

Summerfield at Taft Hill (SATH) Condominium Trust
Board of Trustees (Board)
Minutes of Meeting (MoMs)
August 25, 2016

Board members present: Bob Contursi, Lavonne Seifert, Marsha Bourgeois, Vicki Small and Dan Antonellis.

Bob moved to go into Executive Session at 12:30pm. Lavonne seconded motion. Board voted unanimously to go into Executive Session. Executive Session adjourned at 12:55pm.

Bob moved to convene the Board's monthly meeting at 1:00 p.m. at 49 Summerfield Drive. Dan seconded the motion. The Board voted unanimously to open the Board's monthly meeting.

In addition to the above listed Board members, Mike Burnat (Grounds Committee Chairman) was present, as were the following Residents: Bruce & Margaret Borax, Norm Blood, Bill Freer, Greg L'Hommedieux, Dan Hicks and Joe Marchand.

1. Approval of July 12, 2016 Minutes of Meeting

Vicki moved, Lavonne seconded and the Board unanimously voted to ratify the July 12, 2016, MoMs.

2. Open Forum for Resident Issues

During this part of the meeting the following items were brought to the attention of the BOT:

1. berm on lower Nicki Way (Marge and Bruce Borax)
2. street sign on the lower intersection of Nicki Way and Taft Hill Lane (THL) (Marge and Bruce Borax and Dan Hicks)
3. irrigation issues on Nicki Way (Marge and Bruce Borax, Joe Marchand)
4. street light at the end of Nicki Way (Marge and Bruce Borax)
5. attention to the cable boxes on Nicki Way (Marge and Bruce Borax)
6. paved parking lot on lower Nicki Way (Marge and Bruce Borax)
7. a question as to when fire hydrants will be flushed (Marge and Bruce Borax)
8. transparency with regard to finances (Marge and Bruce Borax)
9. have plow contractor install rubber blade when plowing driveways (Marge and Bruce Borax)
10. the repair of a driveway sink hole (Norm Blood)

The BOT spent a considerable amount of time discussing these issues and developing an action plan where necessary for each item. The following is what the BOT will be doing in the next several months as a means to address each issue:

1. The berm is a two part process where most of the remediation will be done by National Grid to address this area as part of the mitigation process. At the outset of the negotiations this was not an area that was to be addressed but through successful negotiations by the BOT it will be addressed. These negotiations will result in significant savings for the association. Once the National Grid work has been completed the Beautification Committee (BC) will plan the next steps. This part may be delayed until Spring 2017 (weather and NGRID schedule)

2. The street sign on lower Nicki Way has been purchased and will be installed in the next few weeks. It was not done sooner as it was not clear where 3 trees were to be planted at this intersection.
3. Irrigation issues are a complicated issue to resolve. As we all know through recent notifications by the Town of Uxbridge we are experiencing record drought this year. Even though we are on private wells it is logical to presume that our water tables have dropped significantly as have the Town of Uxbridge. The BOT will investigate the possibility of fracking these wells and/or drilling deeper. The BOT will then make an assessment as to how best to pay for this, possibly thru an increase in condo fees, a special assessment or a cutback in other services.
4. A street light at the end of lower Nicki Way and THL will not be installed. There is a street light approximately 30 yards to the right as you go up THL and 50 yards to the left as you go down THL. Even though we are allowed to have 9 street lights in total the BOT felt that this was unnecessary expense given the location of the two other street lights. It appears that there is a concrete pad much further down on THL so the BOT will do further investigation on this area.
5. The Beautification Committee (BC) will address the issue of the cable boxes as part of their ongoing effort to "Beautify" our community. The BC is a group of 5 volunteers so not all areas could be addressed at the onset of cleaning up and/or planting around all cable boxes.
6. Paving of the parking lot on lower Nicki Way will also be investigated. As with the previously mentioned irrigation solutions this would need to be financed thru an increase in condo fees, a special assessment or a cutback in other services. If paving is cost prohibitive, then the alternative of putting down a thicker layer of gravel along with a barrier will be assessed with the same financial considerations.
7. The flushing of fire hydrants will need to be coordinated through the town. This will be investigated.
8. The BOT makes its best effort to have transparency with regard to finances by having open meetings where all aspects of our finances are discussed. Residents are encouraged to attend these meetings and pose any questions they may have. Additionally, we are reviewed by a CPA firm.
9. The BOT through the Grounds Committee will be contacting our current plowing contractor as to the feasibility of using a rubber blade on the snow plow bucket to address the concern of driveway scraping.
10. In an effort to determine responsibility, the BOT is currently investigating the source of a driveway sinkhole. Several meetings with the DPW and our catch basin contractor have been held.

