

**Summerfield at Taft Hill (SATH) Condominium Trust
Board of Trustees (Board)
Minutes of Meeting (MoMs)
October 25, 2016**

Board members present: Bob Contursi, Lavonne Seifert, Marsha Bourgeois, Vicki Small and Dan Antonellis. In addition, Mike Burnat (Grounds Committee Chairman) was present. Norm and Joanne Blood attended to participate in Item 2- Open Forum for Residents. Randy Fields attended to observe.

The Board of Trustee monthly meeting was called to order by Bob Contursi at 12:55 p.m. on October 25, 2016.

1. Ratification of September 20, 2016, Minutes of Meeting

Lavonne moved, Marsha seconded and the Board unanimously voted to ratify the September 20, 2016, MoMs.

2. Open Forum for Resident Issues (Please see the note at the end of the MoMs)

The owners of 12 Summerfield Drive attended the meeting to discuss the ongoing situation with sinkholes in their driveway. The BOT and the residents reviewed the recent letters that were mailed to them and possible solutions to remedy the situation. At this time, and with the agreement of the owners, the BOT will issue a work request Approval Letter to them with the specific and general conditions required for the owners to proceed with the work required.

3. Financial Report - Marsha Bourgeois

A. July and YTD Financial Report

Marsha presented the Monthly and Year to Date Financial Reports consisting of: the Balance Sheet as of September 30, 2016; Profit & Loss Budget Performance through September 2016, and YTD; Profit & Loss for September 2016; Accounts Receivable Aging Summary as of September 30, 2016; Accounts Payable Aging Summary as of September 30, 2016; Expenses by Vendor Summary through September 2016; Expenses by Vendor Summary for September; and, Expenses by Vendor Detail for September 2016.

B. Status of Finances

All but 3 September Condo fees were paid on time; late fees will be assessed to the owners who were late. Vendor invoices for September 2016 have been processed and paid in September and October 2016 (to date). Checking and money market accounts have been reconciled and interest has been recorded. The CD that matured on October 9, 2016, was automatically renewed. The Board reviewed and accepted the monthly financials.

C. 2016 Budget Review: Actual vs. Projected Year End

The overall 2016 budget was reviewed without issue. Our actual budget performance to date is within the overall 2016 Budget.

D. Review of Proposed 2017 Budget

The Board and the GC Chair reviewed and revised budgeted amounts to various line items for the preliminary 2017 Budget. Marsha will enter the new 2017 budget estimates into the preliminary 2017 Budget spreadsheet. The Final 2017 Budget will be presented at the Annual Home Owners Meeting in December 2016.

4. Grounds Update - Mike Burnat, Grounds Committee (GC) Chairman

A. Mowing, Irrigation and Lawn Treatment

The October 25th mowing is the last of the season. Fall clean-up is scheduled to begin the week of November 7th. The second and final fall clean-up will happen a week or two afterwards.

The lawn irrigation system was turned off on October 16th. Irrigation system blow-out will occur October 26th, and 27th if needed.

Fall fertilizing and liming occurred on September 28th. The final winter fertilizer application, plus spot spraying of areas showing severe grub/insect damage, is scheduled for October 27th.

B. Vendor Contracts

The snow contract with JR Dowding should be finalized this week, or soon thereafter. As an option, JR Dowding agreed to a three year contract at no price increase. Marsha moved, Lavonne seconded and the Board unanimously approved to offer JR Dowding the three year contract option.

The GC did a walk around to assess the health of trees, exclusive of decorative trees (decorative tree maintenance is the responsibility of condo owners). It was determined that four units appear to have severe tree damage requiring them to be cut down. The tree contractor will review the GC's tree assessment and provide an estimate to remove the affected trees.

Two waste contractors (Waste Management and Republic Services), of the three who were contacted, responded to our trash pickup RFP. The GC recommends Waste Management for next year due to price and performance. Some of the issues with Republic Services are: only pick-up recycling every other week; a one-time fee of \$678 to provide 64 gallon trash containers; a charge of \$10/bag (up to \$25/bag) that does not fit in the containers; and, will only accept a 3-year contract with a price increase each year. As a result, Marsha moved, Vicki seconded and the Board unanimously approved giving Waster Management the contract for 2017.

Four landscaping companies, of the seven companies contacted, responded to our Lawn Mowing RFP. The comparison of price and performance will be ready and acted upon at the next Board monthly meeting.

C. Miscellaneous

Repair was made to the street light at the corner of SD and THL.

5. Old Business

A. Beautification Committee (BC) – Vicki Small

The plantings on the eastside entrance mound just downhill from the intersection of THL, NW and AD has been completed. The Board wishes to extend its appreciation for this

fine work. This, together with the trees planted as part of the NGrid Mitigation, truly does help to improve and beautify SATH's eastside entrance/exit. Thank You BC for your handling of this!

B. Annual Meeting

The Annual Meeting was briefly discussed. It became obvious that a separate meeting is required to finalize the annual meeting details. The Board will meet at 11 a.m. on November 11, 2016, at 49 Summerfield Drive for final planning.

C. Infrastructure Update

The Board is in the very early stages of determining whether a change in SATH from a private to public entity is possible. If and when successful, this would turn all SATH roads and underground piping over to the town for maintenance. Although the benefits to SATH would be significant, this will be a long uphill battle and will take a concentrated effort from all residents much like the effort put forth to deny 502 Douglas St.

D. Nicki Parking Area

The existing NW gravel parking area is scheduled to be turned into a paved parking area beginning on October 31st.

6. New Business

A. Insurance Company Review

Due to the non-responsiveness to many telephone calls that were placed to our current agent, the Board plans to interview and contract with a new Insurance Company Broker, not yet determined.

B. Miscellaneous

No discussion.

7. Resident Issues for March

A. Submitted/Approved/Pending Status of Work Proposals – Dan Antonellis

The following work requests were approved since the last Board Meeting:

1. 15 NW – Stain/seal the wooden supports under the sunroom and sunroom stairs. Stain/seal front porch the same existing color. Board unanimously approved.
2. 53 SD – Install new Andersen Series 2500 White Storm Door. Board unanimously approved.
3. 28 NW – Sand, stain, finish front porch using Board approved cedar stain. Board unanimously approved.
4. 145 THL – Plant flowering bulbs & flowers. Board unanimously approved.
5. 113 THL – Install Radon Mitigation System. Board unanimously approved.

B. Rule & Regulations Violation Fines

Bob moved, Lavonne seconded, each trustee approved to go into Executive Session to discuss fines. Board voted to return to open meeting.

8. Set Date for Next Meeting

The next Board of Trustees' monthly meeting is scheduled for 1 p.m. on November 14, 2016. The Board will also be meeting at 11:00 a.m. on November 9, 2016 to continue discussions on the upcoming annual meeting. Both meetings will be held at 49 Summerfield Drive

9. Adjournment

Lavonne moved, Marsha seconded, Board unanimously approved to adjourn meeting at 5:05 p.m.

NOTE: *If you have a specific issue to discuss with the Board, please let us know so we can address it appropriately. Because the Board's meetings are held in a resident's condo, we ask that anyone wishing to attend to email the Board (via the Board's Yahoo email account) one week in advance, if possible. This is out of consideration for Marsha, who has kindly let the Board, and attending residents, use her condo for all monthly and special meetings.*