

**Summerfield at Taft Hill (SATH) Condominium Trust
Board of Trustees (Board)
Minutes of Meeting (MoMs)
December 16, 2016**

Board members present: Bob Contursi, Lavonne Seifert, Marsha Bourgeois, Vicki Small and Dan Antonellis. In addition, Mike Burnat (Grounds Committee Chairman) was present.

The Board of Trustee's monthly meeting was called to order by Bob Contursi at 3:07 p.m. on December 16, 2016.

1. Ratification of November 14, 2016, Minutes of Meeting

Lavonne moved, Marsha seconded and the Board unanimously voted to ratify the November 14, 2016, MoMs.

2. Open Forum for Resident

No resident issues.

3. Financial Report - Marsha Bourgeois

A. November 2016 and 2016 YTD Financial Report

Marsha presented the Monthly and Year to Date Financial Reports consisting of: the Balance Sheet as of November 30, 2016; Profit & Loss YTD Comparison through November 2016; Profit & Loss Performance through December 16, 2016; Accounts Receivable Aging Summary as of November 30, 2016; Accounts Payable Aging Summary as of November 30, 2016; Expenses by Vendor Summary through November 2016; Expenses by Vendor Summary for November 2016; and, Expenses by Vendor Detail for November 2016.

B. Status of Finances

All but 4 November condo fees were paid on time. Vendor invoices for November 2016 have been processed and paid in November and December 2016 (to date). Checking and money market accounts have been reconciled.

Dan moved, Vicki seconded and the Board unanimously approved to accept the monthly financials.

C. 2016 Budget Review: Actual vs. Projected Year End

The overall 2016 budget was reviewed without issue. Our actual budget performance to date is within the overall 2016 Budget.

4. Grounds Update - Mike Burnat, Grounds Committee (GC) Chairman

A. Fall Clean-up and Snow Plowing

Fall lawn cleanup (leaf blowing) was completed on December 8th. This was unusually late due to a number of weather events.

B. Vendor Contracts

The grounds maintenance bids from 4 landscaping vendors were presented to the Board by Mike (GC Chairman). Based on a number of evaluation criteria, including price, the Grounds Committee recommended B&M Landscaping to perform SATH's 2017 grounds maintenance (mowing, mulching, spring & fall clean-up, etc.). Based on the GC

recommendation, and with the Board's review of the bids, Marsha moved, Lavonne seconded, and the Board voted unanimously to award the Grounds Contract to B&M Landscaping for the 2017 season. The contract will be sent to B&M the week of December 19th for B&Ms acceptance.

The 2017 trash pickup contract has been signed by Waste Management

C. Miscellaneous

Mass Stump & Tree finished cutting down trees in poor health on December 18th.

SATH's irrigation and lawn treatment contracts for 2017 will be addressed in the February, 2017, timeframe.

5. Old Business

A. Annual Meeting Review

The Board was particularly pleased with the resident turnout, and was generally pleased with the logistics, content and tone of the Annual Meeting. One aspect that the Board believes it needs to improve is to require residents who speak to identify themselves (name and address), so that their questions, suggestions, comments, etc. can be properly documented.

B. Insurance Company

Vicki continues to contact insurance agents in preparation of changing SATH's insurance agent. The Board decided to initiate this change based on the lack of service being provided by our current agent.

6. New Business

A. Handicap Access to Mailroom

This was tabled until the new Board is in place.

B. Change Date of Annual Meeting

Based on the overwhelming acceptance by the informal show of hands at the 2016 SATH Annual Meeting, Marsha volunteered to take on the task to write an amendment to SATH's documents, as appropriate, to change the Annual Meeting date from the 1st Wednesday evening in December to a more weather friendly time in April.

C. 2017 BOT Positions

Deferred until January 2017 Board monthly meeting

D. Any Other Business that May Come Before the BOT

Gypsy Moths: Vicki is still investigating companies who perform gypsy moth spraying in anticipation of another year of infestation.

7. Resident Issues for March

A. Submitted/Approved/Pending Status of Work Proposals – Dan Antonellis

The following work requests were approved since the last monthly Board Meeting:

1. 39 SD – Allow owner to replace 2 existing exterior lights. Board unanimously approved.
2. 105 THL – Allow owner to install 2 new solar tubes. Board unanimously approved.

3. 33 AD – Allow owner to replace 2 garage doors. Board voted 3 YES, 1 ABSTAIN, and 1 NO. Request approved.
4. 74 THL – Cut down and dispose of tree in back of condo. Board unanimously approved.

At 4:20 p.m. Marsha moved, Dan seconded and the Board unanimously voted to go into Executive Session.

At 4:35 p.m. Marsha moved, Dan seconded and the Board unanimously voted to exit Executive Session.

8. Set Date for Next Meeting

The next Board of Trustees' monthly meeting is scheduled for 1 p.m. on January 19, 2017, at 49 Summerfield Drive.

9. Adjournment

Dan moved, Marsha seconded, and the Board unanimously approved to adjourn the meeting at 4:40 p.m.

NOTE: *If you have a specific issue to discuss with the Board, please let us know so we can address it appropriately. Because the Board's meetings are held in a resident's condo, we ask that anyone wishing to attend to email the Board (via the Board's Yahoo email account) one week in advance, if possible. This is out of consideration for Marsha, who has kindly let the Board, and attending residents, use her condo for all monthly and special meetings.*