



at Taft Hill
1 Summerfield Drive Uxbridge, MA 01569

Summerfield at Taft Hill Trustees Activities Calendar
Revised March 31, 2022

January

Collect Information Sheets/Insurance data to update Resident Lists and 911 phone list
Update Resident Guide, Helping Neighbor List, trash schedule and website information

February

Assign responsibilities/prepare for Annual Meeting
Send preliminary Annual Meeting agenda and Trustee candidate solicitation to Residents
Send Mortgage Notification Letters

March

Send final Annual Meeting agenda and Trustee candidate biographies to Residents
Send any proposed Document changes to Residents

April

Annual Meeting on first Saturday
Elect Officers
Inspect property for Rules conformance

May

June

July

August

September

October

Treasurer meets with Bookkeeper and Grounds Chairperson to create preliminary Budget
Collect shared expenses from Forest Glen for Taft Hill Lane East maintenance

November

Create and approve Annual Budget and fees for next year

December

Send Annual Budget to Residents on December 1
Send Information Sheets to Residents
Reserve Valley Chapel for Annual Meeting

Sign Bookkeeper and Grounds Chairperson Contracts