

Summerfield at Taft Hill (SATH) Condominium Trust

Board of Trustees (BOT)

Minutes of Meeting (MoMs)

May 17, 2018

Board members present: Bob Contursi, Lavonne Seifert, Marsha Bourgeois, Pat Stephan, 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 12:02 pm on May 17, 2018.

1. Review of BOT Actions in April-May

- a. Fire hydrants were repaired.
- b. Mulching of Common Elements approved.
- c. Property surveyed by Andrews Engineering and perimeter walked by several BOT members.
- d. Replacement of 3 oak trees with a maple at 66 Taft Hill Lane approved.
- e. Replacement of trees at 82 Taft Hill Lane and 55 Summerfield Drive approved.
- f. By-Laws and Rules were notarized for filing in Worcester.

2. Open Forum for Resident Issues None

3. Financial Report

- a. All financial reports as of April 30, 2018, have been given to the BOT.
- b. Vendor invoices for April have been processed and paid in April and May.
- c. Checking and Money Market accounts have been reconciled.
- d. After all interest for April has been recorded, our total reserves are \$449,869.19.
- e. The next CD matures in October 2018.
- f. The Board reviewed and unanimously accepted the monthly financials.

4. Grounds Report

- a. The Grounds Committee walked the neighborhood on Monday April 23 to identify damage from the plowing. The repairs by the snow removal company began on May 14 and should be complete by next week. The Grounds Committee will again walk the neighborhood to review the repairs. Mike will ask Dowding to replace/repair the damaged guard rails at the West entrance to the neighborhood.
- b. The irrigation system was started on May 3-10 after repairs were made to two wells on May 1. A tank failed on one of the East side wells and required replacement. A cracked valve was replaced on a West side well. Two new zones were added to the

- irrigation system to increase the pressure bringing the number of zones to 82 with 4 wells. The sprinkler system is set to start about 4 pm and run overnight until about 7 am. The system will run as needed, depending on rainfall.
- c. The spring clean-up was on April 30-May 1.
 - d. Fertilization/weed killer application of the lawns was on May 10 with a second treatment scheduled.
 - e. Weed killer was applied to the Common Elements on April 27. A second application will be in July-August, if required.
 - f. 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. This work has been delayed by the very wet weather that has occurred this spring.
 - g. Tru-Green recommends not spraying for gypsy moths this year, because they expect the moth infestation to be very light. They did an extra fertilization of the decorative trees on May 2 to help them recover from last year's attacks.
 - h. Tent caterpillars have been seen in several trees this year and appear as worms in a massive "spiderweb". These are not as dangerous to the trees as gypsy moths because they do not migrate from tree to tree.
 - i. Pat Stephan has volunteered to spray both gypsy moths and tent caterpillars, if you contact him directly at 508-736-5362 or buckeye@charter.net.
 - j. Mulching of Common and Limited Common Elements occurred on May 10.
 - k. Three mowings have occurred this spring with the grass cut at 3.5" based on the recommendation of the fertilizer contractor.
 - l. Boothby Electric is working on the street lights to improve their performance (not burning during the daylight). Lights that were not working at the mail building have also been replaced.
 - m. Mike will be getting quotes on replacing the lights in the Mail Building parking lot.

5. Old Business

- a. Lavonne is investigating different Reverse 911 systems and should have a recommendation to the BOT next month. **If you have not returned your form, please do so. Thank you.**
- b. The attorney for O'Hearne Forest Glen is working with our attorney on the agreement regarding the easements on our property. We are not sure why there has been a lull in the activities at the Forest Glen site, but we all know that construction seems to go in surges with pauses in between.
- c. Andrews Engineering surveyed our property and clearly marked our boundaries on April 18-20, 2018 using pink tape on stakes. Several members of the BOT walked the perimeter with Byron Andrews and Michael O'Hearne. **The BOT is seeking some volunteers to help install metal stakes along our boundaries. If you would like to volunteer, please send a note to the BOT via email or the Green BOX. Thank you.**

- d. Discussion of changes to the Master Deed and Declaration of Trust documents was postponed until the next meeting.
- e. **The Beautification Committee welcomes Renee Harrington as a new member to the group.** The Committee have been weeding and trimming around the sign at the Mail Building and upper Nicki Way where it intersects Taft Hill Lane. THANK YOU to Bob Risio, Bob Contursi, Ann and Randy Fields for removing the rose bushes along the West entrance. Vicki Small, Nancy Contursi, and Debbie O'Byck selected the tree that will replace three dying oak trees in the Common area at the intersection of upper Summerfield Drive and Taft Hill Lane when that area is reworked. Dead trees at 55 Summerfield Drive and 82 Taft Hill Lane will be replaced with a Cleveland Pear and a Red Maple, respectively.
- f. Clarification of the Treasurer/Bookkeeper job descriptions was discussed with more planned for the next meeting.
- g. Pat will be creating Gift and Ethics Policies for our Trust.
- h. The work request approval process was reviewed.
- i. **The BOT is investigating the cost of installing temporary, movable speed bumps to slow traffic on Taft Hill Lane.**
- j. With some of the changes that occurred in our Rules and By-Laws, the Resident Guide will be updated by Randy.
- k. Bill Freer has created a Summerfield Resident only section on our website that can be password protected and available only to residents of Summerfield. Bill Freer and Randy are exploring what should be placed in this area.

6. New Business

- a. The Old Business took so long that there was no time for New Business at this meeting.

7. Resident Work Requests

- a. 21 SD – Install paver patio and mulched area with bushes – Approved
- b. 18 AD – Install deck awning – Approved
- c. 19 AD – Re-stain deck and porch – Approved
- d. 39 AD – Install retractable screen door - Approved
- e. 50 THL – Install gravel patio under deck area - Approved
- f. 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.

8. Date for Next Meeting

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

9. Adjournment

Lavonne moved, Marsha seconded, and the Board voted unanimously to adjourn at 3:26 pm.