

Summerfield at Taft Hill (SATH) Condominium Trust

Board of Trustees (BOT)

Minutes of Meeting (MoMs)

August 15, 2018

Board members present: Bob Contursi, Lavonne Seifert, Marsha Bourgeois, Pat Stephan, and Randy Fields. Mike Burnat, Chairman of the Grounds Committee, was present. Dan Antonellis also attended.

The Board of Trustees monthly meeting was called to order by Bob Contursi at 1:04 pm on August 15, 2018.

1. Review of BOT Actions in July-August

- a. The Reverse 911 (or Time Sensitive Information) system was activated and tested.
- b. The Resident contact list was updated and placed in the RESIDENTS ONLY section of our website at summerfieldatathill.com. If you find any incorrect information or you want to change your status (be listed or not listed), please contact the BOT.
- c. After the grapevine that was obscuring the NO SOLICITATION sign at the West entrance to Taft Hill Lane was trimmed, the BOT voted to not purchase new signs.

2. Open Forum for Resident Issues

- a. Dan Antonellis proposed a new Rule that outdoor umbrellas must be properly tied closed, and awning type umbrellas must be closed whenever they are not being used, and/or whenever there is a high wind advisory, or a severe thunderstorm, tornado or hurricane advisory, warning or watch. All umbrellas and awnings must be securely closed at dusk and remained securely closed until dawn. This proposal is being reviewed by the BOT.

3. Financial Report

- a. All financial reports as of July 31, 2018, have been given to the BOT.
- b. Vendor invoices for July have been processed and paid in July and August.
- c. Checking and Money Market accounts have been reconciled.
- d. After all interest for July has been recorded, our total reserves are \$450,618.53.
- e. The Board reviewed and unanimously accepted the monthly financials.
- f. THANK YOU to Marsha for finding a higher interest rate CD for our money.

4. Grounds Report

- a. New equipment and lightning protection have been installed in the irrigation system on the East side. A conduit will be installed under the East side of Taft Hill to supply power to a portion of the sprinkler. These repairs involve cutting the road to replace wiring and then repaving. On the West side the control system in the Mail Building required replacement of several components due to the age of the unit.
- b. Crabgrass control treatment was applied on July 19, 2018 and weed killer was applied to the Common Elements. The next treatment for weeds is expected during the next two weeks, depending on the weather. Signs will be placed at about every sixth unit when the treatments occur.
- c. Repair of the sinkhole behind 21 Andrews Drive and several other regrading projects are being scheduled by B&M.
- d. Ten mowings have occurred this year and this is the same number as last year.
- e. Mike will be sending potential replacement lights for the Mail Building parking lot to the BOT members for review. Pat will obtain some Resident input on the lights.
- f. Mike plans to have a different type of sensor installed in the street lights to correct their behavior.
- g. Waste Management, our trash collection contractor, has recently replaced their rear loading trucks with more efficient side loading trucks. In the past, WM could take large items, such as windows, because the rear loading trucks could handle them. The new trucks cannot handle the larger items. Since we are classified as a Residential Customer, our contract does not include removal of large items. If you have large items to be removed, you will need to schedule WM and have a special truck come for these items. The cost for the truck is \$100 and there is an additional charge for the item (depending on what the item is). **Please contact Mike Burnat, if you have items for disposal, and he can coordinate the pick-up for the neighborhood.** Alternatively, there are other recycling and trash disposal companies in the area.
- h. Mike will begin negotiating contracts for irrigation, lawn treatments, mowing, trash removal, and snow plowing for next year. Multi-year contracts will be explored for cost control.
- i. Mike will explore aeration/reseeding of several areas within our neighborhood.

5. Beautification Committee Update

- a. **THANK YOU** to Bob Risio for braving the heat to weed the bank at the West entrance to Taft Hill Lane!
- b. **THANK YOU** to the Beautification Committee for watering the berm at the East entrance of Taft Hill Lane and Nicki Way. Mike Burnat expects to have a quote from the sprinkler contractor for extending the sprinkler system to this area within the next two weeks.

6. Old Business

- a. The metal plates used by Forest Glen to cover the cut in East Taft Hill are shifting, so Pat will discuss with them ways to prevent this from happening.
- b. Best Pest is treating a huge wasp/hornet nest in the decorative tree in front of 21 Andrews Drive, at 48 Taft Hill Lane, 17 Nicki Way, and 46 Taft Hill Lane. Please be careful in these areas until the treatments are complete.
- c. To mark the boundaries of our development, we plan to use pink paint on some of the rocks that form our property boundary from the West entrance to the National Grid easement (behind Summerfield Drive, Taft Hill Lane at the bridge area, and Andrews Drive). This will be similar to the markings that define trails in parks. For the other side (from the West entrance through the wetlands behind Taft Hill Lane to the East entrance and from the East entrance to the National Grid easement), we plan to install fiberglass “snow markers” with blue plastic bristles on top. The blue bristles will be installed across the National Grid easement. “Snow plow markers” with red reflectors will be installed at the intersections of Taft Hill Lane and Douglas Street.
- d. On August 5, 2018, a test message was sent using the Summerfield at Taft Hill reverse 911 system. Your phone showed DCS (Database Systems Corporation) and the number was 800-679-0847 when this call arrived. 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. This system will be used for Time Sensitive Information, such as a delay in garbage pick-up, snow removal issues, or utility problems. If you did not get the test message, please contact the BOT by placing a note in the Green Box in the Mail Building or sending an email to summerfieldbot@gmail.com.
- e. A sub-committee of the BOT conducted an inspection of the neighborhood for compliance with Rules and By-Laws and those with concerns to be addressed or infractions will be notified.

7. New Business

- a. The BOT did their initial review of the Master Deed and Declaration of Trust to complete the overhaul of our documents to remove Northwind from them. The BOT intends to complete this exercise and have these documents ready for approval by unit owners before the next annual meeting of the unit owners.
- b. Mike Burnat was asked to obtain East and West street signs to be installed on the ends of Taft Hill Lane. This should help O’Hearne to direct traffic for their new development to enter on the East end and not pass through our neighborhood.
- c. Massachusetts law requires our Trust to collect the information sheets and copies of the declaration page of homeowner’s insurance in a timely manner. The Trustees voted unanimously to invoke Rule 32 (Structure of Fines for Violations) when a Unit Owner does not comply with this requirement within 30 days.

8. Resident Work Requests

- a. 64 THL – Re-stain porch & deck – Approved
- b. 111 THL – Re-stain porch & deck – Approved
- c. 56 THL – Install Radon remediation system – Approved
- d. 17 SD – Landscaping behind unit – Approved
- e. 55 SD – POD – Approved
- f. 17 NW – Paver patio – Approved
- g. 17 NW – Replace garage doors – Approved
- h. 59 THL – Landscaping behind unit – Approved
- i. 56 THL – Two to one garage door – Approved
- j. 43 SD – Trex deck - Approved
- k. 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.

9. Date for Next Meeting

The next BOT monthly meeting is scheduled for September 19, 2018 at 12 pm (noon) at 49 Summerfield Dr.

10. Adjournment

Lavonne moved, Pat seconded, and the Board voted unanimously to adjourn at 5:05 pm.