

Summerfield at Taft Hill (SATH) Condominium Trust

Board of Trustees (BOT)

Minutes of Meeting (MoMs)

January 19, 2017

Board members present: Bob Contursi, Lavonne Seifert, Marsha Bourgeois, Vicki Small, and Randy Fields. In addition, Bill Freer representing the Grounds Committee was present.

The Board of Trustees monthly meeting was called to order by Bob Contursi at 12:45 pm on January 19, 2017.

1. Ratification of December 16, 2016 Minutes of Meeting

Lavonne moved, Vicki seconded and the Board unanimously voted to ratify the December 16, 2016 MoMs.

2. Election of Officers for 2017

- a. Lavonne moved, Marsha seconded and the Board unanimously voted for Bob Contursi as Chairman.
- b. Marsha moved, Bob seconded and the Board voted unanimously for Lavonne Seifert as Vice Chairman.
- c. Vicki moved, Bob seconded and the Board voted unanimously for Marsha Bourgeois as Treasurer.
- d. Lavonne moved, Marsha seconded and the Board voted unanimously for Vicki Small as Member-at-Large.
- e. Bob moved, Marsha seconded and the Board voted unanimously for Randy Fields as Secretary.

3. Open Forum for Resident Issues

No resident issues.

4. Financial Report

- a. All financial reports as of December 31, 2016 have been given to the BOT.
- b. Vendor invoices for December have been processed and paid in December and January.
- c. Checking and Money Market accounts have been reconciled.
- d. CD that is maturing January 3, 2017 will be increased by working capital overage and 12/9/16 CD that was closed.
- e. The Board reviewed and accepted the monthly financials.

5. Grounds Report

Bill Freer reported there were no open issues for the Grounds Committee. The BOT would like to thank Bill Freer for his efforts during the absence of Mike Burnat.

6. Old Business

- a. Bob will contact Attorney Lane about the ramifications of the Forest Glen development which will be built on the right-hand side as you exit THL on the East side. This is a 44-unit condo complex that will have an entrance/exit road on lower THL. Our concerns are relative to easements that are part of this development and the implications they may have on our community.
- b. Vicki has contacted Gaudette Insurance about servicing the SATH policies.
- c. Bob will contact Attorney Lane about the possibility of the Town of Uxbridge assuming responsibility for the SATH infrastructure (roads, water and sewer, and drainage systems).

7. New Business

- a. **ATTENTION LADIES: The Women's Luncheon Group meets every third Wednesday and is looking for new members. Please contact Vicki, if you are interested.**
- b. Lavonne moved and Randy seconded increasing compensation for the Treasurer and Grounds Committee Chairman by \$50/month each for a total annual cost of \$1200. The motion passed by a 4 to 0 vote with one abstention.
- c. To reduce the work proposal approval time, Marsha will be creating a color palette of front doors and porches in SATH. Do not be alarmed if you see her checking the color of your front door. If you know the color of your front door or porch, please contact Marsha through the Summerfield Yahoo account. Bob will contact Northwind to obtain the original color palette.
- d. Randy will work with Dan Antonellis to provide the Board with a list of the work proposals submitted last year.
- e. The BOT agreed to investigate how to improve our documentation system starting with the voting system. After some exploratory work, Bob will report to the Board at the next meeting.
- f. Marsha and Vicki will review old files to determine which ones can be shredded to reduce our storage requirements.
- g. The Board agreed that Attorney Ellen Shapiro gave us good and timely service last year and that we will continue to use her for legal counsel.
- h. Randy will explore ADA compliance for the Mailroom and report to the Board at the next meeting.

8. Resident Issues for December

- a. 33 Andrews - delayed decision regarding a wheel chair ramp until March at the owner's request.
- b. 25 Andrews – picture of handrail requested.

9. Set Date for Next Meeting

The next BOT monthly meeting is scheduled for February 16 at 2 pm at 49 Summerfield Drive. The March meeting is scheduled for 1 pm at the same location on March 16.

10. Adjournment

Marsha moved, Vicki seconded and the Board voted unanimously to adjourn at 3:24 pm.