



**Summer Reach Condominium Trust
Minutes of the Board of Trustees Meeting
Tuesday, May 19, 2020 at 6:00 PM
Meeting Held Online via Zoom**

Attending: Rosemarie Barry, Doug Boyer, Carol Marshall, Larry Sinsimer, John Varitimos

Also Attending: Ron Savill and Matt Page (The Dartmouth Group), David Eastridge (Thorndike)

Call to Order

Rosemarie Hanlon Barry called the meeting to order at 6:00 pm. She welcomed the attendees and thanked them for adhering to the pandemic guidelines mandated by Governor Baker. She announced rollcall voting to enhance transparency.

Approval of Minutes

The minutes from the April 21, 2020 meeting were approved by a vote of 3-2. Doug Boyer, Larry Sinsimer and Carol Marshall voted 'Yes'. Rosemarie Barry and John Varitimos voted 'No'.

Thorndike Update by David Eastridge

- The detention basins are being corrected according to Beals and Thomas engineering report. Lynch Excavating is regrading and adding rip rap to correct the swale for proper flow.
- Riprap is being installed in other basins per the original plans. They are removing filter fabric on the main basin. They will be hydroseeding the basins.
- Regarding the basin next to Summer Street, Lynch Excavators are excavating the basin, replacing the current soil with permeable sand, and reinstalling the leaching pit and riprap. They will be removing construction material left over near the basin.
- Warranty items – a list of replacement plantings will be generated in May by Thorndike and Groundskeeper. The plantings will be replaced in early June. David Eastridge will check with Groundskeeper on a schedule. List of required plantings should go to Dartmouth first and then referred to Thorndike.
- David Eastridge informed the board that Greg McGowan is no longer with Thorndike. Tina Salvo is now the contact.
- David Eastridge did not attend the remainder of the meeting.

Committee Leader Remarks

The picnic table set in the Victory Garden has been sanded and repainted. It will be stored until the Coronavirus subsides. *Reminder: Please wear gloves in the garden.*

Modification Requests – Roll Call Voting

Doug Boyer made a motion to consider all three requests at once. Motion was approved 5-0.

- **Modification Request – Landscaping Changes – 23 Founders Way (221047)**
Conditions: Remove grass, add mulch and stepping stones in backyard.
- **Modification Request – Front Door Color Change – 23 Founders Way (221047)**
Condition: Color must be chosen from the Summer Reach Benjamin Moore paint palette.
- **Modification Request – Patio Extension – 10 Ardmore Lane (215236)**
Condition: Owner must consult GroundsKeeper, paid for by resident. Summer Reach LLC will not be held liable for any costs associated with modification. If not maintained, Board requests

Carol Marshall made a motion to approve all three requests. John Varitimos seconded the motion. All three requests were approved by rollcall vote 5-0.

Additional Modification Requests:

- **Modification Request – Landscaping change adding three trees at 39 Gristmill Road.**
Unit overlooks unmaintained property on Nathaniel Street and requests trees to block the unsightly view. Conditions: Owner will sign agreeing to be responsible for purchasing, installing and maintaining the plantings. If left unmaintained, the Trustees have authority to discuss additional guidelines at owner's expense. In addition, if unit is sold and new owner does not want the trees, current owner will remove the trees and return area to its previous state, assuming all costs.
The motion was unanimously approved by rollcall vote.
- **Modification Request – Install 14x10 ft patio at 7 Founders Way**
The motion was unanimously approved by rollcall vote.
- **Modification Request – Landscaping changes at 31 Founders Way**
Conditions: Owner will sign agreement to be responsible for purchasing, installing and maintaining the plantings. If left unmaintained, the Trustees have authority to discuss additional guidelines at owner's expense. In addition, if unit is sold and new owner does not want the trees, current owner will remove the trees and return area to its previous state, assuming all costs.
The motion was unanimously approved by rollcall vote.
- **Modification Request – Landscaping changes at 25 Danforth Lane**
- Conditions: Owner will sign agreement to be responsible for purchasing, installing and maintaining the plantings. If left unmaintained, the Trustees have authority to discuss additional guidelines at owner's expense. In addition, if unit is sold and new owner does not want the trees, current owner will remove the trees and return area to its previous state, assuming all costs.
The motion was unanimously approved by rollcall vote.