The BOT thanks these residents for bringing their issues and concerns to our attention.

3. Financial Report - Marsha Bourgeois

A. July and YTD Financial Report

Marsha presented the Monthly and Year to Date Financial Reports consisting of: the Balance Sheet as of July 31, 2016; Profit & Loss Budget Performance for July 2016; Profit & Loss Budget YTD Comparison for July 2016 and YTD; Accounts Receivable Aging Summary for July 2016; Accounts Payable Aging Summary for July 2016; Expenses by Vendor Summary YTD; and, Expenses by Vendor Detail for July 2016. Checking and money market accounts have been reconciled and interest has been recorded. The CD that is maturing on September 1, 2016, will be increased by overage in the Money Market account (this is done so that we don't have several small CDs). The Board reviewed and accepted the monthly financials. There were no new significant issues.

B. Status of Finances

All but one July Condo fees were paid on time; late fee will be assessed to the owner who was late. Vendor invoices for July 2016 have been processed and paid in July and August 2016 (to date).

C. 2016 Budget Review

The overall 2016 budget was reviewed without issue.

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

A. Mowing, Irrigation and Lawn Treatment

To date five lawn mowings have been cancelled due to the dry conditions resulting in savings. Mowing continues to be done at 3½ - 4 inches to help lawns better tolerate the hot, dry weather. Lawn irrigation is being done every day on the west side of SATH, and every other day on the east side due to well water level. TruGreen provided their first weed kill and fertilization application on August 12th. From resident feedback and GC observation it appears that TruGreen's application had a noticeable effect in the control (killing) of weeds.

With the approval of the Board, Mike has issued RFPs for aeration and over seeding of the lawns. Aeration is recommended to be done at least every 3 years to help oxygenate lawn roots and promote thicker grass. The TruGreen proposal was the least expensive. As such, Lavonne moved to accept TruGreen's contract to double core aerate and over seed the entire community; Marsha seconded the motion. The Board voted unanimously to approve. The money is targeted to come from the savings in lawn mowing.

Consistent with the Board's practice in prior years to repair severely damaged front and/or side lawns, the Board is considering the repair of three lawns this fall.

B. Street Sign

The Board will be email voting, prior to the September meeting, to authorize the funds to have the recently purchased Nicki Way street sign installed at the downhill intersection of Nicki Way and Taft Hill.

C/D. Proposals / Winter Maintenance Request for Proposals (RFP)

Seven RFPs were issued to snow contractors; only two contractors responded. Those who did not respond offered reasons ranging from SATH is too small, to SATH is too large, to SATH is not the type of plowing they want. Once the GC performs a detailed review of the 2 received

contracts (to get a better apples-to-apples comparison) the Board will review with the GC for final selection.

E. Miscellaneous

The Board and the GC are working to resolve an issue with a resident on Taft Hill with yard work that ostensibly was promised by Northwind, but not completed. The Board will be working with the resident to resolve this issue.

5. Old Business

A. Email Opt Out/In Letter

The Board thanks all owners who responded to our Opt-Out letter. The final tally is as follows:

19 owners with email chose to receive official communication via USPS mail

6 owners without email chose, of course, to receive official correspondence via USPS mail

86 owners chose to receive official communications via email

20 owners did not reply. As stated in the Opt-Out cover letter, these will default to receiving official communications via email.

