



Summerfield at Taft Hill

Residents' Guide

2024

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Welcome

Welcome to Summerfield at Taft Hill in Uxbridge, Massachusetts. We are happy you chose to join our active 55+ adult community and hope you will enjoy many years with us.

Introduction

This document is intended as a resource guide only. Refer to the Master Deed and Declaration of Trust (with Exhibits & Schedules) for complete information.

The information in this guide is based on:

- Massachusetts General Laws (MGL), Chapter 183A, Condominiums.
- Our condominium documents, consisting of the Second Amended and Restated Master Deed dated October 9, 2012; the Declaration of Trust dated October 15, 2005 including Exhibit I, By-Laws & Exhibit II, Rules; and all pertinent Amendments.
- The affordable units at Summerfield are under a "Regulatory Agreement and Declaration of Restrictive Covenants, Commonwealth of Massachusetts, Department of Housing and Community Development (DHCD) and pursuant to Chapter 204 of the Acts of 1996, the Town of Uxbridge, Massachusetts."
- Our community is formed and regulated under Massachusetts law in MGL 183A: Condominiums. Our condo units are unique compared to most others because each unit owner has complete responsibility for insuring and maintaining the building (interior and exterior). Each owner has some limited exclusive use of land referred to as "Limited Common Element" (LCE), as shown in the plot plan for each unit.

Where to Find Condo Documentation

Our website at www.summerfieldattaftahill.com contains all our latest documents, including minutes of Board of Trustees meetings. Up-to-date copies of your Master Deed, Declaration of Trust, and the Deed to your specific unit can be downloaded from the Worcester Registry of Deeds at www.worcesterdeeds.com. When searching for the Master Deed or Declaration of Trust, search for Northwind Partners. When searching for your own deed, use the name(s) under which your deed was recorded or the unit address.

Board of Trustees Job Descriptions

Board of Trustees (BOT) Officers are elected at the Annual Meeting and serve for two years on a staggered schedule with two (2) elected in one year and three (3) the next year. There are five (5) offices and those who are elected to the BOT decide who will hold each office at their first meeting after the election. The current Officers are listed on the website. Descriptions for each job are shown below.

Chairperson

- **Communicating Effectively:** It is the chairperson's responsibility to communicate effectively with other board members, unit owners and external counsel. He/she is the official communicator of the Association on all matters.
- **Overseeing Daily Operations:** The chairperson's responsibilities include running the business of the Association efficiently. In certain situations, the chairperson may be required to make quick decisions on behalf of the board – therefore it is essential for him or her to be aware of the mindset of other board members as well as the current happenings in the complex.
- **Representing All Unit Owners:** Whenever a major decision is to be taken, the chairperson is responsible for soliciting, or considering the opinions of all the unit owners. This could be accomplished through formal or informal surveys.
- **Preparing for Meetings:** The chairperson is the main person responsible for highlighting the issues faced by a condo Association. The chairperson is responsible for establishing the agenda for the monthly meetings and the annual meeting. Collaboration with other board members is essential.
- **Running Board Meetings:** The chairperson is responsible for running the above-mentioned meetings. The chairperson needs to ensure that all Unit Owners have an opportunity to speak. Through the Secretary, he/she is responsible that the minutes accurately reflect the discussions that take place at meetings.

Vice Chairperson

- Preside during the absence of the Chairperson
- Maintains Contractor list
- Maintains Neighbor Helping Neighbor list
- Special projects

Treasurer

As the financial voice of the community and the internal auditor of its financial operations, the Treasurer's responsibilities will at least include:

- Managing the contracts, activities and responsibilities of the bookkeeper, accounting firm or management company with respect to certain financial affairs
- Ensuring the association's financial assets are secure, with adequate internal controls implemented and followed.
- Preparing the annual operating and reserve budget, where the latter agrees to and supports the former.
- Directing the budgeting process through board approval to presentation to unit owners.
- Examining and approving invoices prior to payment.
- Developing and maintaining a formal long-term major capital expenditure program. This requires a clear understanding of the purpose and need for replacement reserves and will include outside engineering studies of capital assets and reserves at least every five years.
- Identifying and soliciting loans on behalf of the association.
- Developing and adhering to a formal investment policy that ensures safety, liquidity and yield.
- Liaising with association's financial advisors, such as accountant, tax preparer, auditor, insurance agent and investment specialist.
- Obtain and maintain insurance policies according to Section 3 of the Condo By-Laws.
- Arrange for an annual or semi-annual review of financial records according to MGL Chapter 183a Section 10m.

