

Summerfield at Taft Hill (SATH) Condominium Trust
Board of Trustees (Board)
Minutes of Meeting (MoMs)
November 14, 2016

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

The Board of Trustee monthly meeting was called to order by Bob Contursi at 1:05 p.m. on November 14, 2016.

1. Ratification of October 25, 2016, Minutes of Meeting

Lavonne moved, Marsha seconded and the Board unanimously voted to ratify the October 25, 2016, MoMs.

2. Open Forum for Resident

No resident issues.

3. Financial Report - Marsha Bourgeois

A. October 2016 and 2016 YTD Financial Report

Marsha presented the Monthly and Year to Date Financial Reports consisting of: the Balance Sheet as of October 31, 2016; Profit & Loss Budget Performance through October 2016, and YTD; Profit & Loss for October 2016; Accounts Receivable Aging Summary as of October 31, 2016; Accounts Payable Aging Summary as of October 31, 2016; Expenses by Vendor Summary through October 2016; Expenses by Vendor Summary for October 2016; and, Expenses by Vendor Detail for October 2016.

B. Status of Finances

All October Condo fees were paid on time. Vendor invoices for October 2016 have been processed and paid in October and November 2016 (to date). Checking and money market accounts have been reconciled and interest has been recorded. Marsha moved to take the December 9, 2016, CD2445 and put it into the money market account, and then to take that equivalent amount and put it into CD0365 that renews on January 3, 2017. Lavonne seconded. Board unanimously approved the motion.

The Board reviewed and accepted 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.

D. Finalization of Proposed 2017 Budget

The 2017 Budget was presented to and discussed by the Board. A few minor changes were made which when incorporated will become the Final 2017 Budget. The Final 2017 Budget will be mailed/emailed to all owners, and presented at the Annual Meeting on December 10, 2016.

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

A. Mowing, Irrigation and Lawn Treatment

Lawn mowing is finished for the year. The irrigation system was blown-out and shut off at the end of October. Final fertilization treatment was applied at the beginning of November.

Fall lawn cleanup (leaf blowing) is scheduled for the week of November 14th, weather permitting. Maybe one more fall cleanup will be required around the end of November, depending upon conditions.

B. Vendor Contracts

The 2017 trash pickup contract with Waste Management is anticipated to be signed in December 2016. The irrigation contract is to be reviewed at the beginning of 2017. The 2017 TruGreen lawn fertilization contract is being worked on.

C. Miscellaneous

Snow staking is to be done sometime in December by Dowding. Residents should not place any stakes anywhere in or around their condo, including their LCE.

Tree maintenance (cut downs) is scheduled for December. All trees to be removed have been determined to be dead, or in poor health by the GC and the tree contractor. Vicki moved, Marsha seconded and the Board unanimously approved to spend the \$1,900 for this tree maintenance expense.

The need for catch basin cleanout will be evaluated this coming spring, 2017.

5. Old Business

A. Beautification Committee (BC) – Vicki Small

Beautification is done for the year. A solicitation for additional BC volunteers for the 2017 growing season will be forthcoming from Vicki. The Board certainly hopes that a few more volunteers will come forward for this important committee that works diligently to keep Summerfield looking GREAT!

Two gypsy moth exterminators/contractors have been contacted to provide estimates to control the expected gypsy moth infestation in 2017. The plan is to have these estimates presented at the Annual Meeting pending receipt of the estimates by December 10th.

Marsha moved to allocate \$150 towards dinner for the BC volunteers in gratitude for the work they did throughout the 2016 growing season. Dan seconded the motion. The Board voted to approve by the vote of: 3-approvals, 0-against and 2-abstains. The motioned carried.

B. Annual Meeting

The dominant issue of this session was logistics:

- Check-in will begin at 9:45 a.m. on December 10, 2016 at the Uxbridge VFW. Additional information will be communicated via USPS mail or email (depending upon each owner's selected communication preference) sometime before November 23rd. This mailing/emailing will include: the Annual Meeting Notice and Agenda; the 2017 Budget; a General Proxy; and, 2017 Information Sheet.
- The meeting will begin at 10 a.m., and is expected to last approximately 2 hours.
- Randy and Ann Fields, Bill Freer and Pat Stephan have all volunteered to help the Board during the Annual Meeting.

- Bob and Marsha will be “floaters” during the check-in period.
- Randy will greet residents as they enter the VFW function area and direct them to the appropriate check-in table. Feel free to ask Randy any questions you might have. Any questions Randy cannot answer will be deferred to either Bob or Marsha.
- Lavonne, Ann, Bill, Pat and Dan are each assigned to a specific check-in table based on SATH streets. Each attendee will be directed to the check-table corresponding to their SATH address; Taft Hill will be split into 2 tables due to the number of condos. After checking into their own table, those owners carrying a Proxy(s) will be required to check-in, on behalf of their proxy giver, at the table(s) matching their proxy SATH address(s).
- Each check-in table will have a packet of material to give to each owner: Trustee Candidate Voting Ballot; Trustee candidate fact/background sheet; and, voting index cards. Per SATH’s documents, only one vote per condo (in person or by proxy) is allowed no matter how many owners the condo might have.

6. New Business

A. Insurance Company Review

This issue is still being pursued.

B. Miscellaneous

No discussion.

7. Resident Issues for March

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

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

1. 12 SD – Allow owner to repair driveway sink holes. Board unanimously approved.
2. 15 SD – Allow owner to repair roof leaks. Board unanimously approved.
3. 30 THL – Allow owner to install Radon Mitigation System. Board unanimously approved.
4. 82 THL – Allow owner to replace exterior light bulbs and remove 1 shrub. Board unanimously approved.
5. 21 SD – Allow new hot water heater piping on the exterior on condo. Board unanimously approved.

B. Rule & Regulations Violation Fines

No fines this past month.

8. Set Date for Next Meeting

The next Board of Trustees' monthly meeting is scheduled for 3 p.m. on December 16, 2016, at 49 Summerfield Drive.

9. Adjournment

Dan moved, Marsha seconded, and the Board unanimously approved to adjourn meeting at 4:25 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.*