



at Taft Hill
1 Summerfield Drive Uxbridge, MA 01569

Policy for Distribution of Trustee Meeting Minutes

Massachusetts General Laws, Part II, Title I, Chapter 183A, Section 10 (c) states that the Organization of Unit Owners (Summerfield at Taft Hill Trust) must keep a record of minutes of Trustee meetings that are up-to-date and available for reasonable inspection by any Unit Owner. The Unit Owner has the right to photocopy the records at the expense of the person making the request.

By-Law 10 of the Summerfield at Taft Hill Trust states that the Trustees must keep minutes of their meetings and that the minutes must be available to the Unit Owners. The website is listed in By-Law 10.

The minutes of each Trustee monthly meeting are on the website for those with computer access and a copy is posted on the Trustee bulletin board in the Mail Building for those who do not have computer access or email addresses.

For the convenience of the Unit Owners, the Trustee Secretary sends a copy of the minutes to each Unit Owner who has supplied an email address to the Trustees after the minutes are approved by the Trustees following a monthly meeting.

For those Unit Owners who do not have an email address, the Secretary sends a printed copy of the minutes via USPS.

For Unit Owners with special needs as determined by the Trustee Secretary, printed copies are also mailed via USPS.

To maintain the lowest costs to the Trust and yet communicate to the Unit Owners, the list of those receiving printed copies of documents via USPS is reviewed each year after the Information Sheets are collected.

If a Unit Owner (with an email address but without special needs) wants to receive a printed copy of the Trustee minutes via USPS, the cost of such service will be \$1 per mailing to cover the costs as per MGL, Chapter 183A and will be added to their monthly bill.