

Summerfield at Taft Hill (SATH) Condominium Trust

Board of Trustees (BOT)

Minutes of Meeting (MoMs)

April 19, 2018

Board members present: Bob Contursi, Lavonne Seifert, Marsha Bourgeois, Pat Stephan, and Randy Fields. Mike Burnat, Chairman of the Grounds Committee, was present. Residents present were: Vinnie Cataldo, Bill Freer, and Joe Marchand.

The Board of Trustees monthly meeting was called to order by Bob Contursi at 12:51 pm on April 19, 2018.

1. Review of BOT Actions in March-April

Preparation for Annual meeting
Trustees review and approval of amended Rules and By-Laws
All information sheets collected
Annual meeting elected 2 Trustees, amended Rules and By-Laws
Votes for By-Law 1.o. collected for 83.5% Beneficial Interests approval
Forest Glen meeting, agreement, and letter to residents
911 forms sent to residents
East entrance road videotaped to document condition before use by Forest Glen
Received a quote for East entrance road replacement
Review of Town of Uxbridge noise ordinance
Fire hydrants were serviced and painted
Property is being surveyed by Andrews Engineering

2. Open Forum for Resident Issues

THANK YOU to Vinnie Cataldo and Joe Marchand, who reported their research into the Forest Glen development. Searches of the Uxbridge Town documents and discussions with several town officials revealed useful information as well as some concerns regarding the development, but only the Town can act on these. Our development, created by our Master Deed and Declaration of Trust, do not allow us to enforce Town ordinances or rules and regulations. The BOT has negotiated an agreement with Forest Glen to protect our development from liability and damage to roads, infrastructure, etc. Our lawyer has put this agreement into a contract that both parties need to sign. This contract will be registered in Worcester and will become part of the O’Hearne Forest Glen Estates, LLC Master Deed and Declaration of Trust. Once this contract is signed by both parties, a copy will be sent to our residents.

Vinnie Cataldo has videotaped our road at the East entrance and will continue to document any damage to it, so it can be restored to the same condition by Forest Glen after the construction there is complete.

Bill Freer, who manages our website, reviewed the cost of the site and had several suggestions for upgrades. These included a page for residents to list items for sale and a page for our recommended contractors to place small ads (for a fee, which would pay for the website). It was suggested that a page showing units for sale might be included. As more information is placed on our website, concern was expressed about privacy and Bill was asked to see if there could be some protected pages for resident use only. No decisions were made by the BOT regarding these suggestions until we get more information.

A resident inquired via email if Summerfield was approved for FHA mortgages. Summerfield was approved from 2009-2011, but that approval required payment of fees; and since, there was no demand for it, it was allowed to lapse.

Cecile Gaigals sent a question via email about siding discoloration and this will be investigated by the Grounds Committee during their plow damage walk.

Dave Seifert requested that the American Flag/Hydra-Tech advertisement be removed from the fire hydrants as a violation of our Rules. After much discussion, this was approved by a 4-1 vote and Pat Stephan removed them.

3. Election of Board of Trustees Officers

The following officers were elected:

- a. Chair – Bob Contursi
- b. Vice Chair – Lavonne Seifert
- c. Treasurer – Pat Stephan
- d. Secretary – Randy Fields
- e. Member-at-Large – Marsha Bourgeois

4. Position Descriptions

Position Descriptions were discussed and deferred until the next meeting.

The Reverse 911 database will be created by Lavonne and then maintained by the Secretary.

5. Financial Report

- a. All financial reports as of March 31, 2018, have been given to the BOT.
- b. Vendor invoices for March have been processed and paid in March and April.
- c. Checking and Money Market accounts have been reconciled.
- d. After all interest for March has been recorded, our total reserves are \$449,373.47.
- e. CD ending in 0314 matured on March 1, 2018 and was renewed.
- f. The Board reviewed and unanimously accepted the monthly financials.
- g. The Bi-Annual audit of the financial records was reviewed and Marsha will contact the reviewing company about some questions.

6. Grounds Report

We have had 8 plowable storms this season with a total of 65” of ice and snow and 17 salting/sanding treatments. The Grounds Committee plans to walk the neighborhood on Monday April 23 to identify damage from the plowing. If you have damage that you have not reported, please send it to Mike Burnat or Summerfieldbot@gmail.com. The repairs will not be made by the snow removal company until after the sprinkler system is activated, so the areas can be watered. There is one more year on the current snow removal contract.

The irrigation system is scheduled to be started at the end of April.

The spring clean-up is also scheduled for the end of April.

The damage to the rock wall along the sidewalk on Taft Hill Lane at the upper intersection with Summerfield Drive is scheduled for repair in May when the sinkhole behind 21 Andrews Drive is repaired along with other grading adjustments.

We have signed contracts for mowing, fertilizing, and irrigation for the coming year.

Tru-Green recommends not spraying for gypsy moths this year, because they expect the moth infestation to be very light. They will do an extra fertilization of the decorative trees to help them recover from last year’s attacks. They have also given a quote on applying weed control in the Common and Limited Common areas. Other bids are being sought for this.

Mike sent letters to the Unit Owners regarding the \$100 incentive for replacing mulch with stone after the snow melts.

Boothby Electric is working on the street lights to improve their performance (not burning during the daylight). Lights that are not working at the mail building will also be replaced.

THANK YOU to Bob Risio for volunteering on the Grounds Committee. Bob is retiring from that position and Tony Lombardo will be taking his position. Welcome Tony!

7. Old Business

- a. The Rules changes from the Annual meeting were reviewed to prepare them for registry in Worcester.
- b. As discussed at the Annual meeting, Andrews Engineering surveyed our property and clearly marked our boundaries on April 18-20, 2018.
- c. To implement a reverse 911 system for communicating time-sensitive information to residents, we sent forms asking residents to provide the phone numbers that should be used. If you have not returned your form, please do so. Thank you.

8. New Business

- a. The Master Deed and Declaration of Trust will be reviewed by a sub-committee consisting of Pat Stephan and Randy Fields and then presented to the BOT.
- b. Hydra-Tech performed maintenance on the fire hydrants and found one on Summerfield Drive that was not functioning. They will be returning to repair that one and replace missing and broken parts on several others.

9. Resident Work Requests

- a. 47 SD – Wash unit and re-stain deck and porch – Approved
- b. 130 THL – Re-stain portico and stain deck and sunroom supports – Approved
- c. 55 THL – Extension of approval to re-stain deck and porch – Approved
- d. Several other requests were submitted, and additional information was requested. If you plan to submit a request, please include any pictures or sketches that will speed the approval process. Thank you.

10. Date for Next Meeting

The next BOT monthly meeting is scheduled for May 17, 2018 at 1 pm at 49 Summerfield Dr.

11. Adjournment

Lavonne moved, Marsha seconded, and the Board voted unanimously to adjourn at 5:27 pm.