

Summerfield at Taft Hill (SATH) Condominium Trust

Board of Trustees (BOT)

Minutes of Meeting (MoMs)

November 15, 2017

Board members present: Bob Contursi, Lavonne Seifert, Marsha Bourgeois, Vicki Small, and Randy Fields. In addition, Mike Burnat, Chairman of the Grounds Committee was present.

The Board of Trustees monthly meeting was called to order by Bob Contursi at 1:04 pm on November 15, 2017.

1. Review of BOT actions in October-November

Residents approved the amendment to the Declaration of Trust to extend the terms of the current Board of Trustees from December 2017 until April 2018-19.

The BOT approved the Grounds Committee recommendation to remove or prune numerous trees in the development that were deemed a hazard to the property. These trees were either dead or had limbs overshadowing/touching condo units.

2. Open Forum for Resident Issues - None

3. Financial Report

- a. All financial reports as of October 31, 2017, 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 \$429,929.45.
- e. CD ending in 0609 matured on October 9, 2017 and was increased by overage from money market account.
- f. The Board reviewed and accepted the monthly financials.

4. Grounds Report

Mike Burnat, Chairman of the Grounds Committee, reported:

There were 22 mowings this summer.

Tru-Green applied the final fertilizer/weed control on November 1, 2017.

The 53 storm drains/catch basins were cleaned on November 15-16. Dry wells behind 37-39 Nicki Way and 64 Andrews Drive must be hand cleaned because the truck cannot reach them. The BOT voted unanimously to clean the catch basins within the development on an every other year basis.

A recent storm felled trees behind 10 Nicki Way and these were removed by our tree contractor. Other trees marked by the Grounds Committee, because they are dead or are overshadowing/touching condo units, will be removed during the next few weeks.

Mike is negotiating new contracts with Waste Management, Tru-Green, B & M (landscaping/mowing) and the irrigation contractor for next year. The snow removal contract expires in 2019.

B & M plans to do the fall clean-up during the next two weeks.

5. Old Business

- a. The Beautification Committee has the following report:
 - i. Our Beautification Committee has been very busy and we want to THANK them! To see their accomplishments, please visit our website at summerfieldatthill.com. They will be having a celebratory dinner to reward these hard-working volunteers.
 - ii. The Beautification Committee is obtaining budgetary numbers for projects for next year.
 - iii. If you would like to join this fun-loving group, please contact Vicki Small (vsmall0012@charter.net).
- b. At the next meeting, Lavonne will present some proposed changes to the condo documents.
- c. Bushes near the West entrance were trimmed to clear the view of the Taft Hill street sign.
- d. **REMINDER! YOU ARE RECEIVING THIS MESSAGE FROM OUR EMAIL ACCOUNT AT summerfieldbot@gmail.com** . In the future, please contact the BOT through this account instead of the Yahoo account.

6. New Business

- a. The preliminary 2018 Budget was reviewed at the November meeting. The final budget will be sent to residents after the December BOT meeting. Condo fees are not expected to increase based on the preliminary review.
- b. Marsha and Bob will obtain a cost estimate for surveying our property to determine the exact perimeter boundaries. Some residents have inquired about boundaries at their units.

- c. Expedited work requests (approval by Chairman and Secretary) can be done for re-staining porches and decks with the same color, painting doors or shutters with the same color, installing a Radon system or satellite dishes. This should be faster for residents.
- d. Our insurance policies are under review to ascertain that we have the proper coverages.
- e. **Under By-Laws, Section 21 (ix), each Unit Owners is to keep their unit in a good state of cleanliness. Some units are showing mold/mildew on the outside and the owners are expected to remove this health hazard.**

7. Resident Work Requests

- a. 82 THL – Replace 2 garage doors with 1 & install new outside lights – Approved
- b. 68 AD – Re-staining front porch – Approved
- c. 74 THL – Re-staining porch & deck – Approved
- d. 17 NW – Radon remediation system – Approved
- e. 39 AD – Rear gutter installation – Approved
- f. 50 THL – Replace damaged siding & add gravel along house – Approved

8. Executive Session began at 4:17 pm and concluded at 4:31 pm.

9. Date for Next Meeting

The next BOT monthly meeting is scheduled for December 14, 2017 at 1 pm at 49 Summerfield Dr.

10. Adjournment

Lavonne moved, Marsha seconded, and the Board voted unanimously to adjourn at 4:37 pm.