



at Taft Hill
1 Summerfield Drive Uxbridge, MA 01569

Board of Trustees Monthly Meeting: February 27, 2020

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

Grounds Committee Chairman: Bill Freer

Residents in Attendance: Paul Balutis, Jack Crawford, Randy Fields

The Board of Trustees meeting was called to order by Lavonne Seifert at 2:31 pm.

1. Open Forum for Resident Issues

Jack Crawford offered information regarding safe disposal of hazardous waste products. NEDT located at 83 Gilmore Drive, Sutton, Tel # 1-800-698-1865, has a program whereby disposals that would be charged up to a \$50 limit for disposal will be at no charge to Uxbridge residents according to an agreement that is in place with the town. Information as to the services provided by this company can be found on their website at www.NEDT.com and an informative flyer will also be posted in the mailroom. As is customary, residents are obliged to adhere to all laws when it comes to proper disposal of hazardous materials in addition to SATH rules.

2. Review of BOT actions since December Meeting

The BOT met, voted, and approved a legal action to collect condo fees that had fallen in arrears.

3. Financial Report

- A. All financial reports have been reviewed by the Board
- B. Our current total reserves are \$ 527,015,31
- C. The board reviewed and accepted the monthly financials.
- D. Investments related to the Capital Reserves earned twice the interest in 2019 compared with previous year.

4. Grounds Committee Report

Bill Freer reported the following:

A. Bill was asked to provide a monthly update regarding monthly snowfall inches for the record. The contract year is a calendar year so that a light winter does not free up budget allocation until the end of December 2020 as snow can be experienced in November and December.

B. Detention Ponds:

Following discussion, Lavonne made a motion, Marsha seconded and a vote of the BOT, 5-0, authorized Bill Freer to contract with Tony Carlino to schedule cleaning of detention pond #1 as early as is seasonally reasonable. The scheduling of maintenance of the detention ponds is a budgeted item.

C. B&M Contract: Final payment has been made to B&M for lawn and landscape services provided in 2019. In the spring, the Grounds Committee will perform the customary community walk-through to assess for any lawn damage due to fall clean-up. Bill Freer will get an estimate for repairs from Carlino's Landscaping and present that to the BOT for approval.

D. The health of trees in the area behind homes on Nicki Way, and throughout the community will be evaluated as customary by the Grounds Committee along with arborist Pete Tankis in the early spring and as needed. While desirous of keeping woodlands in a natural state, safety concerns, conservation perspectives, potential hazards, and wetlands and property lines must also be taken into consideration.

5. Beautification Committee

A. No report at this time.

6. Date of next BOT meeting

A. The next meeting will take place on Monday, March 16th, 2020 at 1 pm at Marsha Bourgeois', 49 Summerfield Drive. Residents are welcome to attend but are asked to declare their intentions in order that seating may be provided.

7. OLD BUSINESS:

A. Forest Glen:

Pat Stephan is preparing an estimate of shared expenses in 2020 to be presented to Forest Glen. Pat and Bill Freer have a meeting scheduled with Ms. Holly Jones, Town of Uxbridge Conservation Agent, to review the status of compliance with ongoing Forest Glen construction and obtain construction documents that were filed with the Conservation Commission during construction of Summerfield at Taft Hill.

B. Waiver of Liability for SATH volunteers:

Following discussion by the BOT and input from the current volunteers, notably Grounds and Beautification Committee members, Pat made a motion to adopt the policy for volunteers to sign a Waiver of Liability prior to providing community services. The motion was seconded by Marsha and the BOT voted in favor 5-0.

C. 2020 Information Sheets:

Thank you to each resident who has completed and submitted the requested annual documentation. This form is required in order for the community to remain compliant with various state and federal rulings, as well as for resident safety.

E. Capital Reserves Planning Committee. This ad-hoc committee of three (3) consisting of Paul Balutis, Bill Freer, and Pat Stephan has had an initial meeting and drafted Vision and Mission Statements. Mr. Randy Fields has newly volunteered. The committee welcomes additional members. Please see the minutes of this committee appended to the end of this document.

