

Summerfield at Taft Hill (SATH) Condominium Trust
Annual Meeting
Minutes of Meeting (MoMs)
December 10, 2016

1. Introduction and Verification of Quorum – Bob Contursi

The Annual Meeting, held at the Uxbridge VFW, was called to order at 10:00 AM by Board of Trustees (Board) Chairman, Bob Contursi. A quorum of Owners (71% beneficial interest) was present in person or by proxy. Bob introduced the Board of Trustees: Lavonne Seifert, Marsha Bourgeois, Vicki Small and Dan Antonellis.

2A. Board of Trustee 2016 Review – Bob Contursi

Rules and Regulations: Amended R&Rs were duly registered at the Worcester County Registry of Deeds on September 16, 2016. Residents were notified of this and given new sets of R&Rs via USPS mail or e-mail according to their previously selected communication preference.

Management Company: As a best business practice, 5 companies were interviewed so that the BOT is better informed if the need arises.

Infrastructure: The Board will engage a local attorney to make recommendations as to how best to proceed to make our roads public.

Forest Glen: As we were informed at the meeting, it appears the land was very recently sold to a developer. Much more to follow.

502 Douglas: Thanks to all the residents that showed up at the Uxbridge Zoning Committee meeting to help defeat this proposal to build a service station off of Douglas Road (Route 16) immediately west of SATH's west entrance.

Beautification Committee: Thanks to this team for all the work they have done. Please see Beautification Committee summary (item 2B) for specific details.

Social Committee: Bob thanked the committee for setting up activities and the annual Christmas dinner. 60 residents are signed up for the dinner to be held on December 11, 2016 at the Whitinsville Golf Club.

Grounds Committee: 3 vendor contracts were recently approved. Thanks to Mike Burnat and his team for all of their hard work. An additional thanks to Mike for his efforts to re-negotiate two contracts which resulted in significant savings.

SATH Website: Bob extended thanks and appreciation, on behalf of the entire SATH community, to Bill Freer for his hard work to get the site up and running, and his continued administration of it.

Neighbors helping Neighbors: Bob expressed a need for more volunteers, and mentioned that more specific information can be found on SATH's web-site

Contractors list: The attendees were asked to submit to the Board reputable contractors that they have used so they can be added to the list.

Dan Antonellis: - Bob thanked Dan for his service to community as Secretary for the past 2 years.

2B. Beautification Committee Summary – Vicki Small

Vicki Introduced the Beautification Committee: Michelle Chioniere, Nancy Contursi, Deb O’Byck and Cecile Gaigals

Projects:

- THL west side entrance: Spring weeding / Fall revamping & Plantings
- THL east side entrance: Spring – cut back along walkway and on RTE 16 / Fall – cut roses
- Pruning of ornamental trees
- Mailroom: weeding, trimming, washing
- Washed Fence around Well on THL
- Helped some physically restricted residents with their LCE (Limited Common Element)
- Trimmed and weeded most common elements (approximately 70), 2-3 times as needed
- Plantings of Hosta and Lilies throughout the community
- Summerfield Drive: Cut back Junipers over a 3 week period
- Nicki Way: Cut back Junipers over a 1 week period
- Many trips to the compost dump

Vicki reminded residents that they are responsible for their own LCE (in front of porch): weeding and trimming as well as their ornamental trees weeding around them. Vicki noted that if residents have a question if an area is their LCE or a common area, the Beautification Committee members have maps.

Beautification Committee Hours spent:

- 420 man hours for Common areas
- 40 man hours for Summerfield Drive
- 20 man hours for Nicki Way
- 12 man hours for THL (behind 130 THL)

Approximately 500 man hours of work @\$20 = \$10,000 value

2017 Preliminary Plans: Nicki Way berm; signage at east entrance; gypsy moth treatment

Vicki asked for more volunteers to join the Beautification Committee

3. Preliminary Financial Results for 2016 and 2017 Budget Presentation – Marsha Bourgeois

Marsha reviewed the reserves and gave the total as of November 30, 2016, as \$383,279.04. Marsha also mentioned that we take \$3,711.50 out of condo fees for Reserves every month.

Marsha identified having approximately \$23,000.00 left over on the 2017 budget that we put into reserves. She thanked Mike Burnat for his skills in negotiating new contracts with our vendors that saved us a lot of money next year (2017) thus the increase in the Reserves while holding the 2017 condo fees to the 2016 condo fee amounts.