1 unit is still unsold; official communication to Northwind will be via USPS mail

3 Units being sold and without a contact as of this compilation.

B. National Grid View Mitigation Update – Bob Contursi

NGrid is scheduled to complete their mitigation projects this fall.

C. Beautification Committee (BC) – Vicki Small

The BC continues to do limited (due to the extreme heat) weeding throughout the community, while it plans for additional plantings in fall, weather/drought permitting.

D. Rules & Regulations (R&Rs) Update

The Board reviewed and approved the final comments to the proposed changes to the existing Rules & Regulations. A set of the revised R&Rs will be distributed when registered at the Worcester Registry of Deeds.

E. CPA 2015 Year End Review

The Board was given the preliminary CPA review several weeks ago for their review and comments. Board comments were reviewed and submitted to the CPA. The final CPA Review is available upon request.

F. Forest Glen

This is the proposed age restricted condominium development at the east entrance of SATH that has been approved by the Town of Uxbridge. As reported in July's MoMs (item 6A), the Board's plan is to contact an attorney for guidance as to who to contact to discuss fair compensation for this development's use of some of SATH's infrastructure.

G. 502 Douglas Street

As previously reported, this proposal to develop a service station and convenience store west of SATH's west entrance was voted down by the Uxbridge Zoning Board. The Board of Trustees would like again to thank all residents who attended this meeting in support of defeating this proposed project.

6. New Business

A. Summerfield Web-site

Bill Freer demonstrated to the Board a preliminary SATH website, which was received extremely well by the Board. The Board will visit the site and make recommendations to Bill prior to the activation of SATH's website. More about this website will be forthcoming. In the meantime the Board would like to acknowledge Bill for his effort (for which he refused compensation) to not only develop the website but to also host it going forward. Once operational, it will provide a single source of all condo documentation, MoMs, and ongoing activities, events, notices, and more. THANK YOU BILL!

B. Gypsy Moths

In anticipation of another year of gypsy moth infestation, the Board plans to investigate the cost to control gypsy moths this coming spring.

7. Submitted/Approved/Pending Status of Work Proposals

The Board wishes to remind all owners receiving Board approval to perform work on the outside of their condo or in their Limited Common Area that the Approval Letter Acknowledgement **MUST BE RETURNED** to the Board before the approved work begins. Failure to do so could result in a Fine.

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

1. 38 SD – Replace 2 single-width garage doors with 1 double-width garage door. Board unanimously approved.
2. 145 THL – Enlarge current crushed stone patio in back LCE. GC and Board unanimously approved.
3. 23 SD – Replace 3 outside lights. Board unanimously approved.
4. 15 NW – Plant shrubs & large rocks in back LCE. GC and Board unanimously approved.
5. 43 AD – Restrain front porch. Board unanimously approved.
6. 145 THL – Bury existing drainage pipe in back of condo. GC and Board unanimously approved.
7. 130 THL- Repaint entry door and trim, and restrain portico. Board unanimously approved.
8. 59 THL – Replant grass in back of condo. GC and Board unanimously approved.
9. 53 SD – Stain entryway landing, paint front door, and install new kick plate and door viewer. Board unanimously approved.
10. 125 THL – Install new gutter extension and downspout. GC and Board unanimously approved.

B. Fines

One Late Fee issued to owner for submitting late HOA condo dues (see item 3B). There were no Rules & Regulations Fine violations issued.

8. Set Date for Next Meeting

The next Board of Trustees' meeting is scheduled for 1 p.m. on September 20, 2016, at 49 Summerfield Drive. The Board of Trustees has also scheduled a meeting on September 19, 2016 at 1:00 pm at 49 Summerfield Drive dependent on the availability of two additional management companies.

9. Adjournment

Dan moved to adjourn the meeting; Marsha seconded the motion. Trustees unanimously voted to adjourn at 5:50 p.m.