



at Taft Hill  
1 Summerfield Drive Uxbridge, MA 01569

**Summerfield at Taft Hill (SATH) Condominium Trust  
Board of Trustees (BOT)  
Minutes of Meeting (MoMs)  
November 17, 2020**

Board members on the videoconference: Paul Balutis, Marsha Bourgeois, Randy Fields, Cecile Gaigals, and Pat Stephan. Bill Freer, Chairman of the Grounds Committee, and Bob Howard, Chairman of the Strategic Planning Committee were present. Residents Barb and Dick Olsen, Pat Simounet, Beth Zersky, Greg L'Hommedieu, Roger Messier, and **NEW RESIDENT BILL DURGIN** were also on the videoconference.

The Board of Trustees monthly meeting was called to order by Pat at 1:00 pm on November 17, 2020.

**1. Review of BOT Actions since August meeting:**

- a. The Summerfield website was renewed for 2 years.
- b. A 2021 Budget Planning session was held via ZOOM to prepare for the November meeting.

**2. Open Forum for Resident Issues: None.**

**3. Financial Report**

- a. All financial reports as of October 2020 have been given to the BOT.
- b. Vendor invoices for October have been processed and paid in October and November.
- c. Checking and Money Market accounts have been reconciled.
- d. After all interest for October has been recorded, our total Reserves are \$621,227.79.
- e. The next CD will come due for renewal on December 5 for \$119,000.
- f. The Board reviewed and unanimously accepted the monthly financials.
- g. Approximately \$16,000 has been spent on attorney fees to oppose the gas station project.
- h. Our attorney says that we can accept donations from neighbors to help fund his fees without paying taxes on the donations. This continues to be explored.
- i. **THE 2021 BUDGET WAS APPROVED AND THERE WILL NOT BE AN INCREASE IN CONDO FEES FOR 2021!**
- j. Cash Flows analyses for Operating Expenses and Reserves were examined and money could be shifted from Operating Expenses to Reserves at the next meeting of the Trustees.
- k. Items added to the Reserves Budget for 2021 were \$6,500 for a well motor replacement, \$10,000 for a fence along the retaining wall at the Bridge Area between 82 and 108 THL, and \$3,500 for Miscellaneous Expenses. These are contingency items in case the money is needed for these or other items.

1. Paul will collect expenses that we should charge to Forest Glen for shared services, such as snow plowing and cleaning of the catch basins and detention pond at the East entrance of THL, and report them at the 2021 October meeting.

#### 4. Grounds Report

- a. You may have noticed that the sewer and catch basin repairs are underway. They should be completed by the end of November. **Thank you for your patience and driving skill dodging the orange barrels and please be careful during this process!**
- b. The streetlight at the corner of THL and Summerfield Drive should be repaired this week.
- c. Bill Freer repaired the damaged streetlight base at upper Summerfield Drive and THL.
- d. Guardrail work at the West entrance is complete.
- e. Cleaning of the 3 detention ponds is complete.
- f. **THANK YOU** to Bill Freer, Tony Lombardo, Paul Cnossen, Dan Antonellis, and Randy Fields for cleaning the fence at Well #2 and the speed limit sign. **NOW THAT YOU CAN SEE THE SPEED LIMIT SIGN, PLEASE OBEY IT!**
- g. Fall Clean-up began last week. This will be a 2-step process with the second stage occurring before Thanksgiving. The ornamental grasses will be cut during the clean-up.
- h. **AFTER THE FALL CLEAN-UP, PLEASE CHECK YOUR UNIT FOR ANY DAMAGE CAUSED BY THE LANDSCAPING CREWS AND REPORT IT TO BILL FREER.**

#### 5. Beautification Committee

- a. The Beautification Committee has been removing weeds and trimming bushes in multiple common areas in the past few weeks but plans to stop for the winter. They make our community BEAUTIFUL! THANK YOU!

#### 6. Strategic Planning Committee

- a. Bob Howard reported that the Becht Report recommended a \$39/month/Unit contribution to the Reserves.
- b. Bill Freer talked to the Uxbridge Water Department to identify a company that we could call for an emergency repair of our water/sewer system. He will contact them about us becoming a customer.
- c. The Committee reviewed the Becht Deficiency Report and 18/27 items are complete or of no concern. Several items will require further investigation. Two new observations were made about the retaining wall in the Bridge Area between 82 and 108 TH: 1) the wall should have a fence along the top to prevent a person from falling and 2) there is a bulge in the center of the wall. The bulge may have been there since construction, but these items were added to the list.
- d. In 2019, we deposited \$31/month/Unit into the Reserves until the last 4 months when the BOT decided to deposit this money into the Operating Expenses because of a shortfall. In 2020, the BOT decided to lower the amount deposited into the Reserves to \$20/month/Unit because the Becht updated report showed that we were funded at 103% for the Reserves. In June, the BOT voted to stop putting funds into the Reserves and create a fund to investigate the impact of the proposed market and gas station project at 502 Douglas Street on the Summerfield community. Currently, there is \$621,227.79 in the Reserves and the Becht report recommends that we have a balance of \$641,000 at the beginning of 2021 (97%

funded). Depending on the total annual operating expenses for 2020, more money may be added to the Reserves at year end.

