SUMMER REACH

Summer Reach Condominium Trust
Minutes of the Board of Trustees Meeting
Tuesday, April 21, 2020 at 6:00 PM
Closed 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 6:01 pm. She welcomed the attendees and thanks them for adhering to the pandemic guidelines mandated by Governor Baker.

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.

March 2020 Meeting

On March 17, 2020, Rosemarie Barry, Doug Boyer, Carol Marshall, John Varitimos, Ron Savill and Matt Page participated in a conference call to discuss the items on the agenda. All items were tabled at that time. A motion, a second and a vote never occurred. The call was not considered an official 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.*

Roll Call Voting

- **Modification Request – Landscaping Changes – 25 Founders Way (211858)**
  Evergreens died and have not been replaced. Replacement plants on embankment are sparse. Owners would like to add to the bed. They will be responsible for the purchase, installation and all maintenance of any new plantings.
  Rosemarie made a motion to approve, Larry 2nd the motion. The board voted unanimously to approve the request, with the following conditions:
  - Unit owner responsible for payment of purchasing, installing all plants and complete maintenance.
  - If unit is sold and new owner does not want the plantings, owner at 25 Founders Way is required to remove and make area whole again.
  - If left unmaintained, the trustees have the authority to discuss additional guidelines.

- **Modification Request – Generator Installation – 27 Gristmill Road (212430)**
- **Modification Request – Generator Installation – 32 Gristmill Road (212681)**
  Rosemarie Barry made a motion to vote to approve the requests for generators and John Varitimos 2nd the motion with the following conditions:
  - Install in exclusive use of easement
  - Test cycle set at slow speed (28rpm) to avoid additional decibels
  - Date and time set for testing - Once a week - Monday-Friday (11AM to 4PM)
  - Board may request all generators in complex test at same time
  - Serviced yearly to maintain proper functions and air flow
  - Bushes added for aesthetic purpose at owner's expense

  Each vote was 3-2 on both generators. For: Rosemarie Barry, Larry Sinsimer and John Varitimos. Against: Doug Boyer and Carol Marshall

  John Varitimos made the motion to allow subsequent requests for automatic backup generators, subject to the Board's approval of specifications and location. The motion was made without prior notice to the board. Larry Sinsimer 2nd the motion. The vote was 3-2. For: Rosemarie Barry, Larry Sinsimer and John Varitimos. Against: Doug Boyer and Carol Marshall.

  Doug Boyer then made a motion to reverse the vote until it could be discussed with the entire community and to add it to the May meeting agenda. Carol Marshall 2nd the motion.
  The vote was 2-3. For: Doug Boyer and Carol Marshall. Against: Rosemarie Barry, Larry Sinsimer and John Varitimos.

- **Summer Reach Website**
  The Board agreed that the majority of residents are extremely positive about having a website, independent of any management company. John Varitimos expressed concern about it conflicting with the Dartmouth site. Rosemarie Barry requested that the website have two administrators to ensure continuity of the site's management. Carol Marshall made a motion to approve the proposed Summer Reach website and Larry Sinsimer 2nd the motion. The motion was approved 4-1, with John Varitimos voting no, and with the condition that two administrators be named. A board member will be designated as a liaison to the Website Committee for cost control and HOA content oversight.

Old Business

- Hot Water Vent – 11 Founders Way requires the "T" to be adjusted for clearance and caulking. The work is on hold due to the pandemic requiring social distancing.

- 17 Founders Way Attic Vent. The work is on hold due to the pandemic requiring social distancing.

- The "No Trespassing" sign project has been completed, which signs posted at the front entrance and the area behind Danforth Lane. Thank you to Mike Malone who took the time to identify the problem areas (behind Danforth Lane) and to the installer for placement.

New Business

- Repairs have been completed at the Pump Lift Station. There was a leak in the conduit leading to the electrical box that controls the air tube that provides for atmospheric pressure readings from the transducer housed in the wet pit at the pump lift station. The Dartmouth Group called Dig Safe to start the repair process. They will be here within 30 days but because of the pandemic, they will not give us a firm date. John noted that 69 of 112 units have returned documents attesting that they understand the guidelines for toilets and disposals.

