

# Summerfield at Taft Hill (SATH) Condominium Trust

## Board of Trustees (BOT)

### Minutes of Meeting (MoMs)

June 22, 2020

Board members on the videoconference: Paul Balutis, Marsha Bourgeois, Randy Fields, Cecile Gaigals, and Pat Stephan. Bill Freer, Chairman of the Grounds Committee, and Vicki Small, Chairwoman of the Beautification Committee, were present. Residents Bob Howard and Claudia Cataldo were also on the videoconference.

The Board of Trustees monthly meeting was called to order by Pat at 1:00 pm on June 22, 2020.

#### 1. Review of BOT Actions in March-April

- a. An update from the Trustees was sent to our community regarding Radon testing and Pat obtained Radon testing kits from Eagle Environmental for 20 Residents.
- b. The BOT authorized the purchase of three signs for our entrances to direct construction vehicles heading for Forest Glen to enter and exit on East Taft Hill Lane. These have been installed.
- c. Pat contacted Eversource about paving the area of East Taft Hill Lane where they installed the new gas line last year and they have completed the work.
- d. The BOT had difficulties with Webex, and after a successful test, approved purchasing a Zoom account for our meetings.
- e. **Please check your email address for the BOT; we are using [summerfieldbot@gmail.com](mailto:summerfieldbot@gmail.com). Some Residents are still sending emails to the old Yahoo account and some are sending emails to our Website email account.**

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

- a. Claudia Cataldo requested information about submitting a work request to replace her kitchen window.

#### 3. Financial Report

- a. All financial reports as of May 2020 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 April has been recorded, our total reserves are \$615,630.28.
- e. The Board reviewed and unanimously accepted the monthly financials.
- f. **ACTION:** Marsha and Paul will investigate increasing our Employee Theft insurance.

#### 4. Grounds Report

- a. **THANK YOU** to Tony Lombardo, Richard Olsen, Jack Crawford, Paul Clossen, Joe Tosches, Rod Girard, Pat Stephan, Bill Freer, Ann Fields, and Randy Fields for the work they did to remove the briars, bushes and tree limbs that were encroaching on our mowed Common Areas. Tony and Jack trimmed the trees that were blocking the view of traffic at the West entrance of Taft Hill Lane and Pat removed the bush blocking the view at the East entrance of Taft Hill Lane. Since the Uxbridge Compost Center is now open, the debris was moved there.
- b. Many of these people joined the Beautification Committee in removing junipers from the Common Element between 57 and 59 Taft Hill Lane, planting holly, azalea, and rhododendron bushes, and mulching the area.
- c. Our irrigation system is working properly, but it was not designed to be the sole source of water for our lawns. It is simply a supplement for rain, which we need badly.
- d. The lawn mowing company has increased the height of mowing each of the past two weeks and they will not be mowing this week because of the drought.
- e. Cleaning of the 3 detention ponds will begin in the Fall.
- f. Vinnie Cataldo provided some great insight into how the catch basins should be repaired and he is working with Bill to get a quotation for the work.
- g. Vicki and Bill met with our tree contractor/arborist to discuss which trees need removing, trimming, and replacing. They received an estimate for the cost of the work but are awaiting a final proposal. One tree is still under evaluation and will be included in the quote.
- h. The fire hydrants were inspected with a savings of \$2800 over the last inspection and all hydrants passed. ACTION: Pat will send a copy of the report to Bob Howard.
- i. ACTION: Pat and Bill will clean the fence at the well at the top of Taft Hill Lane after the irrigation season is concluded. The well behind that fence has a very high iron content that is causing the fence discoloration. ACTION: Bill will call our well vendor about the cost of filtering the water.
- j. **THANK YOU** to Bruce Borax for serving on the Grounds Committee for the past year.

## **5. Beautification Committee**

- a. Vicki reported that decorative trees at 56 THL, 61 THL, and 44 AD were replaced.
- b. ACTION: Marsha and Bill will investigate the cost of having Tru-Green apply weed control near the gravel area on Taft Hill Lane East.
- c. Tall grasses that were blocking the view of traffic at the driveways for two Units were removed.
- d. The Beautification Committee will not be meeting during July and August because of the heat.

## **6. Old Business**

- a. A representative of Mr. Fence is preparing a quote for a guardrail to block the gap between our guardrail and the Uxbridge guardrail at the West entrance of Taft Hill

Lane without blocking the walking path. He is also including replacement of rotting posts and missing bolts in the current guardrail.

- b. The Strategic Planning Committee is awaiting a corrected report from Becht Engineering. ACTION: The SPC will evaluate the need for a Deferred Maintenance Account in addition to the Reserve Fund. ACTION: Pat will send CAI information about potential Becht Engineering replacement companies to Bob Howard.
- c. **PLEASE WEAR A FACE MASK WHEN ENTERING THE MAIL BUILDING! The virus is not gone and the Mail Building has very poor air circulation, so only one person at a time inside. If you are not wearing a mask and sneeze inside the building, the next person entering may be exposed, because the droplets hang in the air for several minutes. Paul will open the windows to improve the air circulation, but we do not want any of our neighbors to be exposed while collecting their mail. The mask also helps protect you too!**

**7. New Business**

- a. Randy will coordinate with Cecile and Paul about evaluating the exteriors of all Units for compliance to Rules and By-Laws before the next meeting. Letters will be sent to neighbors who are not in compliance. Please take a few minutes to check that your Unit is in compliance.
- b. ACTION: Pat and Bill will call Spectrum about the pauses that many of us are experiencing in our TV/Internet systems.

**8. Resident Work Requests** – Twenty-one work requests were received and approved in the past month.

**9. Date for Next Meeting** - The next BOT monthly meeting (videoconference) is scheduled for July 21 at 1 pm. Information about how to join the videoconference will be sent just prior to the meeting.

**10. Adjournment** - The Board voted unanimously to adjourn at 2:54 pm.