Secretary

- Record the minutes of all Board of Trustees/Annual/Special meetings and post to unit owners
- Prepare for the SATH Annual meeting by preparing ballots, candidate biographies, and warrants
- Collect/Compile information & insurance forms
- Notify all unit owners about Annual/Special meetings

- Maintain/preserve SATH records
- Send letters for violations of Rules with fines for residents

Member-at-Large

- Maintain Resident/Unit owner list
- Record Resident Work Requests, Approvals, Rejections, and Completions
- Special projects

Administration

Bookkeeper

Bookkeeping duties are arranged and delegated by the Trustees and a person, firm or management company may be hired to conduct key financial activities for the Homeowners Association, which may include, but are not limited to, the following:

- Maintaining, and retaining, accurate and consistent accounting records, including electronic file books (e. g. Quick books) and associated paper documents. This includes immediate backups of electronic files.
- Preparing monthly and year-end financial reports in accordance with generally accepted practices to include the accrual basis of accounting, full presentation of financial statements, and separate fund balances.
- Reconciling checking and savings accounts monthly.
- Submitting financial status outlines at board and owner meetings. Financial resolutions may be prepared in advance for board meetings.
- Distributing appropriate financial reports to membership as required by the governing documents and by Massachusetts law.
- Collecting assessments, monitoring delinquencies and invoking collection remedies.
- Responding to residents' inquiries about financial activities.
- Preparing questionnaires, 6d certificates and other financial documents as requested.
- Disbursing funds as approved by the Trustees.
- Supporting an annual or semi-annual review of financial records by an independent accountant.

- Support filing of appropriate Income Tax Forms, generally on an annual basis.
- Provide 6D forms for unit sales.
- Provide answers for refinance questionnaires.

Grounds Committee Chairperson

- Negotiate contracts for lawn care, sprinkler systems, wells, catch basins, lighting, snow removal, etc. required for the maintenance of the Summerfield properties
- Oversee the operations of the companies/individuals employed to maintain the properties
- Lead inspections of the properties to ensure maintenance standards
- Make recommendations to the BOT for actions pertaining to maintenance of the properties

Standing Committees

Beautification Committee Chairperson

- Organize volunteers to weed, trim, remove, plant, flowers, shrubs, and trees in the Common Areas
- Recommend actions to the BOT to maintain the appearance of the Common Areas of the development

Activities Committee Chairperson

- Organize and co-ordinate activities of interest to the general community, such as Christmas parties

Women's Luncheon

- Organize and co-ordinate the monthly women's luncheon

Important Phone Numbers

Uxbridge Police	Emergency	911
	Routine	508-278-6629
Uxbridge Fire Department	Emergency	911
	Routine	508-278-8623
Eversource Gas		800-592-2000
National Grid Electric		800-322-3223
Department of Public Works (Water)		508-278-3179
Milford Regional Hospital		508-473-1190
Charter cable company customer service		833-694-9259

Community Communications

- The BOT makes every effort to keep the community up-to-date about news and events as well as sending out reminders of our By-Laws and Rules & Regulations. This is accomplished by group email and mail building postings. It is everyone's responsibility to stay informed by reading said emails and postings.
- **The email address for the Board of Trustees is:** summerfieldbot@gmail.com
Email messages may not be distributed to the community unless approved by the Board of Trustees.
- Condo fees are due on the 1st of the month and should be placed in the GREEN BOX in the mail building. To avoid a late penalty fee, dues must be placed in the GREEN BOX before 6 pm on the 8th day of the month.
- ***Bulletin Board*** — the mail building bulletin boards next to the door are for BOT business only. The bulletin boards on the side walls are intended for community notices of Summerfield residents only. Postings must be dated, include appropriate contact information, and should not be posted for more than thirty (30) days.
- Commercial advertising is limited to the business card holder. On the website is a list of contractors recommended by residents. If you want to add to this list, please make your recommendation to the BOT via email or letter in the GREEN BOX.