- The irrigation well located in the Victory Garden shed is leaking again from the union that connects the copper pipe to the outgoing PVC pipe. Stay Green Irrigation/Groundskeeper repaired the damaged union.

Dartmouth Report Out

Pool

- Larry Sinsimer noted that the pool cover had been removed, the pool had been vacuumed, and the filter had been turned on. He also reminded Dartmouth that last year, they had discussed waiting until the tree blossoms are no longer blowing into the pool. In addition, the HOA will be paying for electricity until the pool can officially open.
- Larry also noted that the signage blew away over the winter and that plexiglass needs to be installed on the gate to prevent entry.
- Carol Marshall remarked that given the pandemic, Dartmouth should have consulted the board before opening the pool.
- Matt Page recommended putting a padlock on the gate until the pool is officially open.
- No furniture will be installed until the pool is officially open. Larry Sinsimer added that the board may not want to install the furniture at all this season since there would be no way to enforce disinfecting the furniture after each use. Ron Savill noted that other HOAs are having residents bring their own chairs to the pool.
- The Board agreed that it will abide with the State of Massachusetts guidelines.

Candidate Forum, Election, and Annual Meeting

- Meet the Candidate is scheduled for June 9, 2020. It will take place via Zoom. Carol suggested that the forum include a Q&A so residents could ask questions to better understand the stance and experience of the candidates. The board agreed with the suggestion.

- Since the annual meeting won't be held in person, Carol Marshall suggested placing a locked ballot box in the mail room rather than using email for all ballots. Residents who are out of town can email their ballots to Dartmouth. The board agreed with this solution
- The annual meeting will be held via Zoom on June 16, 2020. Carol Marshall will create guidelines for residents to attend via Zoom and how to participate in the discussion, if desired.

Update on the Criterium Report

- A tentative time is set up with JT from Criterium to walk the property on May 18th so the punchlist can be finalized. PPE and distancing will be used during the inspection.

Landscaping Update

- Groundskeeper is running behind schedule due to the COVID-19 pandemic forcing them to lay off some of their employees.
- Spring cleanup will be first. Preemergent and mulch will be next. Mowing will start in early May.
- Ron Savill noted that grass is an issue due to pet waste (poop not being picked up and urine killing spots of grass. Peter texted dog poop photos to Rosemarie. Unable to do work. In the future, they will refuse to do any work where pet excrement exists. If they have to come back, an additional charge will be imposed.
- Rosemarie noted that non-residents have been seen walking their dogs on Summer Reach property and not picking up after them. She encountered one person and reminded him that it was private property and that signage is posted to that effect.

Financials

- Operating expenses are projected to be $46k under budget due to a reduced need for snow removal. The Trust also has nearly $300k in reserves, which is a very healthy amount compared to other associations.
- Carol Marshall suggested that a portion of the surplus be used to soundproof the club house. The estimate received from New England Soundproofing last year was $12,000. A group of residents explored doing it themselves but concluded that it was not cost effective. Larry Sinsimer suggested having carpet remnants on the floor that can be rolled up when needed but added that it wouldn't solve the ceiling problem. Larry Sinsimer noted that he would like to host his daughter's wedding shower there but not unless the soundproofing is completed. The board agreed to add this item to the agenda for the May meeting.

Window Cleaning

- The vendor is closed due to COVID-19. Ron Savill suggested we aim for June or July. Larry Sinsimer said we should wait until after the pollen season, which would be mid-June.
- The funds for window-washing were budgeted last year and moved to this year's budget. Wait until pollen season is over. June or early July. Ron will get in touch with the vendor on a timeframe.
- John Varitimos asked if the windows on screened porches were going to be included. Ron Savill said they would be a separate job and unit owners could request that. Carol Marshall noted that owners won't wait until mid-June to install their porch screens.
- Ron Savill suggested owners with porches have porch windows washed in the fall when they are resintalled. He also suggested that the board might consider power-washing units again.