F. Annual Meeting. The BOT reviewed the details associated with planning and executing the annual meeting. A separate mailing will be sent out in early March that will contain the meeting's agenda. Please look for that in your "snail" mail. Attendance is vital to the business and health of the community so we look forward to seeing you there. Valley Chapel, April 18, 2020. 9:30 check-in time.

8. NEW BUSINESS:

A. Resident Work Requests. The BOT will continue to receive work requests at the BOT Summerfield email address. Randy Fields has volunteered to manage the associated paperwork while the BOT retains approval decisions. Thank you to Randy for alleviating one of the BOT's very time consuming tasks.

B. Safety Tip for Residents: Have you given any thought regarding emergency response personnel having access to your home? In an emergency the personnel may be forced to "break" into your front door. There are a couple of options for your consideration: (1) If you have a keypad to open your garage door, you can provide the access code to the police department and they will put it on file for cases of emergency access. If you do not have a garage door keypad, the Fire Department offers an alternative lockbox type device in which you can store a house key. The fire department would have access to the lock box code. To avail yourself of this option you can contact Fire Chief Tancrell.

C. The Activities Committee has graciously agreed to coordinate the 2020 Annual Yard Sale for residents. More information regarding this opportunity will follow at a later date. Customarily the sale is sometime in May if you want to begin stockpiling your treasures.

D. At last month's BOT meeting and previously recorded in the meeting minutes, a resident suggested the installation of a flag pole at the mail room. The BOT will entertain a discussion of this item at the annual meeting. Please consider the pros and cons in preparation to making your views known.

E. The BOT continues to solicit volunteers for a Local Government Affairs Committee. This is not intended to require a lot of time nor effort on the part of committee members. If you are regularly attending one or more Town board/committee meetings and would be willing to report back to the SATH board about relevant issues, we would certainly welcome your input!

9. RESIDENT ISSUES:

A. In a comment related to the recent 2020 Information Sheets and Homeowner's Insurance forms, Paul Balutis stated the importance of having home insurance that is an HO-3 policy given the structure of our community. To this end, the BOT does review each homeowner's form to confirm that they are properly insured as many insurance companies are not familiar with our type of community.

Paul also commented that in the event homeowners are concerned about updates regarding the current strain of coronavirus, they can check the town website or the CDC website.

B. Jack Crawford asked about a recent email received from NEXT DOOR requesting that he sign up. As has been previously mentioned this website is NOT officially sanctioned nor maintained by the SATH BOT. However, some residents have signed on to keep abreast of local news. Residents' own discretion is advised.

The meeting adjourned at 5:50pm.

Strategic Planning Committee – Meeting Minutes—February 21, 2020

Attendees: Paul Balutis, Bill Freer, Pat Stephan

Location: 44 Andrews Drive, Uxbridge, MA

The meeting started at 10:00am.

Pat opened the meeting with comments related to establishment of the Committee by the Summerfield Trustees in their previous monthly meeting. Bill Freer and Paul Balutis were appointed to the Committee, with Pat Stephan appointed as the Trustee assigned to the Committee. The Committee was charged with the responsibility to identify long range issues affecting Summerfield at Taft Hill, review the 2019 Reserve Study for completeness and relevance to Long Range capital planning and report findings and recommendations to the Trustees for consideration.

Paul proposed defining a Vision Statement for the Committee and Pat proposed to add a Mission Statement. The initial language of these statements is offered to the Trustees for consideration.

VISION STATEMENT

Maintain and improve the integrity and value of Summerfield at Taft Hill.

MISSION STATEMENT

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

Paul also suggested conducting a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis, which the committee will consider in a future meeting. He also proposed that long range goals could be prepared for consideration and additions by the Trustees, which will also be considered in a future meeting and would be updated on a continuing basis.

Pat was asked for some documents related to reserves and the Northwind transition, which have been shared with the Committee and sent to the BOT Gmail account prior to preparation of this report.

Bill noted that more residents are needed to participate on the Board and Committees so the work can be shared. Pat noted that establishment of this Committee and others should help to get more people involved and informed.

This report will be submitted to the Trustees for discussion at their next meeting. The next meeting of the Committee will be planned following discussion with the Trustees.