

Summerfield at Taft Hill (SATH) Condominium Trust

Board of Trustees (BOT)

Minutes of Meeting (MoMs)

September 28, 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 1:02 pm on September 28, 2017.

1. Review of BOT actions in August-September

Mail Building parking lot was re-lined and “No Parking” area added.

“THANK YOU” extended to Bill Freer for maintaining the Summerfield website, creating the SummerfieldBOT@gmail.com account, backing up our documents, and re-designing the Resident’s Guide.

Changes made to the Resident’s Guide and posted on the website and at the Mail Room.

Plot plans for all units were distributed at the Mail Room. If you did not get an opportunity to pick up your plot plan, please e-mail the BOT at summerfieldbot@gmail.com.

2. Open Forum for Resident Issues - None

3. Financial Report

- a. All financial reports as of August 31, 2017, have been given to the BOT.
- b. Vendor invoices for August have been processed and paid in August and September.
- 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. It will be combined with any Working Capital over \$45,000 and re-invested.
- e. After all interest for August has been recorded, our total reserves are \$414,646.39.
- f. The Board reviewed and accepted the monthly financials.

4. Grounds Report

Mike Burnat, Chairman of the Grounds Committee, reported:

There have been 17 mowings this summer and we are on schedule to have the average number of 22 per year. To avoid burning the lawn during the summer, the grass is cut at 4.5", but it is reduced to 3.5" in the fall.

Tru-Green applied 4 fertilizer/weed control applications and grub control to approximately 45 infested areas this season.

Repairs were made to the irrigation system on Wednesday through Friday with the addition of 2 sprinkler heads at 114 Taft Hill Lane. One zone was divided into two zones at 122 Taft Hill Lane to increase pressure for better sprinkler coverage.

The contractor is scheduled for cleaning of the storm drains and catch basins 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 have volunteered to help with watering those areas until the grass is established.

Mike has negotiated new contracts with Waste Management, Tru-Green, and the irrigation contractor for the next year. The snow removal contract expires in 2019.

Lawn aeration and retention pond cleaning are not scheduled for this year.

Mike will investigate the slow response of the light inside of the Mail Room.

One of the lights outside of the Mail Room is not working. If you would like to volunteer to replace the bulb, please contact Mike.

The Grounds Committee plans to take its annual walk around the neighborhood to evaluate tree conditions (identify dead or dying trees that may be a hazard) in October. If you have any concerns about trees near your unit, please contact Mike Burnat.

Mike is gathering cost information from B & M for tree maintenance and weeding of Common Areas.

PLEASE DO NOT CONTACT ANY OF THE CONTRACTORS DIRECTLY! IF YOU HAVE A QUESTION OR ISSUE WITH A CONTRACTOR, PLEASE CONTACT MIKE BURNAT AT 508-377-2798. THIS IS TO AVOID CONFUSION AND CONFLICTING INSTRUCTIONS TO THE CONTRACTORS BECAUSE MIKE KNOWS WHAT OUR CONTRACTS INCLUDE/EXCLUDE. THANK YOU.

5. Old Business

- a. The Beautification Committee has the following report:
 - i. A swale was installed behind 130 THL to prevent erosion that is adversely affecting the retaining wall there.
 - ii. They also removed dead bushes at the west entrance, created a mulch bed around three trees in the Common Area at 24 Summerfield Drive, created a mulch bed around the sign at the east entrance, 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 at Taft Hill Lane and the west side of Nicki Way. THANK YOU to those who volunteered to help water these areas.
 - iii. The Beautification Committee is making plans to remove the dead roses at the East entrance and modify the plantings in the Common Area between 66 and 70 Taft Hill Lane next year.
 - iv. Our Beautification Committee has been very busy and we want to THANK them!
- b. NGRID will be replacing several dead/dying trees behind 17 Nicki Way and on Andrews Drive.
- c. Dan Antonellis reviewed the condo documents to consolidate the rules and regulations into one document and presented it to the BOT for review. This was a HUGE UNDERTAKING and we extend a big THANK YOU to him for the work he did. The BOT is currently reviewing these proposed changes.
- d. **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.

6. New Business

- a. **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).
- b. **REMINDER: THE DEVELOPMENT SPEED LIMIT IS 20 MPH!**

- c. **PLEASE HELP US KEEP OUR NEIGHBORHOOD CLEAN BY SECURING YOUR TRASH AND PICKING UP ANY THAT YOU SEE BLOWING AROUND. THANK YOU.**

7. Resident Work Requests

- a. **IF YOU WANT TO POWER WASH YOUR UNIT, BOT APPROVAL IS NO LONGER REQUIRED. HOWEVER, YOU ARE REMINDED THAT YOU DO NEED TO ABIDE BY TOWN ORDINANCES THAT MAY RESTRICT WASTER USE AND THOSE REGULATIONS CHANGE, SO PLEASE CHECK WITH THE TOWN BEFORE POWER WASHING. THANK YOU.**
- b. 11 SD – Paint shutters, front door, and install storm door – Approved
- c. 8 NW –Re-stain front porch – Approved
- d. 55 THL – Re-stain front porch and rear deck – Approved
- e. 61 THL – Re-stain deck/replace decking & railings with composite material – Approved
- f. 105 THL – Re-stain front porch – Approved
- g. 133 THL – Change garage doors, install hand rail, change porch & deck to composite material, and add mums in front – Approved
- h. 135 THL – Replace shrubs – Approved
- i. 39 AD – Convert 2 to 1 garage door and replace outside lights – Approved
- j. 56 AD – Install front porch hand rail – Approved
- k. 38 THL – Radon remediation system – Approved
- l. 28 NW – Re-stain front porch - Approved

8. Set Date for Next Meeting

The next BOT monthly meeting is scheduled for October 26, 2017 at 12 pm at 49 Summerfield Dr.

9. Adjournment

Marsha moved, Lavonne seconded, and the Board voted unanimously to adjourn at 4:58 pm.