Rosemarie Barry stated that the next Board of Trustees Meeting will be held on May 19, 2020. Unless there are changes in the Governor's guidelines, the meeting will take place via Zoom. Residents will be provided instructions for attending the Zoom meeting and guidelines for participating in the discussions.

Motion for Adjournment
A motion to adjourn was made by Larry Sinsimer and 2nd by Carol Marshall. The meeting was adjourned at 7:45 pm by unanimous vote.

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

Carol S. Marshall, Secretary

Attachments:

- *March 2019 Financials*

THE DARTMOUTH GROUP

SUMMER REACH CONDOMINIUM

MONTHLY FINANCIAL REPORT

March 31, 2020

04/20/2020
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Summer Reach Condominium Trust
Balance Sheet
03/31/2020

		Operating Fund	Reserve Fund	Work Cap Fund	Totals
	ASSETS:				
10100cab	Cash - Operating - CAB	79,049.69	0.00	0.00	79,049.69
10106cab	Cash - WorkCap - CA Banc	0.00	0.00	79,283.86	79,283.86
10199	Petty Cash	900.95	0.00	0.00	900.95
10230	Cash - Reserve MM - CA Banc	0.00	123,919.23	0.00	123,919.23
11305	Accounts Receivable - Owners	3,805.00	0.00	0.00	3,805.00
12400	Prepaid Insurance	33,051.52	0.00	0.00	33,051.52
	TOTAL ASSETS	116,807.16	123,919.23	79,283.86	320,010.25
	LIABILITIES:				
21110	Accrued Water & Sewer	3,457.00	0.00	0.00	3,457.00
21120	Accrued Other	2,101.33	0.00	0.00	2,101.33
21205	Prepaid Condo Fees	11,061.00	0.00	0.00	11,061.00
	TOTAL LIABILITIES	16,619.33	0.00	0.00	16,619.33
	FUND BALANCES:				
32100	Operating Fund - Beg of Year	48,786.81	0.00	0.00	48,786.81
	Operating Fund-CY Surplus(Deficit)	51,401.02	0.00	0.00	51,401.02
30100	Cap Reserve Fund-Beg of Year	0.00	115,734.33	0.00	115,734.33
	Cap Reserve Fund-CY Surplus(Deficit)	0.00	8,184.90	0.00	8,184.90
30300	Working Cap Fund-Beg of Year	0.00	0.00	79,208.74	79,208.74
	Working Cap Fund-CY Surplus(Deficit)	0.00	0.00	75.12	75.12
	TOTAL FUND BALANCES	100,187.83	123,919.23	79,283.86	303,390.92
	TOTAL LIABILITIES AND FUND BALANCES	116,807.16	123,919.23	79,283.86	320,010.25

		Current Actual	Current Budget	Current Variance	Y-T-D Actual	Y-T-D Budget	Y-T-D Variance	Annual Budget
	Income							
	Owner Income:							
51400ope	Condominium Fees	40,855.00	39,206	1,649.00	122,565.00	117,618	4,947.00	470,471
51410ope	Less: Reserve Contribution	(4,166.67)	(4,167)	0.33	(12,500.01)	(12,501)	0.99	(50,000)
52100ope	Late Charges	50.00	0	50.00	100.00	0	100.00	0
52200ope	Maintenance/Damages Charges	0.00	0	0.00	755.89	0	755.89	0
	Total Owner Income	36,738.33	35,039	1,699.33	110,920.88	105,117	5,803.88	420,471
	Other Income:							
54010ope	Int Income - Oper.	3.47	0	3.47	9.01	0	9.01	0
59060ope	Clubhouse Income	250.00	208	42.00	500.00	624	(124.00)	2,500
59500ope	Miscellaneous Other Income	0.00	50	(50.00)	0.00	150	(150.00)	600
	Total Other Income	253.47	258	(4.53)	509.01	774	(264.99)	3,100
	Total Income	36,991.80	35,297	1,694.80	111,429.89	105,891	5,538.89	423,571
	Expenses							
	Clubhs/Community Expenses:							
61010ope	Clubhouse - Cleaning	(215.00)	417	632.00	550.00	1,251	701.00	5,000
61093ope	Clubhouse - Electricity	181.71	583	401.29	256.01	1,749	1,492.99	7,000
61094ope	Clubhouse - Gas	134.90	150	15.10	492.28	550	57.72	1,200
61095ope	Clubhouse - Water	276.00	250	(26.00)	625.00	750	125.00	3,000
	Total Clubhs/Community Expenses	377.61	1,400	1,022.39	1,923.29	4,300	2,376.71	16,200
	Administrative Expenses:							
62100ope	Bad Debt Expense	0.00	0	0.00	50.00	0	(50.00)	0
62450ope	Internet	291.75	292	0.25	660.57	876	215.43	3,500
62610ope	Legal-General	0.00	417	417.00	0.00	1,251	1,251.00	5,000

