



**Summer Reach Condominium Trust
Board of Trustees Meeting Minutes
Tuesday, August 18, 2020 at 5:30 PM
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: Nancy Mandino, Matt Page, Ron Savill, The Dartmouth Group; Richard Welcome, Groundskeeper

Call to Order

Rosemarie Barry, Chair opened the meeting at 5:30pm. Residents were thanked for adhering to all the pandemic guidelines. Richard Welcome, Director of Operations, Groundskeeper was introduced to provide an update on irrigation.

Irrigation Issues Update (presented by Richard Welcome, Groundskeeper): There were two different main line irrigation breaks caused by construction that resulted in system contamination. One main line break was worse than what was originally thought. These breaks allow pieces of plastic pipe, sand, and dirt into the lines clogging valves and heads. We have about 400-500 irrigation heads. Groundskeeper started out chasing problems with valves. StayGreen was asked to problem solve. Groundskeeper recently conducted a full audit of the system. It was determined that it was too late to flush the system because contaminants branched out too far in the system. The possibility of the well being too low has been discounted. A Vu-Flow screen filter was added to the well. Flow log reports currently show the system is working well. It seems the debris issue has been resolved. We are entering into the third week of the system running well. Groundskeeper will continue to solve small issues that still exist and a full audit of the system will be conducted next week with the irrigation tech.

Landscape and Garden Committee Co-Chairs: Linda Gigliotti thanked the community for their continued support of harvest donations to Anchor House. The Committee reviewed a replanting proposal this week. They have been having discussions on lawn and plant care and will be providing suggestions to the liaisons for the landscaping RFP. Plantings by volunteers at Ardmore and the traffic islands are still taking place. The Committee is always looking for new members.

Approval of Minutes – July 21, 2020:

Motion to approve the minutes of July 21, 2020, as written: John Varitimos, Second by Leslie Murphy
Approved Unanimous: (5-0)

Approval of Special Meeting Minutes – August 4, 2020: Motion made by Doug Boyer, Seconded by John Varitimos to amend the drafted minutes of August 4, 2020, by striking language concerning any discussion of the removal of tree work at 2 Danforth. A distinction should be made between arbitrary and mandatory obligations of the Association. Since the removal of the tree at 2 Danforth was mandatory, the Board does not need to approve it by vote. Doug would like to amend by striking paragraphs 5 to 9 from the drafted minutes and replace with language he proposed. Recording Secretary, Leslie Murphy requested additional Board review and spoke of obligations to provide accurate minutes.

Motion made by Doug Boyer, Second by John Varitimos to approve the drafted minutes and then accept the minutes as amended.

Approved: (3-2) Rosemarie Barry, Doug Boyer, John Varitimos

Mike Malone and Leslie Murphy objected to the process since the minutes were not complete and a final set of edited minutes were not written to vote on.

Leslie Murphy requested these minutes to reflect that moving forward the Chair consults with the Board on any scheduled closed meetings. Then any closed meeting is specified on agendas.

Modification Requests:

Tabled Unanimous (5-0): 233790-37 Gristmill Road-Basement Renovation

Tabled Unanimous (5-0) : 233649-39 Gristmill Road-Basement Renovation

Approved Unanimous (5-0), Certificate of Insurance needed: 234773-21 Gristmill Road-Landscaping

Approved with Condition (5-0): Matt Page will add additional language to #6 on the Architectural Modification Request Form for the residents' signature -34 Danforth Lane- Landscaping

Approved Unanimous (5-0): 234924-8 Founders Way - Patio Installation with Plantings

Approved Unanimous (5-0): 234906-4 Danforth Lane - Replacing Porch Windows

Approved Unanimous (5-0): 235342-7 Danforth Lane - Replacing Porch Windows

Approved Unanimous (5-0): 235465-33 Gristmill Road-Replacing Walkway with Pavers

Old Business

Conduit Status: Williamson recently preformed our scheduled maintenance and dried pit boxes, re-secured and will revisit in November. Suggested replacing electrical boxes with an upgraded version.

Removal of 17 dead trees around perimeter: Seventeen trees considered dangerous on our perimeter were removed by Foster Creative Designs. As of today, August 18th the project was completed. They were commended for their conscientiousness with safety and their clean up efforts. The invoice for 16 trees in the amount of \$4,160 will be paid. We are awaiting invoices for the trees removed at 28 Danforth and 2 Danforth. A tree behind 9 Founders Way may have been overlooked. Two Board members will confirm this in the morning. The scale and mold fungus on the trees on Walker Way and Ardmere Lane will be evaluated by Katherine Hooper from Foster when she is on-site next.

Modification Requests New Guidelines: After Board review and approval, The Dartmouth Group will be publishing quick notes that will be sent to owners with a more streamlined and organized list of materials to submit with Architectural Modification Requests. The purpose is to alleviate delays and confusion by adhering to the submission process. A weekly PDF containing new requests will be sent to the Board. Submission by the second Tuesday, prior to the monthly Board meeting allows 1 month lead time and affords approval on the next agenda. The Dartmouth Group will ensure all submissions include all materials prior to sending to the Board for consideration.

New Business

Plymouth County Mosquito Control: A second spraying at no cost will be done on Wednesday, August 19th at 2:30am.

Architectural Review Committee: The creation of this 3-5 person committee with mixed backgrounds was announced. The committee will be appointed and report to the Board and have an appointed liaison from the Board. Candidates with construction backgrounds would be especially beneficial. The Landscape and Garden Committee should also be represented. The main objective is to preserve the lifestyle of Summer Reach. The Dartmouth Group will provide the Board with a charter tailored for the community which outlines roles and responsibilities. Once approved by the Board, an application will be sent to the community, and then candidates will be elected by the Board.

Association Insurance Renewal: We received the renewal proposal from HUB International. Coverage renews on 9/11/20. Overall, we are pleased with where we are. The Umbrella Liability only went up \$135, while all other lines remained flat. The Board will be reviewing the proposal. A letter to homeowners will be sent by HUB. This will allow homeowners to share the Master policy with their own agents for their personal policy.

Operational Review/Financial Reports/Budget: The landscape and snow removal RFP is being refined and will be sent out to bid shortly. Four companies are being considered to handle both services, including Groundskeeper. It was requested that Celtic also be added for consideration. The maintenance team is onsite one day a week for about four hours to complete work orders.

Other Discussion:

The transition punch list was sent to Thorndike Development on July 28th. The process is being closely monitored by the Board.

The silt sacks keep filling when it rains. They'll be removed this week from the street water drains.

Any rodent activity needs to be reported to The Dartmouth Group so Shamrock can rebait.

The June Monthly Financials are missing from the Dartmouth website, but will be added.

The Finance Committee will have a kick off meeting August 19th. The reserve fund will be reviewed by them.

July 31, 2020 Monthly Financial Reports that were reviewed by The Dartmouth Group are posted on the mydartmouthgroup.com website.

Next Meeting – September 15, 2020 via Zoom

Motion made to adjourn at 7:59 PM: Doug Boyer, Second by John Varitimos

Approved: Unanimous (4-0)

Submitted to the Board of Trustees on August 31, 2020.

Leslie Murphy, Recording Secretary