Doug Boyer requested that the Board consider establishing an Architectural Review Committee as suggested in the HOA bylaws, to assist the Trustees in reviewing future modification requests.

John Varitimos informed residents that a 3-person Finance Committee will be established in July to assist the board in creating and monitoring the annual budget. Applications will be available in June for residents to apply for this committee.

Old Business

- **Window Washing and Screen Replacement Status**
Ron Savill reported that Elite Window Washing has been contracted to wash exterior windows and recently resumed business since the state lifted the COVID-19 lockdown. They are available now. The board understands owners are eager to get their windows cleaned but agreed to wait until after pine pollen season to begin work.
- **Screened-in Porches Window/Screen Swapping** – Diana Locey from The Dartmouth Group will send out a notice and schedule. Residents can sign up. The charge will be \$50.
- Hot Water Vent – 11 Founders Way requires the “T” to be adjusted for clearance and caulking. On hold due to pandemic. Now that the COVID-19 shutdown has been lifted, Rosemarie will reach out to Thorndike on a timeframe for completing this work.
- 17 Founders Way Attic Vent needs to be repaired. On hold due to pandemic. Now that the COVID-19 shutdown has been lifted, Rosemarie will reach out to Thorndike on a timeframe for completing this work.
- Lift Station Repair. Leak in conduit leading to the electrical box that controls the air tube (to keep all atmospheric pressure readings) for the transducer housed in the wet pit at the lift station has been identified as a problem. Dig Safe has marked for gas and electrical. Estimate to repair from Williamson is \$5500. Ron Savill will get alternative bid from Weston & Sampson and discuss reduced pricing with Williamson. Rosemarie Barry raised issue of Thorndike possibly damaging the conduit when they were reinstalling the garden beds. Dartmouth will explore that. Carol Marshall asked to get the second bid from Weston and Sampson as soon as possible.
- PVC Blow Out Adapter on the side of the Victory Garden shed was split approximately 6 inches after original repair due to using 40 PVC instead of 80 PVC. Groundskeeper has repaired.

New Business

Doug Boyer made the following motions to have questions for residents added to the June annual meeting ballot.

- Motion to have the following question on the June annual meeting ballot: Should members of the Board of Trustees recuse themselves from voting on their own modification requests? Yes or No. Motion was denied. Doug Boyer and Carol Marshall voted ‘Yes’. Rosemarie Barry, Larry Sinsimer and John Varitimos voted ‘No’.
- Motion to have the following question on the June annual meeting ballot: Are you in favor of the installation of non-medically necessary standby generators? Yes or No. Motion was denied. Doug Boyer and Carol Marshall voted ‘Yes’. Rosemarie Barry, Larry Sinsimer and John Varitimos voted ‘No’.
- Rosemarie Barry noted that two attorneys had advised Dartmouth about the issue and stated the location should be considered when approving generators. Dartmouth will email the opinions to residents.
- Doug Boyer has concerns about the legal opinions that were provided. Matt Page noted that Charlie Perkins, attorney, is willing to meet with the Board to discuss the issue further.

Pool

Carol Marshall updated the residents on the Governor’s guidelines for reopening the pool. Phase II of the reopening allows pools to reopen June 25, 2020, subject to rules that are pending. Carol suggested the board draft guidelines in the interim so we will be ready to open, if possible. Matt Page noted that local governments may have additional rules for compliance.

Dartmouth Report Out

Update on the Criterium Report

- Ron Savill updated residents, stating that the Board, Dartmouth and J.T. Gaucher from Criterium had walked the property for a final time on May 18th and believe all resident issues have been documented. He expects the final report by June 30. The Board asked Dartmouth to press Criterium for the report sooner so negotiations with Thorndike can begin.

Landscaping Update

- The sprinkler system has been checked and will be activated on May 22nd. Beds have been mulched.
- There are a couple of areas that have not been maintained in the past that will be added to the work schedule.
- An inventory of dead plantings will be done by Thorndike and Groundskeeper the week of May 25th. Dartmouth will provide them with a list of work orders from residents identifying dead plantings.

Candidate Forum, Election, and Annual Meeting

- No applications have been received from potential candidates as of today but are expected.
- Candidates Night is scheduled for June 9, 2020. It will take place via Zoom. Deadline to vote is the end of business on June 15th.
- Carol Marshall stated that a locked ballot box will be placed in the mail room since the meeting will be online. Residents may also email or mail their ballots to Dartmouth.
- The two new board members will be announced at the annual meeting on June 16, 2020.