		Current Actual	Current Budget	Current Variance	Y-T-D Actual	Y-T-D Budget	Y-T-D Variance	Annual Budget
62650ope	Management Fees	2,666.72	2,667	0.28	8,000.16	8,001	0.84	32,001
62680ope	Misc. Admin. Expense	30.33	250	219.67	242.85	750	507.15	3,000
62960ope	Tax Prep & Review	0.00	0	0.00	0.00	0	0.00	2,500
	Total Administrative Expenses	2,988.80	3,626	637.20	8,953.58	10,878	1,924.42	46,001
	Operating Expenses:							
64230ope	Electric-Common Areas	342.00	612	270.00	1,478.63	1,836	357.37	7,344
64290ope	Exterminating	350.00	333	(17.00)	350.00	999	649.00	4,000
64410ope	Irrigation	0.00	0	0.00	0.00	0	0.00	8,000
64500ope	Landscaping-Contract	0.00	0	0.00	0.00	0	0.00	125,000
64520ope	Landscaping-Improvements	0.00	0	0.00	0.00	0	0.00	5,000
64740ope	Pool Supplies/Service	0.00	0	0.00	0.00	0	0.00	5,000
64791ope	Pool - Gas	25.45	21	(4.45)	47.46	63	15.54	250
64794ope	Pump Station-Gas	0.00	21	21.00	0.00	63	63.00	250
64850ope	Snow Removal	3,700.00	10,000	6,300.00	11,100.00	45,000	33,900.00	65,000
64920ope	Trash Removal	1,575.00	1,833	258.00	4,725.00	5,499	774.00	22,000
	Total Operating Expense	5,992.45	12,820	6,827.55	17,701.09	53,460	35,758.91	241,844
	Maintenance Expenses:							
65039ope	Cleaning-Gutters	0.00	0	0.00	0.00	0	0.00	2,500
65051ope	Dryer Vent Cleaning	0.00	0	0.00	0.00	0	0.00	5,600
65351ope	Mtc&Rep-Fire Alarm System	0.00	208	208.00	0.00	624	624.00	2,500
65371ope	Mtc&Rep-Generators	0.00	167	167.00	0.00	501	501.00	2,000
65372ope	M&R-General	280.00	500	220.00	2,207.12	1,500	(707.12)	6,000
65552ope	Mtc&Rep-Sewers/Pumps	0.00	500	500.00	5,620.00	5,500	(120.00)	6,000
	Total Maintenance Expenses	280.00	1,375	1,095.00	7,827.12	8,125	297.88	24,600
	Taxes & Insurance:							
67120ope	Ins-Property & Liability	8,047.67	7,911	(136.67)	23,623.79	23,733	109.21	94,926

	Current Actual	Current Budget	Current Variance	Y-T-D Actual	Y-T-D Budget	Y-T-D Variance	Annual Budget
Total Taxes & Insurance	8,047.67	7,911	(136.67)	23,623.79	23,733	109.21	94,926
Total Expenses	17,686.53	27,132	9,445.47	60,028.87	100,496	40,467.13	423,571
Operating Surplus(Deficit)	19,305.27	8,165	11,140.27	51,401.02	5,395	46,006.02	0
Net Surplus (Deficit)	19,305.27	8,165	11,140.27	51,401.02	5,395	46,006.02	0

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Summer Reach Condominium Trust
Capital Res Fund-Profit & Loss Variance
03/31/2020

