

# **Summerfield at Taft Hill (SATH) Condominium Trust**

## **Board of Trustees (BOT)**

### **Minutes of Meeting (MoMs)**

**February 22, 2018**

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

The Board of Trustees monthly meeting was called to order by Bob Contursi at 12:07 pm on February 22, 2018.

**1. Open Forum for Resident Issues** None.

**2. Financial Report**

- a. All financial reports as of January 31, 2018, 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 \$430,567.92.
- e. CD ending in 0314 will mature on March 1, 2018 and will be renewed.
- f. The Board reviewed and unanimously accepted the monthly financials.

**3. Grounds Report**

**THANK YOU** to Bill Freer for acting as Grounds Committee Chairman for the month of January. Mike Burnat, Ground Committee Chairman, had the following report:

We have had 8 plowings this season for a total of 37 ½” of ice and snow and 13 salting/sanding treatments.

**Our plowing policy as defined by a resident vote at a recent Annual Meeting, is as follows:**

- **Plowing of roads will begin when 1” of snow has accumulated**
- **Cleaning of driveways will occur if 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**
- **Over the past 6 years, there have been an average of 2 snow storms over 6” (three of those years only had 1 storm over 6”)**
- **Uxbridge does not start plowing until 2” accumulates on the roads**

In March, the Grounds Committee plans to inspect our neighborhood for damage from snow plowing. Please advise Mike Burnat if your unit has damage from the snow removal process.

Mike will contact landscaping companies about repairing the damage to the rock wall along the sidewalk on Taft Hill Lane at the upper intersection with Summerfield Dr.

By the end of the month, we expect to have signed contracts for mowing, lawn treatment, and irrigation for the coming year.

Several street lights bulbs were replaced, but some of the lights are still burning in the daylight. Mike will have Boothby Electric investigate.

#### 4. **Old Business**

- a. **REMINDER: INFORMATION SHEETS AND COPIES OF THE COVERAGE PAGE OF YOUR HOME OWNERS INSURANCE WERE DUE BY JANUARY 31, 2018. AN EXTENSION UNTIL MARCH 1, 2018 HAS BEEN GIVEN TO THE 22 RESIDENTS THAT HAVE NOT RETURNED THEIR INFORMATION. THIS IS A REQUIREMENT OF THE STATE OF MASSACHUSETTS!!!! IF THE FORMS HAVE NOT BEEN RETURNED BY THE NEW DATE, FINE WARNINGS WILL BE SENT PER RULE 28/32!**
- b. The BOT voted for the Summerfield Trust to take responsibility for the ornamental trees at each unit based on By-Law 2D. The Grounds Committee will create a map of which trees will be designated as ornamental trees.
- c. The BOT reviewed and approved changes to the Rules & Regulations that will be presented at the Annual meeting. Residents/owners will be provided copies of these before the Annual meeting. Residents can present changes at the Annual meeting per By-Law #7.
- d. The By-Laws are being examined to identify changes to be voted on at the Annual meeting. These changes are to remove redundancies and conflicts between the Master Deed, Declaration of Trust, By-Laws, and Rules & Regulations.
- e. The agenda & mailings for Annual meeting were planned.
- f. The Bookkeeper contract was modified and unanimously approved.
- g. Revision of Job Descriptions for Treasurer & Member-at-Large was postponed until after the Annual meeting.

- h. Marsha will schedule the property boundary determination by Andrews Engineering, so we can answer questions about possible cutting of trees on our property at the West entrance to Summerfield.
- i. **The Uxbridge Police placed their speed monitoring sign in our development to help remind us that the speed limit is 20 mph. Please remember that we have many pet owners and other walkers, who may be walking in the dark and not easily seen on our streets (some streets do not have sidewalks). We all need to keep our speed down to prevent a serious accident! (Some of us are not as young as we used to be and may not move as fast.) You are also responsible for your guests. Violation of the Rules can result in fines being levied!**
- j. The BOT unanimously voted to implement 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. You will be asked to identify the phone numbers you want us to call to alert you to this information after we implement this program.

## **5. New Business**

- a. Lil Burnat will be coordinating our annual neighborhood yard sale and it is tentatively scheduled for May 19, 2018. You will be hearing more about this as the time comes closer to the event.

## **6. Resident Work Requests**

- a. 39 AD – Extension of approval to replace bushes in LCE
- b. 36 SD – Trex decking
- c. 113 THL – Trex decking, white vinyl railings, and new outside lights
- d. 10 Nicki Way – Satellite dish

## **7. Date for Next Meeting**

The next BOT monthly meeting is scheduled for March 14, 2018 at 1 pm at 49 Summerfield Dr.

## **8. Adjournment**

Lavonne moved, Marsha seconded, and the Board voted unanimously to adjourn at 5:08 pm.