

# **Summerfield at Taft Hill (SATH) Condominium Trust**

## **Board of Trustees (BOT)**

### **Minutes of Meeting (MoMs)**

**December 14, 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. Dennis Skeper of 138 THL attended.

The Board of Trustees monthly meeting was called to order by Bob Contursi at 1:05 pm on December 14, 2017.

#### **1. Open Forum for Resident Issues**

- a. Dennis Skeper wanted clarification of the Rules and Regulations about a service dog he plans to get.
- b. Alice Dunne sent a letter about some flooding in her basement.
- c. Charlotte & William Bedord notified Mike Burnat about a broken basement window possibly caused by the lawn crew.

#### **2. Financial Report**

- a. All financial reports as of November 30, 2017, have been given to the BOT.
- b. Vendor invoices for November have been processed and paid in November and December.
- c. Checking and Money Market accounts have been reconciled.
- d. After all interest for November has been recorded, our total reserves are \$430,131.99.
- e. CD ending in 0365 will mature on January 3, 2018 and will be increased by overage from money market account.
- f. The Board reviewed and accepted the monthly financials.

#### **3. Grounds Report**

Mike Burnat, Chairman of the Grounds Committee, reported:

There were 22 1/2 mowings this summer and the Fall clean-up was completed by B&M on December 1. They plan to cut the ornamental grasses after the snow departs.

The 54 storm drains/catch basins were cleaned during November 15-17.

Plowing on December 9-10 officially removed 4.5" of snow and salted the roads. During the plowing, the snowplow was damaged by some manhole covers that have separated

from the asphalt. Seven covers were modified with cement to eliminate this problem for the winter season. We will need a more permanent solution when the weather allows.

Numerous trees marked by the Grounds Committee, because they are dead or overshadowing/touching condo units, were removed during the past few weeks. A few trees will have to be removed later because they were in areas that could not be accessed until the ground is frozen. The equipment will damage the landscaping if the ground is not frozen.

Mike negotiated a new contract with Waste Management for next year. Contracts with Tru-Green, B & M (landscaping/mowing) and the irrigation contractor for next year will be signed in February, but the costs have been established for our budget process. The snow removal contract expires in 2019.

Bill Freer will be the acting Grounds Committee Chairman for the month of January. Please contact him for any Grounds related business.

#### 4. Old Business

- a. The 2018 budget is being finalized and condo fees will not be increased next year!
- b. The Beautification Committee has the following report:
  - i. They had a celebratory dinner to reward these hard-working volunteers (and reports are that they had a GREAT time).
  - ii. The Beautification Committee obtained budgetary numbers for projects for next year.
  - iii. If you would like to join this fun-loving group, please contact Vicki Small ([vsmall0012@charter.net](mailto:vsmall0012@charter.net)).
- c. At the next meeting, Lavonne will present some proposed changes to the condo documents.
- d. **REMINDER! YOU ARE RECEIVING THIS MESSAGE FROM OUR EMAIL ACCOUNT AT [summerfieldbot@gmail.com](mailto:summerfieldbot@gmail.com)** . In the future, please contact the BOT through this account instead of the Yahoo account.
- e. Our website at [summerfieldatthill.com](http://summerfieldatthill.com) contains a list of current officers, minutes of past BOT meetings, condo documents, a list of recommended contractors, a list of neighbors who are willing to help other neighbors, the Resident's Guide, and many more helpful items. Please visit it to see all the information available.

#### 5. New Business

- a. **We recognize that at this time of year there are family gatherings, parties, etc at many residences. If you have too many cars to fit in your driveway, please**

**ask your guests to park on only one side of the street, so the traffic can continue to flow. THANK YOU!**

- b. **We continue to have an issue with a few residents not picking up their pet waste. PLEASE BE CONSIDERATE OF YOUR NEIGHBORS AND PICK UP THE WASTE. THANK YOU!**
- c. The BOT is investigating ways to continue to minimize any risks to the security of our financial records.
- d. Marsha will obtain a cost estimate for surveying our property to determine the exact perimeter boundaries. Some residents have inquired about boundaries at their units.
- e. With the end of the year approaching, you will be receiving information sheets to be completed and returned to the GREEN BOX in the mail room. It is very important to return these with a copy of the first page of your current insurance policy covering your unit.
- f. **If there is a death of a resident, the family should notify the BOT at [summerfieldbot@gmail.com](mailto:summerfieldbot@gmail.com) , including a write-up that the family wants posted and where they want it posted. It can be placed on our website ([summerfieldattafthill.com](http://summerfieldattafthill.com)) or sent via email to residents.**
- g. We want to thank the Activities Committee (Jan & Jim Amerault, Cathy & Norm Lemieux, and Laurel & Bob Morris) for a GREAT CHRISTMAS PARTY.

## **6. Resident Work Requests**

- a. 50 THL – Convert 2 to 1 garage door – Approved

## **7. Date for Next Meeting**

The next BOT monthly meeting is scheduled for January 25, 2017 at 1 pm at 49 Summerfield Dr.

## **8. Adjournment**

Lavonne moved, Marsha seconded, and the Board voted unanimously to adjourn at 5:01 pm.