

Summerfield at Taft Hill (SATH) Condominium Trust

Board of Trustees (BOT)

Minutes of Meeting (MoMs)

May 18, 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 Vicki Small, Chairwoman of the Beautification Committee, were present. Residents Jack Crawford, Paul Dion, Bob Howard and Kevin Mulligan were also on the videoconference.

The Board of Trustees monthly meeting was called to order by Pat at 1:05 pm on May 18, 2020.

1. Review of BOT Actions in March-April

- a. Letters were sent to abutters regarding our plans to clean the detention pond across Taft Hill Lane from Forest Glen.

2. Open Forum for Resident Issues:

- a. Paul Dion began by expressing his appreciation for the efforts of the BOT. He expressed concern about standing water in a portion of his backyard. In 2016-2017, the area had lovely grass. In 2019, Paul reseeded and fertilized to establish a new lawn. Water flowing through the area is adversely affecting the area now. Bill Freer will ask our irrigation company to check for any leaks in the area and a response will be provided to Paul Dion from the Trustees after further investigation within the next week.
- b. Kevin Mulligan expressed concern about water behind his Unit also. Bill Freer and Pat Stephan have already discussed potential solutions with the owners on both sides of the affected area. Kevin also asked about the car insurance in the SATH budget since our community does not have any vehicles. Pat explained that when conducting community business, such as going to the bank or bringing compost clippings to the compost center, the volunteer's cars are insured by this policy. Bob Howard described his experience with a different type of policy. Pat will follow up with documentation for these residents that substantiates what SATH has in place in accordance with our By-Laws.

3. Financial Report

- a. All financial reports as of April 2020 have been given to the BOT.
- b. Vendor invoices for April have been processed and paid in April and May.
- c. Checking and Money Market accounts have been reconciled.
- d. After all interest for April has been recorded, our total reserves are \$614,199.59.
- e. The Board reviewed and unanimously accepted the monthly financials.

4. Grounds Report

- a. **THANK YOU** to Tony Lombardo, Richard Olsen, Jack Crawford, Paul Cnossen, Joe Tosches, Rod Girard, Bruce Borax, Pat Stephan, Bill Freer, Ann Fields, and Randy Fields for the work they did on May 6 and 12 to remove the briars, bushes and tree limbs that were encroaching on our mowed Common Areas.
- b. Many of these people joined the Beautification Committee on May 16 in cleaning up the wooded area at Taft Hill Lane and upper Andrews Drive and the area between 28 and 38 Andrews Drive. Since the Uxbridge Compost Center is now open, the debris was moved there.
- c. An electrician is researching a part needed to replace the base of the streetlight at the corner of upper Summerfield Drive and Taft Hill Lane. The current base appears damaged and incorrectly repaired.
- d. Our irrigation company has begun flushing lines, so you may see some water running down the street as they prepare to start the sprinkler system.
- e. Cleaning of the 3 detention ponds will begin when weather permits.
- f. Vinnie Cataldo provided some great insight into how the catch basins should be repaired and he is working with Bill to get a quotation for the work. **ACTION:** Bill will notify the BOT when the contractor visits for quoting (Marsha and Pat want to attend).
- g. Vicki and Bill met with our tree contractor/arborist to discuss which trees need removing, trimming, and replacing. Decorative trees at 42 THL, 74 THL, and 127 THL still need evaluation. When the ground is more solid (less rain) in July-August, work should commence.
- h. **ACTION:** Pat and Bill will clean the fence at the well on Nicki Way.
- i. **ACTION:** Bill will contact Mr. Fence for a quote for a guardrail to block the gap between our guardrail and the Uxbridge guardrail at the West entrance of Taft Hill Lane without blocking the walking path.
- j. **ACTION:** Bill, Pat and Randy will propose a solution to the erosion occurring at 113 THL.
- k. **ACTION:** Bill will post a new Waste Management Bulletin in the Mail Building.
PLEASE STOP DEFACING THE DOCUMENTS POSTED IN THE MAIL BUILDING. THE BOT WELCOMES YOUR COMMENTS AT OUR WEBSITE OR SUMMERFIELDBOT@GMAIL.COM. THANK YOU.

5. Beautification Committee

- a. Vicki has requested quotes for several projects including:
 - i. Removing tall grasses near 47 THL, 45 SD, and 10 NW
 - ii. Replacing decorative trees at 61 THL and 56 THL.
- b. **THANK YOU** to Nancy and Bob Contursi for planting flowers at the rock at the East entrance,

6. Old Business

- a. Bob Howard has assumed the leadership role for the Strategic Planning Committee and Pat has resigned to pursue other objectives. This group is working our 5-10-year plan defining how we will maintain/replace our infrastructure. Minutes from the April meeting are attached.
- b. **THANK YOU FOR YOUR HELP! TO PREVENT CONSTRUCTION VEHICLES BOUND FOR FOREST GLEN FROM USING TAFT HILL LANE WEST, PLEASE NOTE THE COMPANY NAME (AND PHONE NUMBER, IF POSSIBLE) OF ANY CONSTRUCTION VEHICLE HEADING FOR FOREST GLEN AND SEND THE INFORMATION TO CECILE GAIGALS. She will contact the company to have the trucks rerouted.**
- c. It appears that sign companies are non-essential companies and many of them have been closed. Randy is pursuing getting quotes on signs to direct construction vehicles to Taft Hill Lane East to reach Forest Glen.
- d. Forest Glen reports that sales are improving, and they are building 3 new units.
- e. Pat has contacted Eversource about completing their repairs and road paving this spring.