Work Requests

You are responsible for the maintenance of your unit and your Limited Common Area. If you plan to make changes to the interior of your unit, you do not need BOT approval but you will need to check with the Uxbridge Town Building Inspector to determine what requirements to meet. If you are planning any changes that will affect the exterior appearance of your unit, you will need approval from the BOT. Landscaping changes, such as adding or removing bushes, require BOT approval, but trimming existing bushes does not require approval. Adding a storm door, painting or staining decks/porches, installing skylights, adding handrails, changing exterior lights, modifying garage doors, etc. affect the appearance of the unit and require approval.

To obtain approval, submit your request to the BOT via email or a letter deposited in the GREEN BOX in the mail building. You should include a description and pictures or sketches showing the changes you propose and the area affected. If you plan to change the color of the doors, shutters, porch, deck, etc. you need to submit a color sample for the new color. The BOT will review your request and send you an approval letter with any stipulations within 10 days. Before you begin any work, please sign the approval letter and return it to the GREEN BOX in the mail building addressed to the Secretary.

Trash & Recycling

Household trash and single stream recyclables are collected weekly. When a major holiday occurs during the week, the collection is delayed one day. All trash and recyclables must be at the curbside before noon on collection days, for pickup between noon and 2:00 pm; and no earlier than 5:00 pm on the day before collection; all containers must be brought in no later than 7:00 pm on the day of collection. Pratt provides one recycle bin and one trash bin per unit; all trash and recyclable material must be contained inside each proper bin. No trash outside of any bin will be collected. Please secure your containers and recycle items to prevent wind-blown debris. Recycling guidelines are posted on the bulletin board in the mail building and on the Summerfield website www.summerfieldattafthill.com under "Latest".

Major Holidays: New Year's Day Memorial Day Independence Day
Labor Day Thanksgiving Day Christmas Day

Pets

Per Rule 18 of the Rules and Regulations, Unit Owners shall be permitted to keep or maintain a maximum of two (2) domestic pets. Pets should not exceed (and not be expected to exceed) seventy-five (75) pounds each in weight. Farm animals, such as goats, pigs, or normally wild animals such as snakes and the like shall not be considered domestic pets.

Unit Owners shall bear sole responsibility for keeping all pets restrained and for cleaning up waste within the exterior of the Unit, Limited Common Areas, and the Common Areas. Pets shall not be allowed to run free outside of the Unit Interior Boundaries. Pet damage to vegetation in the Common Elements will be repaired at the expense of the pet owner.

No canine breeds known to be aggressive (such as Pit Bulls, Dobermans, Rottweilers, Bull Mastiffs, etc.) are allowed. No electronic animal containment fences are allowed. No pets shall be permitted in any part of the Condominium (other than within the Unit of the owner thereof) unless carried or on a hand-held leash no longer than 10 feet. When a pet is outside of the unit, the Unit Owner or owner/handler of the pet must be in control of the pet and must carry an item (e.g., gloves, plastic baggie, shovel, etc.) that will facilitate the immediate pick-up of the pet's waste.

Uxbridge Town Information

- Town meetings are held at Valley Chapel at 14 Hunter Road, Uxbridge and the Warrant for the meeting is posted on the Town website.
- Voting is done at the McCloskey Middle School located at 26 Capron St.
- The Senior Center (508-278-8622) is across from the Fire Station on Main St and has numerous activities/trips for all of us.
- The Library (508-278-8624) is at the intersection of Douglas Street and N Main Street.
- The yard waste recycling center is located on River Rd just past the DPW facility. A \$20 annual sticker is required and can be obtained at the DPW (508278-8616).
- Dogs require a license/fee that can be obtained at the Town Hall on Main Street.