



**Summer Reach Condominium Trust
Board of Trustees Meeting Minutes
Tuesday, November 17, 2020 at 6:00 PM
Open Meeting Held Online via Zoom**

Attendees: Rosemarie Barry, Chairperson, Doug Boyer, Vice Chair, Mike Malone, Member, Leslie Murphy, Recording Secretary, John Varitimos, Treasurer

Also Attending: Matt Page and Ron Savill from The Dartmouth Group

Call to Order

Chairperson Rosemarie Barry called the meeting to order at 6:00 P.M.

Board Approval of Minutes – October 20, 2020: Doug Boyer moved to table the minutes for the meeting held on October 20, 2020 since he did not have sufficient time to review. John Varitimos seconded the motion. The minutes were approved to be tabled by a vote of 5-0 in favor.

Financial Statements: The October 31, 2020 Monthly Financial Report was reviewed by The Dartmouth Group and will be posted on the mydartmouthgroup.com and summerreachplymouth.com websites.

Budget 2021: The Dartmouth Group reviewed the 2021 budget. It will be sent to residents by December 2, 2020 via USPS. The Finance Committee was recognized for their work on budget recommendations made to the Board. Budget highlights included the following:

- The 2021 budget for common area fees is \$519,696. A 6% HOA increase will be imposed as of January, 2021. This increase was derived by three main components; increase in the reserve fund, increase in the landscaping contract with A.J. Tomasi Nurseries, Inc.; and the establishment of an operating reserve fund.
- A RFP for trash removal will take effect year-end 2021 when our contract with Republic Services is up for renewal.
- The snow removal budget was analyzed by the Finance Committee at \$50k per year for our three-year contract.
- Dryer vent cleaning and window washing services have been removed as line items. The Board will be looking into a new program for homeowners to pay a vendor direct, rather than these services coming out of our operating budget.
- Roofs are still under warranty, thus are not budgeted this year.
- Our master insurance policy has a great two-year rate lock ending September, 2021 when it's up for renewal. An increase in the rate premium has been projected in the budget.
- Cable may be disconnected as a reduction in services and a savings cost.
- Clubhouse expenses were decreased as an adjustment due to closure during COVID.
- Landscaping improvements were reduced.
- Notable increases were allocated for the following line items: irrigation for miscellaneous repairs; landscaping; M&R general; M&R sewer and pumps; and exterminating.
- The new line item for operational reserves is currently at \$8,377. The concept is to use this fund for any operations shortfall, such as snow removal. Capital reserves are only to be utilized for capital expenditures.

- After books close for 2020, the Trustees will decide where any surplus money will be transferred should there be any. It was suggested a 50% go into Capital Reserves and 50% Operating Reserves. Mike Malone moved to approved the budget as presented at \$519,676; Second by John Varitimos. The vote was 5-0 in favor.

Criterion Engineering Balance: A balance of \$1,950 to Criterion will be paid per our contract and Summer Reach, LLC will cut all ties with Criterion. This fee can be paid either out of our operating or working capital budget. Rosemarie Barry made a motion to move as discussed; Second by Leslie Murphy. The vote was 5-0 in favor.

Update of the Finalized Snow Removal and Landscaping Contracts: Costs for snow removal by A.J.Tomasi were reduced per inch in the contract. The snow removal and landscaping contracts have been signed by the Trustees.

Old Business

Transition: On October 27th, 2020 the punchlist was reviewed by John Varitimos and David Eastridge, Thorndike Development to further identify areas agreed upon or disputed and to discuss items we wish to push further on. On November 4th, 2020 John Varitimos reviewed the scope of work agreed upon by Thorndike with the Trustees. Bracken Engineering is working on design plans for two items. David Eastridge agreed to start on some drainage work. John has a call scheduled with David on November 19th, 2020 to provide further feedback from the Trustees on the punchlist.

Tree Scale: Bartlett Tree was the only bid received for two treatments of 8 Tulip trees on Walker Way at a total cost of \$370. One treatment would take place in 2020 for \$185 and the second in June-July, 2021. Leslie Murphy made a motion to discuss; Second by Mike Malone. Trustees recognized the need to move forward on this treatment for scale. Rosemarie Barry made the motion to approve; Seconded by Mike Malone. The vote was 5-0 in favor.

Gutter and Last Fall Clean Up: Gutters will be cleaned the last week in November. It's projected to take two days. The perimeter will be cleaned and interior unit gutters will be checked. Groundskeeper will be onsite through the end of the month performing fall clean up.

New Business

Finance Committee (FinCom) Charter: Paul Anderson, Chair announced FinCom expanded on the roles and responsibilities of the original charter. The charter will be posted on our respective websites. Rosemarie Barry made the motion to approve; Seconded by Mike Malone. The vote was approved 5-0 in favor.

Mailroom Cleaning: Rosemarie Barry made the motion to discuss mailroom cleaning; Seconded by Mike Malone. Ron Savill will arrange for the mailroom to be cleaned one time each in November and December, 2020 for an hour at a rate of \$75. This will not impact our budget since it's a line item currently under budget. Mike Malone made the motion to approve; Second by John Varitimos.

Owner Concerns and/or Comments: An update on items on the transition list was requested, along with a list of what's being considered. John Varitimos reiterated we are still in negotiations, but a favorable response was received from Thorndike on reworking the hill slope behind Danforth Lane. The intention of Thorndike is to perform most of the work. The best guess on the timing of work on the hill slope is spring, 2021.

A professional courtesy by Perkins & Anctil for \$2832.50 was credited as a goodwill concession. A charge of \$275 for a duplicate hour in February, 2020 was credited. In addition, \$1,787.50 has been waived for legal counsel fees for negotiations on the settlement agreement in October, 2020. The reimbursement check will be reflected under the legal expense line of our operating budget. The Trustees and The Dartmouth Group stated they worked in good faith and have taken responsibility for the \$10K legal expenditure oversight in our by-laws. The \$10K limit clause in our by-laws exists in part to protect against residents in bringing suit against the developer, referred to as “the poison pill”. The Dartmouth Group made clear all contact with lawyers were authorized and directed to them.

Dryer vent cleaning is not required by our insurance policy. However, as a safety precaution the Trustees will evaluate this service in 2022 and look into a new program with our maintenance committee to pay a vendor direct.

Next steps with maintenance requests can be difficult for residents to understand. Prioritization goes to safety-related issues. A second maintenance person was hired by The Dartmouth Group for all their properties. The cost would be \$400/day for a maintenance person to be on-site full-time.

Modification Request:

#242628 – 31 Founders Way – Stone Patio Installation

Motion to discuss made by Rosemarie Barry; Seconded Leslie Murphy. Doug Boyer made the motion to approve; Seconded by Leslie Murphy. Vote was 5-0 in favor.

Next Meeting – January 19, 2021 (No December 2020 Meeting)

Adjournment: Motion for adjournment made by Mike Malone; Second by Leslie Murphy.

Submitted to the Board of Trustees on January 13, 2021.

Leslie Murphy, Recording Secretary