



at Taft Hill  
1 Summerfield Drive Uxbridge, MA 01569

### **Board of Trustees Monthly Meeting: March 16, 2020**

Board Members Present: Paul Cnossen, Cecile Gaigals, Lavonne Seifert, Pat Stephan. Excused: Marsha Bourgeois.

Grounds Chairman: Bill Freer

Residents in Attendance: Jack Crawford, Randy Fields

The Board of Trustees meeting was called to order by Lavonne Seifert at 1:00 pm.

This agenda was abbreviated to minimize the time of personal interactions in compliance with current health recommendations.

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

There were no issues to report. Both residents attended specifically to offer their volunteer services for the annual meeting. The BOT extends THANKS to any and all involved residents, many of whom continue to work behind the scenes.

#### **2. Review of BOT actions since February Meeting**

The BOT regretfully accepted the resignation of Paul Cnossen as a Board member. We have appreciated Paul's efforts in the past year and wish him all the best as he continues to work with the Grounds Committee.

#### **3. Financial Report**

- A. All financial reports have been reviewed by the Board
- B. Our current total reserves are \$ 527,848.97.
- C. The board reviewed and accepted the monthly financials.
- D. Pat Stephan followed up with the SATH accountant to determine how new accounting standards will affect our financial recordkeeping and reports.

#### **4. Grounds Committee Report**

Bill Freer reported the following:

- A. Bill was approached by Carlino Landscaping with respect to having an early spring cleanup given that the weather continues to cooperate. The Board was supportive of this potential action.
- B. Bill will ask for quotes regarding clean-up of Detention Ponds 2 and 3. He is also working to obtain a quote from another provider for this work. The clean-up for Detention Pond 1 has already been authorized and will proceed as the weather permits.

#### **5. Date of next BOT meeting**

- A. The schedule for the next meeting will be determined following the spring meeting and selection of new BOT members to allow for accommodation of scheduling needs.

## 6. OLD BUSINESS:

### A. Annual Meeting:

**The format of the Annual Meeting of Home Owners, scheduled for April 18, will be changed in compliance with the governor's order.** Soon after April 1, Unit Owners will receive (by U.S. Mail) a ballot of the candidates for Trustee, along with the candidates' Information Form/Resume. The mailing will contain a Designated Proxy Form enabling you to designate the Secretary of the Board as your Proxy in voting for new Trustee(s). You can instruct the Secretary to vote for one or more specific candidates for Trustee, or you can give permission for the Secretary to vote for whomever she wishes. You should return your Proxy and your proxy/ballot to the Board according to the Board via the Green Mailbox in the Mailroom. The Board will meet as a group on April 18<sup>th</sup>, a quorum will be established according to beneficial interests (as at "regular" Annual Meetings), and the ballots will be tallied. In this way, the meeting will have been "held" but we have not had a large gathering of individuals. **The results will promptly be communicated to the community.** With this in mind, if you want to nominate yourself or another person for Trustee, you must do it in advance and not wait for a meeting.

Your Proxy/Ballot packet will also include a year-end management review from the Board Chairman (usually provided orally at the meeting) and the 2019 Finance Report from Pat Stephan, Board Treasurer.

When the Covid-19 emergency has passed, the Board of Trustees will schedule another community-wide gathering. Stay tuned for an announcement!

## 7. NEW BUSINESS:

A. Coronavirus as it relates to our community: The BOT had an in-depth discussion with regards to protecting one another as long as this virus remains a threat. Our only public building is the mailroom. **ALL EFFORTS should be made by individuals to protect themselves** in coming and going from this facility. There is no practical option for the BOT to wipe down outside and inside door handles every time someone touches them although routine cleaning will continue to take place. The recommendation is that gloves be worn as you access the building. Wearing something that can be washed is the most effective solution. Even an old pair of garden gloves will do☺ The BOT heartily endorses that each one stay abreast of the latest news and regulations to maintain personal safety and that of your neighbors and friends. This community is comprised of independent homeowners and the responsibility for personal health and safety remains with each individual.

B. The board has been advised that Goodman, Shapiro& Lombardi LLC, our legal counsel, will merge with the firm of Marcus, Emmer, Errico and Brooks, P.C., effective April 1,2020. Following discussion, Lavonne made a motion and Pat seconded that the BOT retain the services of Ellen Shapiro, who will continue with the new firm. The vote was 5-0 to approve.

C. Bill requested making known the opportunity for assistance in working on the current Summerfield website for upgrade and maintenance. Surely there are some "techies" in our community who could lend their expertise. Please contact the BOT or Bill Freer directly if you are interested in helping out with our website.

D. The Pet registry has been updated since receipt of the 2020 Information forms. To end on a lighter note, the community is host to 26 dogs, 16 cats, 2 rabbits on record. Your secretary has a goldfish☺

## 9. RESIDENT ISSUES:

None to report.

There being no other business before the BOT, the meeting was adjourned at 2:25pm.