## **7. Old Business**

- a. Appeals of the Planning Board and Zoning Board of Appeals Decisions to allow the gas station at 502 Douglas Street were filed, but our attorney told us not to expect a quick court decision, because the waiting list for a court date is 3-4 years.
- b. The Amazon Sortation station is currently being reviewed by the Massachusetts Wildlife and Fisheries and MassDOT for compliance with state regulations. Campanelli is being told to complete the left turn lane in front of their driveway before construction starts. MassDOT has told Campanelli that the rotary on the East side of Route 146 should be completed before the Amazon warehouse begins operation.
- c. MassDOT requires that the driveways for the gas station and for the lots owned by Unibank will need MassDOT approval before they can connect to Route 16.
- d. **PLEASE WEAR A FACE MASK WHEN ENTERING THE MAIL BUILDING! PLEASE DO NOT ENTER WHEN ANYONE ELSE (ESPECIALLY THE MAIL PERSON) IS IN THE BUILDING, AS WE ARE REQUESTING SOCIAL DISTANCING. THE WINDOWS WERE OPEN FOR THE SUMMER, BUT DURING WINTER, THE WINDOWS WILL BE CLOSED SO THE MAIL BUILDING BECOMES AN ENCLOSED AREA.**

## **8. New Business**

- a. With the current rules in Massachusetts for controlling the pandemic, we are not likely to have an in-person meeting of all Residents this year.
- b. Measures to control speeding were discussed and will be reviewed in the Spring. Hopefully, we can have a meeting to discuss options.
- c. At the Uxbridge Fall meeting (now scheduled for December 15 at 7 pm at Valley Chapel) a vote is scheduled on a Zoning change. Residents will hear more about this before the meeting.
- d. We plan to ask the Town to rezone the Business districts along Douglas Street to Residential at a future Town meeting.
- e. Cecile will write a letter to the Post Office Manager on behalf of our Residents asking for delivery of mail to the correct boxes in our mail room.

**9. Resident Work Requests** – Two work requests were received and approved in the past month.

**10. Date for Next Meeting** - The next BOT monthly meeting (videoconference) is scheduled for December 17 at 1 pm. Information about how to join the videoconference will be sent just prior to the meeting.

**11. Adjournment** - The Board voted unanimously to adjourn at 2:36 pm.

11:30 AM

## Summerfield Condo Association

11/13/20

## 2021 Budget

Accrual Basis

January through December 2021

	Jan - Dec 21
Ordinary Income/Expense	
Income	
Condo Fees	290,640.00
Total Income	290,640.00
Gross Profit	290,640.00
Expense	
Administration	
Legal/Accounting/Filings	15,000.00
64900 · Office Expense	1,700.04
66800 · Property Management Fees	18,600.00
Total Administration	35,300.04
Grounds Maintenance	
Beautification	6,200.00
Clean Storm Drains	3,000.00
Cleaning - Mail Building	1,100.00
Cut house & common lawns	74,159.00
Electricity- Pump & Lights	5,500.00
Fall Cleanup	7,375.00
Fertilize,bug control lawns	13,250.00
Fire Hydrant Maintenance	2,350.00
Irrigation Maintenance	6,000.00
Irrigation Start/Shut	5,000.00
Maintain detention ponds	4,500.00
Snow Removal	65,375.00
Spring Cleanup	4,500.00
Trash Recycle collection	22,800.00
Tree Mtce - Removal & Pruning	20,000.00
67200 · Misc -Repairs and Maintenance	5,500.00
Total Grounds Maintenance	246,609.00
63299 · Contingency	4,000.00
63300 · Insurance Expense	
Auto Insurance	522.96
Director/Officers Insurance	1,247.00
Liability Insurance	2,375.00
Workman's Comp Insurance	586.00
Total 63300 · Insurance Expense	4,730.96
Total Expense	290,640.00
Net Ordinary Income	0.00
Net Income	0.00