

Summerfield at Taft Hill (SATH) Condominium Trust

Board of Trustees (BOT)

Minutes of Meeting (MoMs)

October 24, 2018

Board members present: Bob Contursi, Lavonne Seifert, Marsha Bourgeois, Pat Stephan, and Randy Fields. Mike Burnat, Chairman of the Grounds Committee, and Vicki Small, Beautification Committee Chairwoman were present. Joe Marino, resident, was also present.

The Board of Trustees monthly meeting was called to order by Bob Contursi at 1:01 pm on October 24, 2018.

1. Review of BOT Actions in September-October

- a. **THANK YOU** to the Activities Committee (Laurel and Bob Morris, Janet and Jim Amerault, and Cathy & Norm Lemieux) for bringing the FOOD TRUCK to the Mail Building for a gathering of neighbors on September 23, 2018.
- b. Last month Art Bartlett suggested that the Eversource gas pipeline at the West entrance of Taft Hill was exposed and could be hit by a vehicle. Pat Stephan contacted Eversource, MA DOT, and the Town of Uxbridge about the exposure and was told that it was our responsibility to modify our guard rail to protect the pipeline. Pat has contacted the Public Utilities Commission for guidance and will investigate barriers that might be installed there to protect the pipeline.
- c. On October 8, 2018, the Trustees had a special meeting to review changes to the Master Deed and Declaration of Trust to remove Northwind from the documents and to update them. These documents will now be sent to our attorney for review.
- d. On October 17, 2018, the Trustees voted to repair storm damage to the new swale between 38 and 40 Taft Hill Lane.
- e. Marsha reserved Valley Chapel for our Annual meeting on April 6, 2019 at 9:30 am.

2. Open Forum for Resident Issues - None

3. Financial Report

- a. All financial reports as of September 30, 2018, have been given to the BOT.
- b. Vendor invoices for September have been processed and paid in September and October.
- c. Checking and Money Market accounts have been reconciled.
- d. After all interest for September has been recorded, our total reserves are \$469,834.71.

- e. The Board reviewed and unanimously accepted the monthly financials.

4. Grounds Report

- a. A list of damaged siding for 49 SD, 45 THL, 77 THL, and 14 NW was submitted to B&M for repairs.
- b. The Grounds Committee did their annual walk to evaluate the health of the trees on September 27, 2018 and submitted a list of recommendations to the Trustees for action. Over the next few months, selected trees will be trimmed or removed and **RESIDENTS ARE ADVISED THAT ACCESS TO THESE TREES MAY BE ACROSS LAND ADJACENT TO THESE TREES AND IT MAY BE IN THE COMMON OR LIMITED COMMON ELEMENTS PER THE BY-LAWS.**
- c. An insurance claim has been submitted for the recent storm damage to two of our four wells. New equipment and lightning protection were installed in the irrigation system on the East side. A conduit was installed under the East side of Taft Hill to supply power to a portion of the sprinkler system. On the West side the control system in the Mail Building required replacement of several components due to the age of the unit.
- d. The sprinkler system is scheduled to be shut down for the winter next week.
- e. Mike sent some ideas for replacement lights for the Mail Building parking lot to the BOT members for review. Pat contacted a supplier of parking lot lights systems and he and Mike will obtain quotes for new lights for the next BOT meeting. This would go into next years budget. New street light sensors would be done at the same time.
- f. Mike negotiated contract extensions for irrigation for next year, and snow plowing for two years at the same prices. The BOT approved these contracts unanimously. He is still working on the trash collection and mowing/landscaping contracts. Tru-Green (fertilizing company) has agreed to hold the same price for a 3-year contract and this was approved by the BOT.
- g. Tru-Green did aeration/loam/reseeding of ten lawn areas with particular problems within our neighborhood. The lawns were fertilized on September 28, 2018.

Beautification Committee Update

- a. **THANK YOU** to the Beautification Committee for the weeding and trimming of the Common Areas throughout the neighborhood. They help us keep down the cost of making our neighborhood BEAUTIFUL.
- b. The Beautification Committee had B & M remove two pines at 30 THL and the Junipers at 5 SD and replace them with grass.
- c. Next year the Beautification Committee plans to remove many of the tall grasses that are getting out of control (growing too large and wide).
- d. **THANK YOU** to Bob Contursi for cleaning the speed limit sign at the top of the hill on THL.

5. Old Business

- a. Forest Glen stopped traffic on Taft Hill Lane East to install gas and electric lines and covered the cut with metal plates until the work is complete.
- b. We plan to mark our surveyed boundaries in the Fall after the leaves are down. If you would like to help, please contact the BOT.
- c. At the last meeting, Pat Stephan presented BOT members with a handout about how other Condo units handle Capital Reserves and Expenses. He compared these methods to the Becht Report about long term accruals and suggested we review the material and discuss at the next meeting. Marsha will itemize the B&M, Brentwood, Boothby, Attorney charges, and Mass Tree and Stump expenses for separation into two categories (Capital Expenses and Operating Expenses) by the BOT members for use in preparing the 2019 Budget.
- d. A review of our Master Deed, Declaration of Trust, By-laws, and Rules was conducted by the BOT to determine responsibilities for the Common Elements and Limited Common Elements. The conclusions of the BOT are being reviewed by our attorney for compliance with the laws governing condominiums.
- e. **REMINDER:** The Summerfield at Taft Hill reverse 911 (or Time Sensitive Information) system will show on your phone as DCS (Database Systems Corporation) and the number is 800-679-0847 when a call arrives. We cannot change the name or phone number for these calls, but you may be able to list calls from this number as “Summerfield Reverse 911” on your phone. If you did not get the message about the car crash and broken utility pole on Douglas Street, please contact the BOT by placing a note in the Green Box in the Mail Building or sending an email to summerfieldbot@gmail.com.
- f. The Treasurer and Bookkeeper job descriptions are being reviewed and will be discussed at the next BOT meeting.

6. New Business

- a. Massachusetts law requires our Trust to collect the information sheets and copies of the declaration page of homeowner’s insurance each year. We are also required to have the name and contact information for any mortgage holder for each unit. This has been added to the Information sheet. **The Information sheet will be sent under a separate cover about December 1, 2018 and will be due by January 1, 2019.**
- b. Pat, Marsha, and Mike Burnat will propose a draft of the 2019 Budget for review at the next BOT meeting.
- c. Bags that fit around new decorative trees to water them were discussed. Quotes will be obtained for inclusion in the budget for next year, if the BOT decides they would be beneficial.

7. Resident Work Requests

- a. 38 THL – New downspouts – To be revised
- b. 26 AD – Storm door, Azek decking, underpinning, handrail and railing – Approved
- c. 125 THL – Siding repair – Approved
- d. 14 SD – Re-stain porch - Approved
- e. 44 AD – Re-stain deck – Postponed
- f. 21 SD – Landscaping front LCE – Approved
- g. 26 SD – Basement door replacement - Approved

8. Date for Next Meeting

The next BOT monthly meeting is scheduled for November 15, 2018 at 1 pm at 49 Summerfield Dr.

9. Adjournment

Lavonne moved, Pat seconded, and the Board voted unanimously to adjourn at 5:19 pm.