



**Summer Reach Condominium Trust
Minutes of the Annual Owners Meeting
Tuesday, June 16, 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.

A quorum of residents was confirmed and the election of two new board members was announced. Mike Malone and Leslie Murphy will be the new board members.

Current Trustees thanked outgoing board members Carol Marshall and Larry Sinsimer for their service over the past 18 months.

Approval of Minutes

The minutes from the May 19, 2020 meeting were approved by 3 board members. Carol Marshall and Larry Sinsimer were not able to join the meeting until after the vote.

General Update by Dartmouth

- Landscaping
 - Mulch and Spring cleanup has been completed.
 - Weeding and tree pruning will begin in the next week.
 - Overseeding, drainage remediation and plant/tree replacements are still pending with Thorndike.
- Irrigation
 - There have been several irrigation issues which are now resolved. Sprinklers will run from 8:30pm to 7:30am and each zone will be watered for 8-10 minutes. Severely dry areas will be watered 2-3 times during the day, as well.
- Window Washing
 - Aug 17 & 18 but are piggybacking with a Pine Hills property so we're hoping for mid-July.
- TDG Maintenance
 - Maintenance Team has been onsite at least once a week completing small workorders.
 - Post hit by Fedex has been repaired.
 - Will continue to have the team onsite weekly or possibly twice a week, if needed.
 - The majority of outstanding work orders are for landscaping. TDG is waiting for Thorndike and GroundsKeeper to address.
 - Non-landscaping work orders will be completed over the next two weeks.

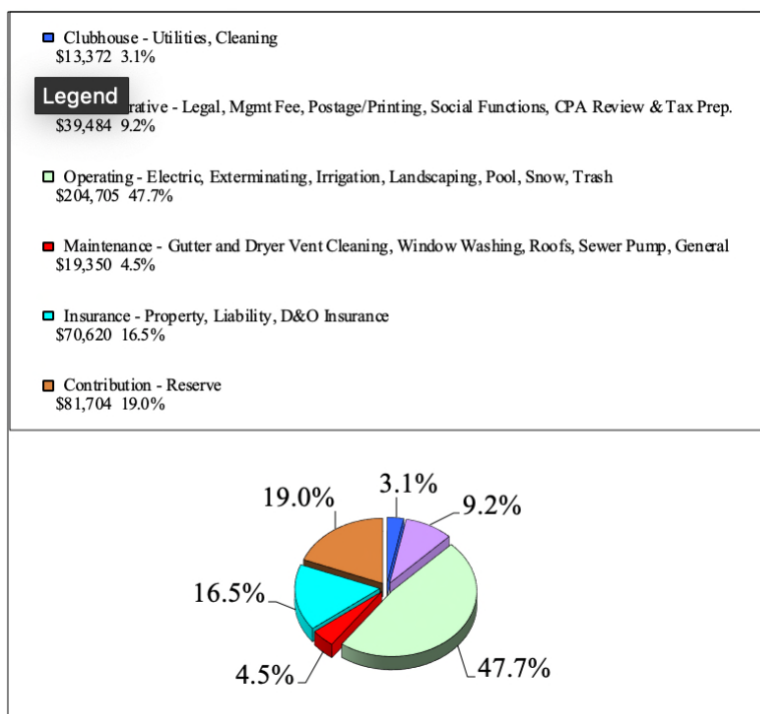
- Pool Opening, Larry Sinsimer
 - The pool has been closed during COVID-19. Rigorous guidelines have been published by the state for reopening, including onsite monitoring at all times.
 - No group events possible (e.g., water aerobics)
 - Always have to take and record 4 chemical readings a day. Under the new guidelines, it would be 6 times a day, plus logging the regular disinfecting of all surfaces.
 - To hire an outside person to monitor will cost \$300-\$500/day, which is cost prohibitive.
 - Considering restricting the hours and having residents monitor. However, the liability risk is significant.
 - For the time being, the pool will remain closed. When Phase III reopening guidelines are published, this will be reassessed.

- Criterium Report

Final report expected tomorrow, June 17th. It will include Criterium's report, resident survey results and the Beals and Thomas report.

- Year's Financials

- \$444,770 in annual income, \$429,235 in expenses, leaving the Trust with a surplus of \$15,534.
- Landscaping was over budget due to work being done outside the contract.
- Sewer Pump repairs were over budget due to the lift station repairs in March
- Legal was over budget due to transition.
- Water was under budget due to the Clubhouse and Pool have been closed due to COVID-19.
- The chart shows the breakdown of expenses by category. Complete financial report is attached.



- Dartmouth reviewed the information available on the Dartmouth Web Portal
 - Accessible at www.MyDartmouthGroup.com
 - Individual homeowner accounts, different access level for Board members
 - Can be customized per community
 - Access to review account, pay monthly fees, submit work requests, access Association documents, email broadcast system.
 - Board members have access to additional documents, management reports, executive session materials and minutes, delinquencies, unit owner work orders, monthly.