		MTD Actual	MTD Budget	MTD Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget
	Income							
	Owner Income							
res51410	Reserve Contribution	4,166.67	4,167	(0.33)	12,500.01	12,501	(0.99)	50,000
	Total Owner Income	4,166.67	4,167	(0.33)	12,500.01	12,501	(0.99)	50,000
	Other Income							
res54010	Int Inc - Reserve	42.21	15	27.21	124.89	45	79.89	180
	Total Other Income	42.21	15	27.21	124.89	45	79.89	180
	Total Income	4,208.88	4,182	26.88	12,624.90	12,546	78.90	50,180
	Capital Expenses							
res69084	Capital - Engineering	4,440.00	0	(4,440.00)	4,440.00	0	(4,440.00)	0
	Subtotal Capital Expenses	4,440.00	0	(4,440.00)	4,440.00	0	(4,440.00)	0
	Total Capital Loan Int & Fee	4,440.00	0	(4,440.00)	4,440.00	0	(4,440.00)	0
	Total Capital Expenses	4,440.00	0	(4,440.00)	4,440.00	0	(4,440.00)	0
	Surplus(Deficit)	(231.12)	4,182	(4,413.12)	8,184.90	12,546	(4,361.10)	50,180

Summer Reach Condominium Trust
Working Cap. Fund-Profit & Loss Variance
03/31/2020

		Current Actual	Current Budget	Current Variance	Y-T-D Actual	Y-T-D Budget	Y-T-D Variance	Annual Budget
	Income							
	Other Income							
wcf54010	Int Income - Work Cap	23.02	0	23.02	75.12	0	(75.12)	0
	Total Other Income	23.02	0	23.02	75.12	0	(75.12)	0
	Total Income	23.02	0	23.02	75.12	0	(75.12)	0
	Expenses							
	Total Expenses	0.00	0	0.00	0.00	0	0.00	0
	Surplus(Deficit)	23.02	0	23.02	75.12	0	(75.12)	0

For Accounts to ZZZZZZZZ

Account		Type	Reference	Date	Description	Debit Amount	Credit Amount	Balance
10100cab	Cash - Operating - CAB				Beginning Balance			70,232.50
		RCP	00448729	03/02/2020	Lockbox	6,172.00		
		ACK	K211 -000061	03/03/2020	TDG Management, Inc.		2,666.72	
		ACK	K211 -100222	03/03/2020	Eversource		309.94	
		ACK	K211 -100223	03/03/2020	Eversource		23.45	
		ACK	K211 -100224	03/03/2020	Eversource		159.58	
		ACK	K211 -100225	03/03/2020	Eversource		110.50	
		ACK	K211 -100226	03/03/2020	Eversource		81.31	
		ACK	K211 -100227	03/03/2020	Republic Services		1,575.00	
		RCP	00448902	03/03/2020	Deposit	250.00		
		RCP	00449002	03/03/2020	Lockbox	1,422.00		
		ACK	K211 -100228	03/04/2020	GNY Ins Companies		8,421.36	
		RCP	00449192	03/04/2020	Lockbox	1,839.00		
		ACK	K211 -000062	03/05/2020	TDG Management, Inc.		12.35	
		ACK	K211 -100229	03/05/2020	Murrary Clark		1,115.00	
		RCP	00449603	03/05/2020	Lockbox	1,072.00		
		ACK	K211 -100230	03/06/2020	Associa OnCall - TDG		707.69	
		RCP	00449476	03/06/2020	Direct Debit	18,561.00		
		RCP	00449926	03/09/2020	Lockbox	1,861.00		
		RCP	00450093	03/10/2020	Lockbox	778.00		
		RCP	00450229	03/11/2020	Lockbox	361.00		
		ACK	K211 -100231	03/12/2020	A.J. Tomasi Nurserie		3,700.00	
		RCP	00450436	03/12/2020	Lockbox	350.00		
		RCP	00450721	03/16/2020	Lockbox	361.00		
		RCP	00450859	03/17/2020	Lockbox	350.00		
		ACK	K211 -100232	03/18/2020	Verizon		291.75	
		ACK	K211 -100233	03/20/2020	Associa OnCall - TDG		140.00	
		RCP	00451224	03/20/2020	Lockbox	350.00		
		RCP	00451344	03/23/2020	Lockbox	1,128.00		
		RCP	00451529	03/24/2020	Lockbox	361.00		
		ACK	K211 -100234	03/25/2020	Shamrock Pest		350.00	
		RCP	00451616	03/25/2020	Lockbox	361.00		
		ACK	K211 -100235	03/27/2020	Associa OnCall - TDG		140.00	
		ACK	K211 -100236	03/27/2020	Murrary Clark		485.00	
		ACK	K211 -100237	03/27/2020	Eversource		69.46	
		ACK	K211 -100238	03/27/2020	Eversource		23.45	
		ACK	K211 -100239	03/27/2020	Eversource		129.90	
		ACK	K211 -100240	03/27/2020	Eversource		72.21	
		ACK	K211 -100241	03/27/2020	Eversource		268.54	
		RCP	00451834	03/27/2020	Lockbox	1,906.00		
		ACK	K211 -100242	03/30/2020	GNY Ins Companies		8,421.36	
		RCP	00452030	03/30/2020	Lockbox	2,572.00		
	3/20 res cont	JE	00103750	03/31/2020	res cont		4,166.67	
	03/20 interest	JER	00116220	03/31/2020	Operating interest	3.43		
		RCP	00452178	03/31/2020	Lockbox	2,200.00		
					Account Total	42,258.43	33,441.24	8,817.19
					Ending Balance			79,049.69
10106cab	Cash - WorkCap - CA Banc				Beginning Balance			79,260.84
	03/20 interest	JER	00116219	03/31/2020	Monthly interest	23.02		