Financials

- Operating expenses are currently \$17k under budget. As of April 30, 2020, the Trust has \$71k in the operating account, \$124k in reserves, and \$79k in the working capital account.
- Variances include landscaping (over budget due to extra small projects), general maintenance is over budget due to repairs from wind damage, and sewer pump over budget due to repairs.
- Carol Marshall suggested that if there is a surplus, a portion be used to soundproof the club house. The estimate received from New England Soundproofing last year was \$12,000. Doug Boyer suggested we wait until we are certain of the surplus. Larry Sinsimer noted that the HOA would recoup the funds from rentals, that he would host his daughter's wedding shower there if it was soundproofed.
- John Varitimos noted that we wait until we know the expenses we will need to cover after negotiations with Thorndike.

Rosemarie Barry stated that the next Board of Trustees Meeting will be held on June 16, 2020 and that it will be the annual meeting. The meeting will take place via Zoom. Residents will be provided instructions for attending the Zoom meeting and guidelines for participating in the discussions.

Rosemarie Barry then opened the meeting to residents' questions and comments.

- Resident asked if there will be a master document for all landscaping that has to be maintained by individual unit owners. Dartmouth will be compiling a list based on modification request conditions.
- Resident asked about red flag planted in his exclusive use area. What is it for? Rosemarie will bring Groundskeeper to the site.
- Resident asked about the status of attorney fees. What is in the budget, what has been spent? Are we over or under budget? Dartmouth responded that \$5k was budgeted for the year and \$4 has been spent to date.
- Resident asked for the status of the engineering report. Dartmouth hopes to have the list in June and will forward to the attorney and then to Thorndike. The community will receive the report for review prior to giving it to Thorndike. Residents will have time to review and comment before negotiations begin.
- Resident wants to ensure his standing water will be addressed as part of the Criterium report and that Thorndike will be held responsible. Dartmouth assured the resident that his issue will be on the Criterium report. This resident is still under warranty so that is added security that Thorndike will resolve the issue.
- Resident complained about chronic water issues and noted that residents have to fend for themselves with Thorndike.
- Resident commented that she lived in Marshfield and experienced emergency generators. They are not that noisy, are tested weekly for just a short time, and are needed infrequently.
- The Reach asked if the questions they developed from the community could be used for candidate's night. Larry Sinsimer made a motion to use the questions during candidate night. Doug seconded the motion. It was approved unanimously.
- Resident asked when the dead trees will be replaced. Groundskeeper will be inspecting the area and determine which trees fall under warranty. The HOA will cover the replacement of any trees that are not covered under warranty.
- Doug Boyer asked about other dead trees that are next to but not on the property. He suggested the HOA take on the responsibility for clearing the dead trees that fall into this category. Rosemarie stated that she will form a committee to identify the trees and work with Dartmouth to resolve the issues. Individual homeowners should not have to bear the cost. Rosemarie Barry made a motion to identify all dead trees and have Dartmouth get an estimate to remove them as soon as possible. Larry Sinsimer seconded the motion. The motion was unanimously approved.
- Resident asked that since we are over budget on landscaping, what is the money being spent on? Dartmouth explained that the well repair in the Victory Garden and various landscaping enhancements have caused the variance but noted that while the line item is trending over budget, they expect it to level off by the end of the year.
- Resident volunteered to look at soundproofing for the Clubhouse. He noted a new product from Armstrong that might be applicable. Larry Sinsimer will provide him with the current bid.
- Resident asked about trees that were removed but have been replaced with mulch. Will Thorndike know to replace them? They will be added to the list. If they are not under warranty, the issue will go to the board.
- Resident noted that she not received any mulch since December of 2017 until the most recent application. John Varitimos noted that they did mulch and must have missed her house.

Matt Page noted that the Zoom meeting went very smoothly and thanked everyone involved.

Motion for Adjournment

Rosemarie made a motion to adjourn, Carol Marshall seconded the motion. The meeting was adjourned at 7:56 pm by unanimous vote.

Submitted to the Board of Trustees on June 15, 2020.

A handwritten signature in black ink, appearing to read 'C. Marshall', with a long horizontal stroke extending to the right.

Carol S. Marshall, Secretary

Attachments:

- *April 2019 Financials*