

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

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

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

**August 24, 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 1:01 pm on August 24, 2017.

#### **1. Correction of July 27 Minutes and Review of BOT actions in July**

Minutes from last month had June 27 instead of July 27 as the meeting date.

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

Karen and Joe Russo attended the meeting with questions about work requests. They want to install a hand rail at the front porch, expand their rear deck using composite materials, and replace the front porch floor with composite materials. The work request process was explained and they will be submitting drawings, colors, etc for review by the BOT.

#### **3. Condo Doc Update**

Pat Stephan provided an update on the work he and Dan Antonellis are doing to update our condo documents to remove references to Northwind and eliminate contradictions. The overall process was reviewed for this massive project. Thanks to Pat and Dan for undertaking this work.

#### **4. Financial Report**

- a. All financial reports as of July 31, 2017, have been given to the BOT.
- b. Vendor invoices for July have been processed and paid in July and August.
- c. Checking and Money Market accounts have been reconciled.
- d. After all interest for July has been recorded, our total reserves are \$414,443.69.
- e. The Board reviewed and accepted the monthly financials.

#### **5. Grounds Report**

Mike Burnat, Chairman of the Grounds Committee, reported:

There have been 13 mowings this summer for less cost than last year. Mowings are scheduled based on the growth rate of the grass with fewer mowings when the grass is growing slowly. As you can imagine, it is very difficult to coordinate the rate of grass growth and scheduled mowing to maintain the optimum grass length. Thanks to Mike Burnat for his hard work to coordinate this.

Tru-Green applied three fertilizer/weed control applications and one grub control application for this season. Their representative was here on August 23 to evaluate the effectiveness of these applications and to check on some problem areas.

Because of the repair/replacement of numerous sprinkler heads in the spring and the amount of rain reducing the need for the sprinklers to run, there have been very few problems with the system this summer. The rain has also kept the cost for the sprinkler system lower than forecast.

The contractor will be providing cost and a schedule for cleaning of the storm drains and catch basins in the next few weeks.

Lawns at 11, 19, and 21 Andrews Drive, 122 and 144 Taft Hill Lane and the well area between 44 and 54 Andrews Drive are scheduled for repair work (loam and hydroseeding) in September.

Weeds in and around the well enclosures will be trimmed during the next mowing and the Beautification Committee will be evaluating actions that can be taken next year for controlling these areas.

Mike will be initiating Request for Quotes for the annual contracts for grounds maintenance over the next month. The snow removal contract, which was a two year agreement that does not expire this year, will also be evaluated for extension.

Because so many driveways were sealed on August 24, the sprinkler system was shut down for two days to prevent damage to the newly sealed driveways. Thanks to Marsha for coordinating this effort and for having the sealing company repair two holes in our sidewalks at the same time.

## **6. Old Business**

- a. The Beautification Committee has the following report:
  - i. The rock for a SUMMERFIELD sign at the east entrance was moved into position, sandblasted, engraved, and the letters were painted black. Vicki and Bob added a solar light for the area. Thanks to Vicki, Bob, and the Beautification Committee.

- ii. The gold lettering on the SUMMERFIELD sign at the west entrance was replaced to greatly improve the appearance thanks to Vicki's efforts!
  - iii. In September, NGRID will evaluate replacing several dead/dying trees that they had installed last year.
  - iv. Vicki (Beautification Chair) and Mike Burnat (Grounds Chair) worked with B&M to create a sketch of a swale to be installed behind 130 THL to prevent erosion that is adversely affecting the retaining wall there. This work was approved by the BOT and is planned for September.
  - v. Also approved were removal/replacement of dead bushes at the west entrance, creating a mulch bed around three trees in the Common Area at 24 Summerfield Drive, creating a mulch bed around the sign at the east entrance, loam and hydroseeding the bank at the east entrance of Nicki Way, removing the junipers and adding loam and hydroseeding the corner at Taft Hill Lane and the west side of Nicki Way, and cutting the tall grasses in the Common areas late in the fall.
  - vi. Our Beautification Committee has been very busy and we want to thank them!
- b. Bob is investigating flushing our fire hydrants. Because our roads are private, the DPW will not flush them in the future. This is another reason we want the town to accept responsibility for our infrastructure. You will hear more about this as the next town meeting draws near.
  - c. A draft of a new Resident Guide was reviewed.
  - d. **WE ARE MOVING! YOU WILL BE RECEIVING THIS MESSAGE FROM OUR NEW 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. We will continue to monitor the Yahoo account for a few months to be certain we do not miss any correspondence, but at some point in the future, we will be discontinuing that account. Thanks to Bill Freer for establishing this account for us.

## 7. New Business

- a. The BOT reviewed and approved changes to the Declaration of Trust to extend the terms of the current BOT members until the next Annual meeting that was moved from December to the spring. We plan to bring this to the residents for voting.
- b. The Ladies Luncheon group meets on the third Wednesday of each month, except August and December, with the location chosen by rotating leaders. If you are interested in attending, please email Vicki Small ([vsmall0012@charter.net](mailto:vsmall0012@charter.net)) or Marsha Bourgeois ([mcb649@charter.net](mailto:mcb649@charter.net)).
- c. **REMINDER: DOGS NEED TO BE ON A LEASH AT ALL TIMES WHEN OUTSIDE RESIDENT'S UNITS (THIS INCLUDES YOUR GUEST DOGS) AND THE UNIT OWNERS ARE RESPONSIBLE FOR MAKING**

**CERTAIN THAT THE RULES ARE OBEYED. THANKS FOR YOUR HELP WITH THIS.**

- d. REMINDER: PARKING IN THE LOTS AT THE MAIL ROOM, ANDREWS DRIVE, AND NICKI WAY ARE FOR GUESTS. RESIDENTS NEED THE PERMISSION OF THE BOT TO PARK IN THESE AREAS.**

**8. Resident Issues for April- May**

- a. 16 AD – Re-stain front porch and door trim – Approved
- b. 17 SD – Power wash unit and re-stain front porch – Approved per Town ordinances
- c. 27 SD – Re-stain/re-seal front porch and rear deck – Approved
- d. 15 SD – Re-stain front porch – Approved
- e. 37 NW – Re-stain front porch and rear deck – Approved
- f. 56 AD – Power wash unit – Approved per Town ordinances
- g. 32 NW – Install sun tunnels – Approved.

**9. Set Date for Next Meeting**

The next BOT monthly meeting is scheduled for September 28, 2017 at 1 pm at 49 Summerfield Dr.

**10. Adjournment**

Marsha moved, Lavonne seconded, and the Board voted unanimously to adjourn at 5:10 pm.