For Accounts to ZZZZZZZZ

Account		Type	Reference	Date	Description	Debit Amount	Credit Amount	Balance
					Account Total	23.02	0.00	23.02
					Ending Balance			79,283.86
10199	Petty Cash				Beginning Balance			900.91
	03/20 interest	JER	00116220	03/31/2020	Operating interest	0.04		
					Account Total	0.04	0.00	0.04
					Ending Balance			900.95
10230	Cash - Reserve MM - CA Banc				Beginning Balance			124,150.35
		ACK	CA57 -000005	03/12/2020	Criterium Dudka		4,440.00	
	3/20 res cont	JE	00103750	03/31/2020	res cont	4,166.67		
	03/20 interest	JER	00116219	03/31/2020	Monthly interest	42.21		
					Account Total	4,208.88	4,440.00	-231.12
					Ending Balance			123,919.23
11305	Accounts Receivable - Owners				Beginning Balance			3,394.00
					Sub Ledger Activity	411.00		
					Account Total	411.00	0.00	411.00
					Ending Balance			3,805.00
11720	Due from Operating to Reserve				Beginning Balance			0.00
	3/20 res cont	JE	00103750	03/31/2020	res cont		4,166.67	
	res cont due	JER	00116215	03/31/2020	res contribution due	4,166.67		
					Account Total	4,166.67	4,166.67	0.00
					Ending Balance			0.00
12400	Prepaid Insurance				Beginning Balance			32,677.83
	reclass frm 67120ope	JE	00103746	03/31/2020	reclass	8,421.36		
	exp ppd insurance	JER	00116218	03/31/2020	exp ppd insurance		8,047.67	
					Account Total	8,421.36	8,047.67	373.69
					Ending Balance			33,051.52
21100	Accounts Payable				Beginning Balance			-10,794.88
					Sub Ledger Activity	10,794.88		
					Account Total	10,794.88	0.00	10,794.88
					Ending Balance			0.00
21110	Accrued Water & Sewer				Beginning Balance			-3,181.00
	accr water	JRV	00115306	03/01/2020	accr water	3,181.00		
	accr water	JER	00116223	03/31/2020	accr water		3,457.00	
					Account Total	3,181.00	3,457.00	-276.00
					Ending Balance			-3,457.00
21120	Accrued Other				Beginning Balance			-2,796.80
	accr electric	JRV	00115298	03/01/2020	accr electricity	31.00		
	accr gas	JRV	00115299	03/01/2020	accr gas	53.45		
	accr PPF	JRV	00115304	03/01/2020	accr PPF	12.35		
	02/20 accruals	REV	00102776	03/01/2020	reaccrue	700.00		
	accr electric	JER	00116216	03/31/2020	accr electricity		34.00	
	accr gas	JER	00116217	03/31/2020	accr gas		37.00	

