

Summerfield at Taft Hill (SATH) Condominium Trust

Board of Trustees (BOT)

Minutes of Meeting (MoMs)

October 26, 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 12:01 pm on October 26, 2017.

1. Review of BOT actions in August-September

Residents or families who want their Summerfield neighbors to be notified of a death and/or funeral arrangements should notify the BOT. Information will be posted on the summerfieldbot@gmail.com website.

2. Open Forum for Resident Issues - None

3. Financial Report

- a. All financial reports as of September 30, 2017, 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 and all CD interest has been recorded
- d. CD ending in 0609 is due to mature on 10/9/17.
- e. After all interest for September has been recorded, our total reserves are \$429,722.30.
- f. The Board reviewed and accepted the monthly financials.

4. Grounds Report

Mike Burnat, Chairman of the Grounds Committee, reported:

There have been 20 mowings this summer with 1 or 2 more expected this year. The grass is currently being cut at 3”.

Tru-Green plans to apply the final fertilizer/weed control on November 1, 2017. On October 19, Tru-Green inspected the lawns for effectiveness of previous grub treatment and applied grub control to several areas that are marked with flags.

On October 23, the irrigation system was shut down for the year.

The 53 storm drains/catch basins are scheduled to be cleaned in November after the leaves have fallen.

Lawns at 11, 19, and 21 Andrews Drive, 122 and 144 Taft Hill Lane and the well area between 44 and 54 Andrews Drive were repaired with loam and hydroseeding. THANK YOU to those who volunteered to help with watering those areas. The grass in those areas is looking GREAT!

Mike is negotiating new contracts with Waste Management, Tru-Green, and the irrigation contractor for next year. The snow removal contract expires in 2019. A longer-term contract will be explored for grass cutting. There were far fewer complaints this year than in the past for grass cutting.

Mike is investigating the slow response of the light inside of the Mail Room.

THANK YOU to Ed Pighetti for repairing the lights outside of the Mail Room.

The Grounds Committee did its annual walk around the neighborhood to evaluate tree conditions (identify dead or dying trees that may be a hazard) on October 17 and identified trees with orange tags. Mike will be contacting the tree removal company to evaluate the marked trees and obtain cost for remedies.

B & M indicated that weeding of 76 Common Areas would be too expensive. They suggested that they could apply weed killer to the Common Areas about 5 times per year to help control weeds, but the BOT is concerned about the impact of the weed killer on other plants in the Common Areas and potentially pets. Mike will explore selective weed killers and Vicki will explore other companies that might do the weeding.

5. Old Business

- a. The Beautification Committee has the following report:
 - i. They removed dead bushes at the west entrance, cut back plants at the mailroom, transplanted lilies at the mail room, added loam and hydroseeding on the bank at the east entrance of Nicki Way, removed the junipers and added loam and hydroseeding at the corner of Taft Hill Lane and the west side of Nicki Way. THANK YOU to those who volunteered to help water these areas. Particularly, THANK YOU to Michelle Byrne, Greg L'Hommedieu, and Bob Contursi for their dedication to the watering!
 - ii. The Beautification Committee is obtaining budgetary numbers for projects for next year.

- iii. Our Beautification Committee has been very busy and we want to
THANK them!
- b. NGRID replaced several dead/dying trees behind 17 Nicki Way and on Andrews Drive. THANK YOU to Bob Contursi for his relentless pursuit of this project with a reluctant NGRID.
- c. The BOT reviewed modifications to the Rules & Regulations and By-Laws. We expect to be voting on these changes at the Annual meeting in April.
- d. The BOT voted unanimously to approve an amendment to the Declaration of Trust to extend the terms of the current Trustees until April 30, 2018. This is necessary to provide continuity of the Board since the Annual meeting was moved from December to April. **THIS MUST BE APPROVED BY THE RESIDENTS. YOU WILL BE RECEIVING BALLOTS AND INSTRUCTIONS TO VOTE ON THIS IMPORTANT CHANGE.**
- e. **REMINDER! YOU ARE RECEIVING THIS MESSAGE FROM OUR NEW EMAIL ACCOUNT AT summerfieldbot@gmail.com** . In the future, please contact the BOT through this account instead of the Yahoo account. We will continue to monitor the Yahoo account for a few months to be certain we do not miss any correspondence, but at some point in the future, we will be discontinuing that account.
- f. **REMINDER:** The Ladies Luncheon group meets on the third Wednesday of each month, except August and December, with the location chosen by rotating leaders. If you are interested in attending, please email Vicki Small (vsmall0012@charter.net) or Marsha Bourgeois (mcb649@charter.net).

6. New Business

- a. The approval process for Work Requests was modified and will be as follows:
 - i. Residents will submit Work Requests to the BOT secretary via email at SummerfieldBOT@gmail.com or by letter placed in the Green Box in the mailroom.
 - ii. The secretary will gather the pertinent information (pictures, diagrams, sketches, etc.) required for BOT consideration.
 - iii. This information package will be sent to the BOT members, who will have a 48-hour review period. BOT members will respond to the secretary within this period.
 - iv. After all BOT members have responded or 48 hours, the secretary will make a motion to the BOT members regarding the request.
 - v. If another BOT member seconds the motion, the BOT members will vote on the request. If there is no second, there will be no vote.
 - vi. The secretary will communicate the approval or denial to the resident via letter.
 - vii. If the resident wants to discuss the decision, they can meet with the BOT.

- viii. The BOT has 7 days to review and approve a request unless it is deemed an emergency.
- b. The BOT is investigating what can be done to make the West entrance sign more visible when approaching from Uxbridge.
- c. The preliminary 2018 Budget will be reviewed at the November meeting.

7. Resident Work Requests

- a. 32 SD – Install composite material on front porch & handrail – Approved
- b. 39 AD – Replace gravel with paver patio & replace bushes in front – Approved
- c. 15 AD – Re-stain front porch & deck – Approved
- d. 15 NW – Install storm door & handrail - Approved
- e. 15 SD – Replace garage doors - Approved
- f. 38 THL – Install Radon remediation system – Approved
- g. 58 THL – Install handrail – Approved
- h. 82 THL – Replace 2 garage doors with 1 & install new outside lights – Under review
- i. 68 AD – Re-staining front porch – Under review

8. Set Date for Next Meeting

The next BOT monthly meeting is scheduled for November 15, 2017 at 1 pm at 49 Summerfield Dr.

9. Adjournment

Lavonne moved, Marsha seconded, and the Board voted unanimously to adjourn at 4:01 pm.