

Summerfield at Taft Hill (SATH) Condominium Trust

Board of Trustees (BOT)

Minutes of Meeting (MoMs)

November 15, 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.

The Board of Trustees monthly meeting was called to order by Bob Contursi at 12:05 pm on November 15, 2018.

1. Review of BOT Actions in October-November

- a. After Pat Stephan contacted the Department of Public Utilities, Eversource was asked to address our concerns about the exposed natural gas pipe at the West entrance of Taft Hill Lane. A project manager from Eversource contacted us to note that they would shortly install a Jersey barrier in front of the exposed gas pipe and they would work out the details of installing a new gas line. We are now informed that Eversource will install a new natural gas line over a 2-3 week period in December under the street on the east side of Taft Hill Lane, extending from Douglas Street up to their existing gas line near the intersection of Taft Hill Lane and Nicki Way. After this connection is complete, Eversource will cut, remove and cap the pipe at the West entrance of Taft Hill Lane. There will be no interruption of service to our community. Additionally, Eversource has indicated that they have the authority to install the gas line in December and do not require DPW oversight. Eversource is aware of existing utilities under the street and will take appropriate measures to protect our infrastructure. The Board of Trustees will maintain and monitor progress through completion of the project.
- b. The Treasurer and Bookkeeper job descriptions were completed.
- 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. Pat attended the Community Associations Institute (association of condominiums) meeting and reported back to the BOT. After hearing his report, the BOT unanimously voted to pay the \$110 fee for Pat to represent us.
- e. On November 5, 2018, the BOT met to discuss our attorney's input on the drainage situation between 36 and 38 Taft Hill Lane. The BOT decided to get a quote for having an engineering firm assess the problem during a heavy rainstorm. Marsha will

do this. Meanwhile, work requests by the residents at 36 and 38 THL were approved and the problem appears to have been corrected.

- f. The Activities Committee sent information about our annual Christmas party at the Whitinsville Golf Club on Sunday, December 9, 2018 from 5-9 pm. Please make your reservations in the Mail Building.
- g. Please mark the date for our Annual meeting at Valley Chapel April 6, 2019 at 9:30 am.

2. Open Forum for Resident Issues

- a. Pat represented Kevin Mulligan in appealing the BOT decision not to remove several trees from the hill behind his unit. The BOT supports the Grounds Committee decision that these healthy trees do not present a hazard to the unit and removing them could cause erosion of the hillside. The appeal was not approved.

3. Financial Report

- a. All financial reports as of October 31, 2018, have been given to the BOT.
- b. Vendor invoices for October have been processed and paid in October and November.
- c. Checking and Money Market accounts have been reconciled.
- d. After all interest for October has been recorded, our total reserves are \$470,313.31.
- e. The Board reviewed and unanimously accepted the monthly financials.

4. Grounds Report

- a. A list of damaged siding for 49 SD, 36 THL, 45 THL, 77 THL, and 14 NW was submitted to B&M (lawn care) for repairs. B&M has been waiting until the yard work is completed for the year to do the repairs. The Fall Clean-up was scheduled for this week, but weather (rain, high winds, and snow) has postponed the gathering of the leaves, etc.
- b. The BOT voted unanimously to reimburse a unit owner \$100 for repairing damage to garage trim. The \$100 was withheld from Dowding's (snow removal) invoice for failing to perform the repair.
- c. **REMINDER:** 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.** The pine trees along the north side of Andrews Drive will be trimmed during this work.
- d. The insurance claim (\$12,326) submitted for the recent storm damage to two of our four wells has been paid to us, less the \$1,000 deductible. New equipment and lightning protection were installed in the irrigation system on the East side.

- e. The sprinkler system was shut down for the winter on October 31, 2018.
- f. New street light sensors were approved and are expected to be installed during the next two weeks, depending on the weather.
- g. Mike obtained quotes for new lights at the Mail Building and the BOT agreed with the vendor's recommendation to wait until spring to do the work. This will be in next year's budget.
- h. Mike has negotiated contract extensions with all current contractors for snow removal, trash removal, irrigation, mulching, and lawn care/treatments.
- i. Tru-Green fertilized the lawns on November 5, 2018.

Beautification Committee Update

- a. The tall grasses are expected to be cut when the weather cooperates.

5. Old Business

- a. Forest Glen plans to have Charter install lines in their development and Charter has requested a new easement across the corner of our property adjacent to Forest Glen. The BOT has reviewed all current easements and requested a legal opinion about this situation.
- b. **THANK YOU to Tony Lombardo, Bob Contursi, and Randy Fields** for marking our surveyed boundaries.
- c. **The budget for 2019 has been created with Operating Expenses and Capital Expenses separated. Residents will receive copies of the Operating Budget about December 1, 2018.**
- d. **CONDO FEES WILL REMAIN THE SAME FOR 2019!**
- e. The BOT approved a \$50/month increase for the Grounds Chairman and a \$50/month increase for the Bookkeeper in the new budget.

6. New Business

- a. Next year, the BOT plans to explore whether any residents are interested in the Grounds Committee Chairmanship and Bookkeeper positions. These positions require knowledge and experience, so any applicants will need to be qualified.
- b. **Massachusetts law and our Bylaws require our Trust to collect certain information from unit owners each year. The Information sheet will be sent under a separate cover about December 1, 2018 and must be returned to the Green Box by January 1, 2019. Please note the changes related to providing insurance information (amount of coverage and proof of type HO3 coverage). 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.**

7. Resident Work Requests

- a. 38 THL – New rear downspout – Approved
- b. 41 AD – Downspout drain – To be revised
- c. 74 THL – Remove two rear trees – Approved
- d. 44 AD – Downspout drain – Approved
- e. 36 THL – Downspout drain - Approved
- f. 14 SD – Radon system – Approved
- g. 28 THL – Radon system – Approved
- h. 61 THL – Replace kitchen window - Approved
- i. 55 THL – Roof repair – To be revised
- j. 82 THL – Deck modification - Approved

8. Date for Next Meeting

The next BOT monthly meeting is scheduled for December 13, 2018 at 1 pm at 49 Summerfield Dr.

9. Adjournment

Lavonne moved, Pat seconded, and the Board voted unanimously to adjourn at 5:11pm.