Committee Updates

- Landscape and Garden Committee, Leslie Murphy
 - Leslie Murphy reviewed all the accomplishments of the Committee and thanked members of for their steadfast dedication in beautifying the property, as well as and their considerable financial contributions.
 - The Committee meets the 2nd Wednesday of the month at 6:30pm via Zoom. She noted upcoming events and encouraged interested residents to join. Email for the Landscaping and Garden Committee is srlgcommittee@gmail.com
- Social Committee, Eve Masiello
 - Eve explained the role of the committee and highlighted events of 2019, which included a Super Bowl party, June brunch, end-of-summer event, day trip to a Casino, and Holiday Party.
 - They drafted a strategic plan for 2020 but have had to cancel everything due to COVID-19. They are contemplating street fairs and other outdoor events, similar to the successful Art Stroll organized by Linda Scola. Stay tuned for updates!
- Maintenance and Repair Support Club, Ed Driscoll
 - Started in Summer 2019, the club has worked on seven home improvement/repair projects.
 - They surveyed vendors and developed a list of three preferred vendors as a guide for homeowners' annual maintenance.
 - Hot water intake/outtake upgrades, which have been completed.
 - New members are welcome. They meet on the 3rd Wednesday of each month via Zoom.
 - They have ten projects in the pipeline, including AC maintenance, programming thermostats and garage doors, and a community sharing program.
 - Paper copies are available in a binder in the mailroom and digital copies have been posted on the Summer Reach Facebook page. They will soon be available on the new Summer Reach website, as well.
- Book, Creatives and Hikers Clubs, Mary Driscoll
 - SR Creatives make dresses for "Dress a Girl Around the World" and create kits for others to sew around the region.
 - Book Club has been very successful. It meets the 1st Wednesday at 6:30 pm via Zoom. Average of 20 residents attend. Everyone is welcome to attend. Pam and Gary Benink will be posting all books read with reviews on the new website.
 - Hikers meets at 9:30 on Saturdays (8:30 in the summer). They have stuck close to home during COVID-19. They attend the monthly Burial Hill history talk by Donna Curtin on the 1st Saturday

of each month.

- New Summer Reach Website, Gary Benink
 - Gary gave a live demo of the new website, which was approved by the Board in April.
 - He has been working on a prototype and has had members of the community evaluate the site. He received great feedback and has enhanced the site since then.
 - The new site is a wealth of information
 - Ready to move forward with the launch of the website. Contact Gary at SummerReachWebsite@gmail.com with your ideas and comments.

Thorndike Update by David Eastridge

- Landscaping
 - Inspection has been completed and a list developed. Over 100 plants were declared dead or dying. These will be replaced this Fall, targeting the beginning of September.
 - Rosemarie Barry alerted Thorndike to other plants that are still an issue. Thorndike will get an idea of the scope of this issue.
- Drainage
 - Thorndike hired Beals and Thomas Engineering (firm Town of Plymouth uses) to perform a final inspection of the property.
 - Beals & Thomas prepared a list of items needing completion. Thorndike has been concentrating on that list.
 - All basins have had riprap installed and have been loamed and seeded.
 - Other lawn drainage issues are being addressed by the severity of the issue (e.g., interior water leaks).
 - Corrected grading on NW area of site behind Shaw's.
 - Summer Street basin soil was tighter than expected. Area was redesigned and the work to correct the drainage issues has been completed.

Resident Question and Answer Period

- Why were the expenses for the clubhouse so high when it has been closed for 4 months? Resident was referring to the budget vs actuals, which shows expenses under budget for the year.
- When is window washing going to actually take place? Matt said the current date given by vendor is unacceptable so they are working to piggyback on a Dartmouth property at Pine Hills by the end of June, early July.
- Is the heater off in the pool, since it is a major expense? Matt said yes, it is off.
- Budget variances need to have specific explanations that tell residents the story. Can you please provide more detail on the variances so residents can better understand them. Matt Page noted that the financial reports on the Dartmouth web portal contain more detail and encouraged residents to download the reports.
- Landscaping audit and replacement by Thorndike. Resident noted that it is the Board's responsibility to keep residents updated if this does not happen in a timely manner and to give residents a heads-up that the work is going to start.
- Larry Sinsimer asked that Thorndike practice patience with residents and the board. David Eastridge stated that he was out of patience waiting for the report for a year.
- Residents are frustrated because they created work requests for dead plantings over 18 months ago and Thorndike has waited until the final punch list to replace these plantings.

- When is window washing going to be done? It was promised the end of June. Dartmouth will send out an email blast to confirm the dates. Residents are frustrated with the continual delays since their screens are out.
- Residents asked if they leave the screens in for the window washing. Dartmouth said that wouldn't work.
- Why is the reserve funds at \$132k instead of the projected \$142k? Dartmouth will research and get back to the resident. Resident hasn't been able to get the financial reports on the website. Dartmouth will reach out to resolve the problem.
- Is the model home up for sale? Thorndike said it is under contract and scheduled to close June 30th. They provided a surety to the Town to cover issues and plan to ask it to be released to pay Beals and Thomas and provide the Summer Reach Trust with funds for required work.
- Resident has drainage issues at the corner of her lot. When will residents know if their requests are on the final punch list? Dartmouth stated that the final report will be done tomorrow and will include Beals and Thomas, the resident survey, and the Criterium report.

Rosemarie Barry reiterated her congratulations to the new board members and thanked the outgoing board members. Carol Marshall and Larry Sinsimer thanked the community and said it had been a pleasure serving on the board for the past 18 months.

Motion for Adjournment

Doug made motion to adjourn. Carol Marshall 2nd the motion. The motion was unanimously approved and the Meeting was adjourned at 7:16pm.

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



Carol S. Marshall, Secretary

Attachments:

- *May 2019 Financials*