4. Information Sheets – Dan Antonellis

Dan thanked all those who have submitted their 2017 Information Sheet, and reminded those who haven't that it is due no later than December 31, 2016. Dan then discussed several parts of the Info Sheet:

- Home Insurance: all owners/trustees must show proof of home insurance and value of coverage. Usually the first page of the insurance policy provides this information. It was noted that due to the nature of SATH ownership, it was recommended that H03, not H06, insurance be purchased by each condo owner/trustee.
- Age of condo occupant: to keep SATH's "over 55" status, HUD requires that at least one occupant (condo owner/trustee, or condo renter, as applicable) be over 55 years old in 80% of the condos. If SATH has more than 20% of the condos with occupants under 55 years old, then HUD can rescind SATH's over 55 condo status.
- Emergency Contact: these contact names and telephone numbers are important for the Board to be able to contact in cases where the condo needs attention while the occupants are away.
- Summerfield Resident's List: indicate preference to be included, or not, in SATH's Resident's List. This list, updated once or twice a year, and is provided to those residents who choose to disclose information such as telephone number and email address. Those wishing not to disclose such information will not be included in SATH's Resident's List and will not receive the Resident's List.

5. Questions/Comments to the Board Regarding SATH Matters

1 motion to amend SATH Rules and 5 questions were brought forth.

Amendment: Norm Blood moved to change Rules & Regulations #11 from allowing Unit Owners and their occupants to park no more than three (3) motor vehicles (including motorcycles) in their driveways, to allowing no more than four (4) vehicles to be parked in their driveway. Michelle Choiniere offered a friendly amendment to the original to add that no vehicles shall obstruct SATH sidewalks. By visual count, the friendly amendment to the original motion passed. After some discussion those in attendance, including proxies, were asked to vote. The amended motion failed by a count of 64 NO to 27 YES.

Q: Can SATH get Summerfield signage for both entrances? **A:** The Board has inquiries regarding this, and will take the matter up at a future Board meeting.

Q: Why do residents have to get permission for routine exterior maintenance work? **A:** Per our documentation the Trustees have a responsibility to maintain the aesthetic appearance of SATH. The Board, however, recognizes and has discussed at several of its Board meeting, the inconvenience it is to require residence permission of routine exterior maintenance of their condos and LCEs. At this time the Board would prefer with an expedited approval procedure, as we had a year ago, and/or a selection of predetermined choices for routine maintenance, such as, but not limited to: mulch types and colors; stain and paint types and colors for doors and decks; storm door types and colors; etc. The Board is committed to decide on how best to address this issue during the upcoming year.

Q: Will our neighbor's "sink hole" be fixed before it snows? **A:** The Board cannot answer this definitely as the condo owners now have this responsibility per their request. The Board has offered several possible solutions to the condo owner. The owner has decided that he would like to fix the problem. Since the "sink holes" are in his driveway LCE the Board has issued him a Work Approval for this project. The Board will re-visit this in the spring of 2017, if it is still not resolved.

Q: Can HOA fees be direct deposited in a SATH account? **A:** No. However, some owners have their bank automatically send the HOA fee to the Board of Trustees at the end of every month c/o: Board of Trustees, 1 Summerfield Drive, Uxbridge, MA 01569. This is not a Board issue. Contact your bank to better understand how this process works.

Q: Will the Beautification Committee publish a list of work projects they intend to do? **A:** A letter will be sent.

In addition to the above a suggestion was made to change the SATH documents to allow a trustee(s) to serve longer than a fixed 2-year term, if they desire, and maybe offer a stipend to trustees for their service in order to attract more volunteers. The Board is not in favor of this idea for at least the following two reasons: 1) if a trustee chooses to run for another two year term it is a simple matter to reapply and be voted back in for another 2-year term by the voting ownership; and, 2) our documentation is emphatic, and the Board agrees, that money and material enticements of any kind should not be used as a basis of trustee selection and retention. With that point of view, it is the right of any condo owner to make a motion to change any part of our documents. Changes to our documents require two-thirds (beneficial percentage) vote by the SATH owners.

6. Election of Three Open Seats on the Board of Trustees, Each for a Two Year Term

The 2-year term for three existing SATH Trustees (Bob Contursi, Marsha Bourgeois and Dan Antonellis) expire on December 31, 2016. A Trustee Nomination notice and form had been sent to all SATH Owners on October 11, 2016. Both Bob and Marsha completed the candidate nomination form, as did Randy Fields. Since there were only 3 candidates for the three open seats all three candidates, who are all owners in good standing, were voted in by those present at the meeting.

Before adjournment of the meeting, Marsha Bourgeois, as a resident, not a trustee, asked those present to indicate by show of hands if they would be inclined to vote to accept moving the annual meeting from the 1st Wednesday in December to sometime in April. There was overwhelming support for this non-binding suggestion. With such support, Marsha will ask the Board to take this suggestion under consideration.

7. Adjournment

Roger Leroux moved, and Lavonne Seifert seconded the motion to adjourn the meeting. Majority of attendees approved to adjourn the 2016 SATH Annual Meeting at 11:50 AM.