For Accounts to ZZZZZZZZ

Account		Type	Reference	Date	Description	Debit Amount	Credit Amount	Balance
	accr PPF	JER	00116221	03/31/2020	accr PPF		30.33	
					Account Total	796.80	101.33	695.47
					Ending Balance			-2,101.33
21205	Prepaid Condo Fees				Beginning Balance			-9,550.00
		RMC	00449342	03/01/2020	RM Credits	8,439.00		
		RCP	00450093	03/10/2020	Lockbox		361.00	
		RCP	00450721	03/16/2020	Lockbox		361.00	
		RCP	00450859	03/17/2020	Lockbox		350.00	
		RCP	00451224	03/20/2020	Lockbox		350.00	
		RCP	00451344	03/23/2020	Lockbox		1,128.00	
		RCP	00451529	03/24/2020	Lockbox		361.00	
		RCP	00451616	03/25/2020	Lockbox		361.00	
		RCP	00451834	03/27/2020	Lockbox		1,906.00	
		RCP	00452030	03/30/2020	Lockbox		2,572.00	
		RCP	00452178	03/31/2020	Lockbox		2,200.00	
					Account Total	8,439.00	9,950.00	-1,511.00
					Ending Balance			-11,061.00
21720	Due to Reserves from Operating				Beginning Balance			0.00
	3/20 res cont	JE	00103750	03/31/2020	res cont	4,166.67		
	res cont due	JER	00116215	03/31/2020	res contribution due		4,166.67	
					Account Total	4,166.67	4,166.67	0.00
					Ending Balance			0.00
30100	Cap Res Fund-Beg of Year				Beginning Balance			-115,734.33
					Ending Balance			-115,734.33
30300	Working Capital Fund - Beginning of Year				Beginning Balance			-79,208.74
					Ending Balance			-79,208.74
32100	Oper Fund-Beg of Year				Beginning Balance			-48,786.81
					Ending Balance			-48,786.81
51400ope	Common Area Fees				Beginning Balance			-81,710.00
		RMC	00448554	03/01/2020	RM Charges		40,855.00	
					Account Total	0.00	40,855.00	-40,855.00
					Ending Balance			-122,565.00
51410ope	Less: Reserve Contribution				Beginning Balance			8,333.34
	03/20 res cont	JER	00116222	03/31/2020	res contribution	4,166.67		
					Account Total	4,166.67	0.00	4,166.67
					Ending Balance			12,500.01
52100ope	Late Charges				Beginning Balance			-50.00
		RLF	00451467	03/17/2020	RM Charges		50.00	
					Account Total	0.00	50.00	-50.00
					Ending Balance			-100.00
52200ope	Maintenance/Damages Charges				Beginning Balance			-755.89