7. New Business

- a. ACTION: Pat will call Spectrum about the pauses that many of us are experiencing in our TV/Internet systems.
- b. ACTION: Cecile will bring a proposal to the BOT about how to keep everyone safe in the Mail Building according to the Governor's Re-opening Plan.
- c. THANK YOU to Vinnie Cataldo for donating a Measuring Wheel to the Grounds Committee.
- d. Pat reported that Survey Monkey showed that about half of our Residents favor installing a flagpole. Jack Crawford has provided costs for a system. We plan to schedule a Special Meeting as soon as the state allows us to do so safely and this topic will be on the agenda.
- e. A developer met with the Uxbridge Town Department Heads about building a gas station between Taft Hill Lane West and the northbound exit from Route 146. As of today, no plan has been filed with the Planning Board, but we will want to stay informed about this.
- f. If you would like for Pat Stephan to play his guitar and provide some entertainment at the Mail Building on some good weather occasions, please encourage him when you see him. If others in the community would be interested in providing some occasional socially distant entertainment, please send a not to the Trustees.
- g. It is Spring Cleaning Time! If you have mildew, dirt or stains on your siding, it is time to clean it. There is a checklist on our website that will help you identify maintenance items that are needed each season.

8. Resident Work Requests – Seventeen work requests were received and 14 were approved in the past month. Three are still pending.

- 9. Date for Next Meeting** - The next BOT monthly meeting (videoconference) is scheduled for June 22 at 1 pm. Information about how to join the videoconference will be sent just prior to the meeting.
- 10. Adjournment** - The Board voted unanimously to adjourn at 3:37 pm and went into Executive Session until 3:51 pm.



at Taft Hill

1 Summerfield Drive Uxbridge, MA 01569

May 5, 2020

Minutes of the Strategic Planning Committee

Members present: Pat Stephan, Bill Freer, Paul Balutis, Bob Howard, Randy Fields

Pat called the videoconference to order at 1:12 pm on May 5, 2020. Randy volunteered to be secretary and Paul agreed to be timekeeper. Introductions were made.

Pat reviewed the scope of the Committee from the Trustees and the Vision and Mission statements included in the previous minutes from February 21, 2020.

Vision: Maintain and improve the integrity and value of Summerfield at Taft Hill

Mission: Establish and maintain a plan for use by the Trustees to identify and fund items and projects consistent with the Vision.

Several names were discussed and the group unanimously decided on Strategic Planning Committee.

Old Business

Pat is a member of the Community Association Institute (an association of condominiums) and is providing the group with information regarding Reserves compiled by this national group.

Becht Engineering Building Technologies has conducted reviews of our Reserves in 2014 and 2019 and submitted reports to the Trustees. Pat has provided Becht with additional information which will make some changes in their assessment. When Bill contacted them this week, they indicated that the changes should be delivered to us next week. The Strategic Planning Committee will be reviewing the latest report for completeness and making recommendations to the Trustees by October regarding our Reserves and the impact it will have on our Budget for 2021. (The Reserves are for Capital projects, such as road repaving.) Pat will provide details about the Reserves budget to the members of the committee.

Several other topics were discussed for review/action by this committee.

New Business

Paul lead the group in a Strengths/Weaknesses/Opportunities/Threats analysis and his notes are attached at the minutes.

Pat resigned from the committee and Bob was agreed to be the leader. Paul will be the liaison providing reports to the Trustees.

The committee agreed to monthly meeting coordinated to occur before the BOT meeting. Due to difficulties with the videoconference system, the next meeting will be by a different method.

The group adjourned at 3:04 pm.

SWOT analysis from Strategic Planning Committee dated 5/5/2020

Strengths Weaknesses Opportunities Threats (SWOT) is an exercise by the team members to analyze our mission from the board and to take a preliminary pass collectively at what could impact our mission.

Strengths

1. Close to 100% funding of Capital Reserves needed
2. Infrastructure still in good shape (has useful life left)
3. Community (people) available as resources to us (e.g. Vinnie Cataldo)
4. Condominium Structure, i.e., unit owner's responsibility for bldgs. & LCE

Weaknesses

1. Expectations of unit owners not consistent with Deed, Trust, regs, as we are not traditional condo with respect to what is maintained and controlled by the BOT
2. Reluctant Stakeholders
3. Demographics (age) of our population is older 55-90+ and consequently the ability for volunteers to do major physical work is not there, minor to moderate ok

4. Lack of Uxbridge Municipal Support, also not involved with town politics and ebb and flow.

Opportunities

1. Volunteers are available, we just have to ask and connect for resources
2. New residents coming in/ Set the tone for volunteerism with Welcome Mat...
3. Pat- will research resources available to us from Uxbridge community for our mission and more

Threats

1. Unforeseen natural or manmade events; tree falls, sink holes, excessive weather
2. Lack of education of the Unit owners with respect to their responsibilities on LCE, as well as process to make changes: work order process, etc. Lack of familiarity of what is contained in the deed, trust docs, regulations and rules that were agreed to when they purchased their unit, their beneficial interest in the corporation known as SATH. Not traditional CONDO
3. Lack of support "expected from the board", see 2 above.
4. Insurance coverage (well went dry issues), or lack thereof
5. Northwind Deficiencies report- has this been eliminated, i.e., leftovers from Northwind Punch list-Bob to do
6. Punch list from Northwind, i.e., completed or shortlisted due to negotiations, e.g. documents, what is left that is known unfinished items from developer, and what is completed. Pat and Randy to research with Bob Contursi, former BOT chairman, and documents