

Summerfield at Taft Hill (SATH) Condominium Trust

Board of Trustees (BOT)

Minutes of Meeting (MoMs)

July 27, 2017

Board members present: Bob Contursi, Lavonne Seifert, Marsha Bourgeois, Vicki Small, and Randy Fields. In addition, Mike Burnat, Chairman of the Grounds Committee was present.

The Board of Trustees monthly meeting was called to order by Bob Contursi at 1:02 pm on June 27, 2017.

1. Open Forum for Resident Issues

Wendy Innis and Carol Gregory attended the meeting to discuss damage to the center trim on their garage. They believe that a snow shovel caused the damage and they presented their case to the BOT who agreed to revisit the matter.

2. Financial Report

- a. All financial reports as of June 30, 2017, have been given to the BOT.
- b. Vendor invoices for June have been processed and paid in June and July.
- c. Checking and Money Market accounts have been reconciled.
- d. After all interest for June has been recorded, our total reserves are \$414,241.09
- e. The Board reviewed and accepted the monthly financials.

3. Grounds Report

Mike Burnat, Chairman of the Grounds Committee, reported:

There have been 11 mowings this summer for less cost than last year. Mowings are scheduled based on the growth rate of the grass with fewer mowings when the grass is growing slowly.

Tru-Green applied two fertilizer/weed control applications and one grub control application. The next fertilizer/weed control application is scheduled for August 10, 2017.

On June 27, malfunctioning sprinkler heads were replaced on Andrews Drive and those on Nicki Way were replaced on June 30. During this work, it was noticed that some sprinkler head patterns had been changed by residents. **PLEASE DO NOT ADJUST SPRINKLER HEADS! CONTACT THE GROUNDS COMMITTEE, IF THERE IS AN ISSUE WITH THE SPRINKLER PATTERNS.**

Contractor will be approached in late August or early September to schedule cleaning of the storm drains and catch basins.

Lawns at 11, 19, and 21 Andrews Drive, 122 and 144 Taft Hill Lane are scheduled for repair work in September.

The light inside the Mail Room was replaced. Thanks to those who notified the Grounds Committee that it was not working.

Grounds maintenance contracts, other than snow removal which is under a two-year agreement, will be reviewed for possible renewal starting in late August.

4. Old Business

- a. Infrastructure update
 - i. After some discussion, the BOT concluded that our best approach to getting the Town of Uxbridge to assume responsibility for our storm drains, water, and sewer systems is by vote at a Town meeting.
 - ii. Ideas for increasing the number of voters for this project were discussed.
- b. The Beautification Committee has the following report:
 - i. The rock for a SUMMERFIELD sign at the east entrance was moved into position. Plans are underway to sandblast the surface of the rock, engrave it, and add color to the letters. Vicki and Bob will identify a solar light for the area.
 - ii. Bob, Marsha, and Randy examined the trees installed by NGRID and found that they seem to have a large amount of sap running from spots on the trunk. Bob will contact NGRID about replacing them.
 - iii. Vicki (Beautification Chair) and Mike Burnat (Grounds Chair) will work with B&M to create a sketch of a swale and drywell to be installed behind 130 THL to prevent erosion that is adversely affecting the retaining wall there.
- c. An outline for a new Resident Guide was reviewed.
- d. Bill Freer is starting to change the Yahoo account to a Gmail account for better security.

5. New Business

- a. Bob and Randy will propose changes to the Condo Documents to address routine and emergency spending limits for BOT members and Committee Chairs.
- b. The BOT reviewed and approved changes to the Declaration of Trust to extend the terms of the current BOT members until the next Annual meeting that was moved from December to the spring. Bob will review this proposed change with our attorney before it is submitted to residents for a vote.

- c. **EVERYONE IS REMINDED THAT THE COMMUNITY SPEED LIMIT IS 20 MPH. PLEASE REMIND YOUR GUESTS OF THIS. THANK YOU.**
- d. **IF YOU ARE WILLING TO HELP YOUR NEIGHBORS, PLEASE SEND A NOTE TO THE SUMMERFIELD YAHOO ACCOUNT SO WE CAN ADD YOU TO THE NEIGHBOR HELPING NEIGHBOR LIST. THANK YOU.**

6. Resident Issues for April- May

- a. The BOT went into Executive Session at 4:24 pm to discuss resident issues that could result in fines and adjourned from Executive Session at 4:52 pm.
- b. 37 AD – Re-stain front porch – Approved
- c. 17AD – Re-stain front porch – Approved
- d. 21 SD – Install outside light at basement door – Approved
- e. 26 SD – Sod Common Area – Not Approved
- f. 32 NW – Convert two garage doors to one door – Approved
- g. 16 NW – Install new downspout to gutter – Approved
- h. 10 NW – Re-stain front porch – Approved
- i. 26 SD – Power wash condo – Approved

7. Set Date for Next Meeting

The next BOT monthly meeting is scheduled for August 24, 2017 at 1 pm at 49 Summerfield Dr.

8. Adjournment

Marsha moved, Lavonne seconded, and the Board voted unanimously to adjourn at 4:57 pm.