion of the storm unless more than 6” of snow are expected; then driveway plowing will occur after every 6” of accumulation and at the conclusion of the storm**
- **Uxbridge does not start plowing until 2” accumulates on the roads**

Because of the types of storms we have been having recently, we are discussing with our snow removal contractor options that we could adopt to help clear our driveways and walkways when we have snow/sleet/freezing rain storms.

- b. Mike Burnat and Bob Contursi are coordinating with our snow contractor and O’Hearne about the plowing of the East entrance of Taft Hill Lane.
- c. Many designated trees were cut or trimmed and several more were marked to be checked again next year.
- d. The street light between 82 and 105 Taft Hill Lane has been repaired using a new ballast-free LED light system. This has been a great improvement and the other lights are scheduled to be converted in the spring.
- e. THANK YOU to Pat Stephan for working on the lights in the Mail Building parking lot. One light cannot be repaired and all lights are planned for replacement this spring.
- f. The light on the Summerfield sign at the Mail Building was also repaired.
- g. All contracts for Grounds have been approved.
- h. In late March, the Grounds Committee plans to assess damage from the snow plowing, so please let Mike Burnat know if you have any damage.
- i. 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 BOT.
- j. The Grounds Committee 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).
- k. **MIKE BURNAT HAS DONE A FANTASTIC JOB FOR US SERVING AS THE CHAIRMAN OF THE GROUNDS COMMITTEE SINCE 2010! He has sold his unit on Taft Hill and has submitted his resignation as Chairman of the Grounds Committee to the BOT effective June 30, 2019.**

5. Beautification Committee Update

- a. Pruning of the ornamental trees and the copse of evergreen trees near 74 THL was completed during the past month.
- b. Several tree stumps from the cutting of trees will be ground during the spring.
- c. The Beautification Committee will be meeting after the Annual meeting in April to plan their activities for this year. If you wish to join this group, please notify Vicki Small.

6. Old Business

- a. During recent heavy rain storms, silt from the Forest Glen construction area flowed into the creek and wetlands near the Forest Glen easement across our property. After investigation of this by the DEP and Conservation Committee, the Town of Uxbridge issued a “cease and desist” order to Forest Glen with instructions about how Forest Glen was required to correct the situation. This included hiring a knowledgeable engineer to oversee their work at Forest Glen expense and creating a proposal that required Town of Uxbridge approval. Forest Glen complied and after their plan was approved by the Town, the “cease and desist” order was lifted. Under the watchful eye of the DEP and Conservation Committee, Forest Glen must install a culvert and make other repairs around their road across our property. Representatives from the BOT have been attending the meetings and communicating via email with the Town representatives.
- b. Eversource has committed to repairing Taft Hill Lane after their work is complete. They are scheduled to return to this project when the asphalt suppliers resume operation. The weather has caused the shutdown of the asphalt plants.
- c. Annual meeting plans were discussed, and notices will be sent to all Unit Owners next week. **WE WILL HAVE THREE BOARD OF TRUSTEE POSITIONS OPEN, SO THIS IS YOUR CHANCE TO SERVE YOUR COMMUNITY AND HELP MAINTAIN OUR BEAUTIFUL NEIGHBORHOOD.**
- d. Pat is awaiting a quote from Becht for updating our Capital Reserve Study from 5 years ago.
- e. The BOT has approved the changes to the Master Deed and Declaration of Trust and will be sending copies to Unit Owners for review and comments.

7. New Business

- a. Our By-Laws currently require an insurance waiver of subrogation. Because most Unit Owner’s policies do not include this (and some will not), the BOT approved removing it from the By-Laws. We plan to vote on this at the Annual Meeting.
- b. The new Police Chief will be asked to attend our Annual Meeting to introduce himself and answer any questions about our neighborhood.
- c. Logistics for the Annual Meeting will be discussed at the next BOT meeting, but 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.

- d. Pat and Marsha will create a document for the website with instructions for Unit Owners and Real Estate Agents regarding selling of Units. Some agents are confused about requirements for insurance and 6d's (statement that the Unit being sold is up-to-date on all financial obligations).
- e. An updated list of Residents has been posted to the website in the Residents Only section.

8. Resident Work Requests

- a. 10 NW – Gutter leaf guards – Approved

9. Date for Next Meeting

The next BOT monthly meeting is scheduled for March 22, 2019 at 1 pm at 49 Summerfield Dr.

10. Adjournment

Vicki moved, Pat seconded, and the Board voted unanimously to adjourn at 5:00 pm.