

# **Summerfield at Taft Hill (SATH) Condominium Trust**

## **Board of Trustees (BOT)**

### **Minutes of Meeting (MoMs)**

**June 22, 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. Pat Stephan joined for the discussion of Condo document updates.

The Board of Trustees monthly meeting was called to order by Bob Contursi at 12:32 pm on June 22, 2017, at which time the BOT went into Executive Session. The BOT came out of Executive Session at 1:00 pm. During the Executive Session, the BOT voted unanimously to initiate legal action for a long-term/on-going rules violation.

#### **1. Review of Trustee actions in May**

Since the last meeting, the four (4) Warrants approved by the unit owners were registered with the state.

#### **2. Open Forum for Resident Issues**

Mike Burnat questioned why the work request approval letter contained a reference to obeying town ordinances, such as the limitation on water use for power washing. The BOT believes it is important to remind residents that some town ordinances, such as the water restrictions, change and should be checked prior to work commencing.

The BOT viewed garage damage reported by a resident and decided that they could not determine that it was caused by the snow removal company and voted unanimously not to charge Dowling.

#### **3. Financial Report**

- a. All financial reports as of May 31, 2017, have been given to the BOT.
- b. Vendor invoices for May have been processed and paid in May and June.
- c. Checking and Money Market accounts have been reconciled.
- d. After all interest for May has been recorded, our total reserves are \$399,245.01
- e. The Board reviewed and accepted the monthly financials.
- f. Marsha negotiated new insurance contracts that increased our coverage with a savings of \$1653. THANK YOU MARSHA!

#### **4. Grounds Report**

Mike Burnat, Chairman of the Grounds Committee, reported:

There have been 7 mowings this summer for less cost than last year. The BOT believes the new landscaper is doing a better job than the previous mowing company. Thanks to Mike Burnat for negotiating the new contract.

Lawns at 11, 19, and 21 Andrews Drive, 122 and 144 Taft Hill Lane will require special attention this year. Because of the poor grass growing weather (very wet, then very hot), the loam and seed will be applied in September to give the best opportunity for the grass to grow.

The irrigation system was activated on alternate days and the poor performing sprinkler heads were replaced on the West side. The bad sprinkler heads on the East side are scheduled for replacement next week.

Tru-Green applied the second fertilizer application to control weeds on June 22.

While the Gypsy Moths were not eliminated by the spraying, it appears their number is diminished over last year.

Dowding has completed the requested repairs for snow removal damage.

A BIG THANK YOU to Lil Burnat and Roger Leroux for repairing the street light at the corner of Summerfield Drive and Taft Hill Lane.

**REMINDER: VEHICLES USED BY CONTRACTORS WORKING ON THE CONDOS ARE NOT TO PARK ON THE GRASS, BECAUSE IT MAY DAMAGE THE SPRINKLER SYSTEM!**

## 5. Old Business

- a. Infrastructure update
  - i. Marsha requested information from our insurance broker about available coverage for our infrastructure (for items such as sewer and drainage systems) and was advised that coverage does not exist for that or is exorbitantly costly.
  - ii. Bob will contact other condo associations in Uxbridge about joining forces with us in getting the town to assume responsibility for our infrastructure.
  - iii. Bob will investigate how other streets in Uxbridge went from private to public. Mike gave Bob a list of people who may be able to help.
  - iv. Randy will obtain an estimate for having our infrastructure inspected by an Engineering firm.

- b. The BOT voted to not have an automatic door installed at the Mail room at this time.
- c. The Beautification Committee has the following report:
  - i. They will be contacting you if your bushes/trees near the unit are above the gutters.
  - ii. The pine trees near the mailroom and on Andrews Drive were reshaped.
  - iii. The large dead pine tree behind 145 Taft Hill Lane was removed and not replaced, because the area is too crowded.
  - iv. NGRID replaced the dead tree that they installed.
  - v. Quotations are being obtained for creating a sign at the East entrance by engraving a large rock.
  - vi. A plan is being devised for installing a swale and dry well behind 130 Taft Hill Lane to stop the erosion.
  - vii. Bob Risio has joined the Beautification Committee.
- d. Pat Stephan and Dan Antonellis are reviewing the revisions of the condo documentation and updating them to show the departure of Northwinds.
- e. A new Resident Guide is planned for review at the next BOT meeting.
- f. Bill Freer has collected 2 GB of electronic records from current and former Board of Trustee members and these records are “backed up” onto three separate hard drives. The Yahoo email account has been copied to these drives. These will be updated on the last day of each month. There are many paper records to be scanned and this is expected to take until the end of the calendar year.
- g. Bill Freer is investigating changing the Yahoo account to a Gmail account for better security.

## **6. New Business**

- a. During inspections by the Grounds and Beautification Committees, several Rules violations were noted and letters are being sent to residents for trees above the gutters, a portable generator, edging and conduit beside the condo, birdbath in the yard obstructing mowing, and a dead evergreen in the front Limited Common area.

## **7. Resident Issues for April- May**

- a. 43 THL – Re-stain rear deck & stairs – Approved
- b. 38 THL – Re-stain front porch – Approved
- c. 40 AD – Re-stain front porch – Approved
- d. 58 THL – Re-stain front porch & add handrail – Approved
- e. 46 THL – Install an air conditioner – Approved
- f. 145 THL – Install front flower garden – Approved
- g. 147 THL – Re-stain front porch – Approved
- h. 38 THL – Install storm door – Approved
- i. 44 AD – Re-seal deck - Approved

- j. 38 THL – Replace patio door – Approved
- k. 26 SD – Paint shutters & front door - Approved

**8. Set Date for Next Meeting**

The next BOT monthly meeting is scheduled for July 27, 2017 at 1 pm at 49 Summerfield Dr.

**9. Adjournment**

Marsha moved, Lavonne seconded, and the Board voted unanimously to adjourn at 4:44 pm.