

Summerfield at Taft Hill (SATH) Condominium Trust

Board of Trustees (BOT)

Minutes of Meeting (MoMs)

May 25, 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 12:35 pm on May 25, 2017.

1. Ratification of April 20, 2017 Minutes of Meeting

Marsha moved, Vicki seconded and the Board unanimously voted to ratify the April 20, 2017 MoMs.

The Board took the following actions since the last meeting and these are incorporated into the MoMs.

- a. To expedite work request approvals for requests that involve simple actions like re-staining porches or decks the same color, the Chairman and Secretary can approve. If the request involves more complex issues, such as changing porch or deck colors, the entire BOT will be consulted. **Everyone is reminded that pictures of the proposed work and location for the work help speed the approval process, which can take from 7-10 days, so please plan accordingly when scheduling work to be done or purchasing materials.**
- b. The Board adopted a Work Request Dashboard on the Cloud to expedite more complex requests with members allowed 2 business days to respond to the motion to approve.
- c. On May 4, the Board visited several neighborhood locations to review work requests and the results are shown in article 7 below.
- d. Insurance for replacement of the Mail Room was increased to \$108,000 based on updated building costs.

2. Open Forum for Resident Issues

A resident asked about the sink hole in the driveway of 12 Summerfield Drive. It was repaired at Association expense, because the root cause was determined to be an improperly sealed pipe in the dry well located in the street at the edge of the driveway. This dry well is part of the storm water run-off system installed by Northwind.

3. Financial Report

- a. All financial reports as of April 30, 2017, have been given to the BOT.

- b. Vendor invoices for April have been processed and paid in April and May.
- c. Checking and Money Market accounts have been reconciled.
- d. After all interest for April has been recorded, our total reserves are \$399,060.52
- e. The Board reviewed and accepted the monthly financials.

4. Grounds Report

Mike Burnat, Chairman of the Grounds Committee reported:

The Grounds Committee visited each unit, made a list of snow plow damage, sent the list to Dowding, and then visited each unit again to make sure the work was done properly. A revised list has been sent to Dowding for repairs that were not deemed acceptable.

Lawns at 11, 19, and 21 Andrews Drive, 122 and 144 Taft Hill Lane will require special attention this year.

The irrigation system has been checked and repaired. One well required replacement of the pump and pressure tank before it could be used. The system is ready to go, but it has not been used, because of the continuing rain.

PLEASE REMEMBER TO PARK IN YOUR DRIVEWAY OR THE PARKING LOTS INSTEAD OF ON THE GRASS OR STREET. PARKING ON THE GRASS CAN DAMAGE SPRINKLER HEADS AND THEY ARE EXPENSIVE TO REPAIR!

The grass has been cut four times at a height of 3-3.5" this spring. The Grounds Committee will be visiting each unit to inspect for any impediments to the mowing and trimming operation.

Tru-Green applied fertilizer and three treatments for Gypsy Moth control according to our contracts. These treatments will not eradicate Gypsy Moths, but should reduce their number.

The Common areas were cleaned and mulched.

PLEASE REMEMBER THAT TRASH CONTAINERS SHOULD NOT BE PUT AT THE CURB BEFORE 5 PM THE DAY BEFORE PICK-UP. THANK YOU.

5. Old Business

- a. Effective June 1, our insurance policies will be serviced by Gaudette. We will have more coverage for less premiums. Thank you to Marsha!
- b. The automatic mail room door project is awaiting quotes from electricians.

- c. Marsha is collecting colors for doors and porches/decks. Thank you to those who have sent her the colors for your units.
- d. 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. After visiting each unit last week, they have a plan to replace dead or dying plants in the Common areas.
 - iii. Pines between the Mail room and 12 Summerfield Drive will be fertilized to try to save them.
 - iv. The Beautification Committee has contracted to have the pine trees near the mailroom and on Andrews Drive reshaped.
 - v. The large dead pine tree behind 145 Taft Hill Lane will be removed and not replaced, because the area is too crowded.
 - vi. NGRID will be replacing the dead tree that they installed.
- e. Our petition for the Town of Uxbridge to assume responsibility for the infrastructure did not achieve the 2/3 vote required and failed to pass at the Town meeting. Several strategies were discussed for achieving this objective with the following actions to be taken by the next BOT meeting:
 - i. Marsha will explore insurance to cover our infrastructure obligations.
 - ii. Mike Burnat will contact other condo associations in Uxbridge about joining forces with us.
 - iii. Bob and Lavonne will review with Attorney Lane potential approaches for the future and creating liaisons with Ben Sherman, Director of the Water Department.
 - iv. Lavonne will investigate state and county authorities who could help us with this endeavor.
 - v. Bob will ask Attorney Lane to investigate how other streets went from private to public.
- f. The final vote on the Condo documents was as follows:
 - i. Beneficial Interest voting 77.38%
 - ii. Change 1 - 77.38%
 - iii. Change 2 – 77.38%
 - iv. Change 3 – 74.92%
 - v. Change 4 – 74.92%

6. New Business

- a. Marsha is updating the Residents Guide.
- b. Bill Freer and Randy are collecting and organizing the current and past electronic records for the Association. They will then determine which records need to be converted from paper to electronic and proceed with that to complete the electronic storage of the Association records.

7. Resident Issues for April- May

- a. 66 AD – Re-stain front porch and install handrail – Approved
- b. 145 THL – Stone Patio Wall – Not approved
- c. 27 AD – Re-stain porch, deck, and railings – Approved
- d. 36 SD – Replace outdoor lights – Approved
- e. 33 AD – Extend rear deck to allow VA required second bedroom exit – Approved
- f. 19 NW – Re-stain porch – Approved
- g. 28 AD – Re-stain porch, deck, and railings – Approved
- h. 105 THL – Install porch handrail – Approved
- i. 26 NW – Modify landscaping in rear area - Approved
- j. 40 THL – Re-stain porch – Approved
- k. 112 THL – Patio awning - Approved

8. Set Date for Next Meeting

The next BOT monthly meeting is scheduled for June 22, 2017 at 1 pm at 49 Summerfield Dr.

9. Adjournment

Marsha moved, Vicki seconded and the Board voted unanimously to adjourn at 4:42 pm.