For Accounts to ZZZZZZZZ

Account		Type	Reference	Date	Description	Debit Amount	Credit Amount	Balance
					Ending Balance			-755.89
54010ope	Int Income - Oper.				Beginning Balance			-5.54
	03/20 interest	JER	00116220	03/31/2020	Operating interest		3.43	
	03/20 interest	JER	00116220	03/31/2020	Operating interest		0.04	
					Account Total	0.00	3.47	-3.47
					Ending Balance			-9.01
59060ope	Clubhouse Income				Beginning Balance			-250.00
		RCP	00448902	03/03/2020	Deposit		250.00	
					Account Total	0.00	250.00	-250.00
					Ending Balance			-500.00
61010ope	Clubhouse - Cleaning				Beginning Balance			765.00
	Oct-Nov 19 Cleaning	REV	00102776	03/01/2020	reaccrue		700.00	
	3/20 Cleaning	AVC	00604857	03/26/2020	Murrary Clark	485.00		
					Account Total	485.00	700.00	-215.00
					Ending Balance			550.00
61093ope	Clubhouse - Electricity				Beginning Balance			74.30
	accr electric	JRV	00115298	03/01/2020	accr electricity		18.00	
	1/24-2/24	AVC	00601406	03/02/2020	Eversource	110.50		
	2/24-3/24	AVC	00604860	03/27/2020	Eversource	72.21		
	accr electric	JER	00116216	03/31/2020	accr electricity	17.00		
					Account Total	199.71	18.00	181.71
					Ending Balance			256.01
61094ope	Clubhouse - Gas				Beginning Balance			357.38
	accr gas	JRV	00115299	03/01/2020	accr gas		26.00	
	2/24-3/24	AVC	00604855	03/27/2020	Eversource	129.90		
	accr gas	JER	00116217	03/31/2020	accr gas	31.00		
					Account Total	160.90	26.00	134.90
					Ending Balance			492.28
61095ope	Clubhouse - Water				Beginning Balance			349.00
	accr water	JRV	00115306	03/01/2020	accr water		3,181.00	
	accr water	JER	00116223	03/31/2020	accr water	3,457.00		
					Account Total	3,457.00	3,181.00	276.00
					Ending Balance			625.00
62100ope	Bad Debt Expense				Beginning Balance			50.00
					Ending Balance			50.00
62450ope	Internet				Beginning Balance			368.82
	3/2-4/1	AVC	00603833	03/10/2020	Verizon	291.75		
					Account Total	291.75	0.00	291.75
					Ending Balance			660.57
62650ope	Management Fees				Beginning Balance			5,333.44
	Management Fee	AVC	00601761	03/01/2020	TDG Management, Inc.	2,666.72		

For Accounts to ZZZZZZZZ

Account		Type	Reference	Date	Description	Debit Amount	Credit Amount	Balance
					Account Total	2,666.72	0.00	2,666.72
					Ending Balance			8,000.16
62680ope	Misc. Admin. Expense				Beginning Balance			212.52
	accr PPF	JRV	00115304	03/01/2020	accr PPF		12.35	
	2/20 Post/Print/Fax	AVC	00602137	03/05/2020	TDG Management, Inc.	12.35		
	accr PPF	JER	00116221	03/31/2020	accr PPF	30.33		
					Account Total	42.68	12.35	30.33
					Ending Balance			242.85
64230ope	Electric-Common Areas				Beginning Balance			1,136.63
	acc electric	JRV	00115298	03/01/2020	accr electricity		13.00	
	2/24-3/24	AVC	00604858	03/27/2020	Eversource	69.46		
	reclass frm 64796ope	JE	00103751	03/31/2020	reclass	268.54		
	acc electric	JER	00116216	03/31/2020	accr electricity	17.00		
					Account Total	355.00	13.00	342.00
					Ending Balance			1,478.63
64290ope	Exterminating				Beginning Balance			0.00
	3/18 bait boxes	AVC	00604608	03/24/2020	Shamrock Pest	350.00		
					Account Total	350.00	0.00	350.00
					Ending Balance			350.00
64791ope	Pool - Gas				Beginning Balance			22.01
	accr gas	JRV	00115299	03/01/2020	accr gas		27.45	
	reclass frm 64794ope	JE	00103746	03/31/2020	reclass	46.90		
	accr gas	JER	00116217	03/31/2020	accr gas	6.00		
					Account Total	52.90	27.45	25.45
					Ending Balance			47.46
64794ope	Pump Station-Gas				Beginning Balance			0.00
	1/24-2/24	AVC	00601404	03/02/2020	Eversource	23.45		
	2/24-3/24	AVC	00604859	03/27/2020	Eversource	23.45		
	reclass to 64791ope	JE	00103746	03/31/2020	reclass		46.90	
					Account Total	46.90	46.90	0.00
					Ending Balance			0.00
64796ope	Pump Station-Electric				Beginning Balance			0.00
	2/24-3/24	AVC	00604856	03/27/2020	Eversource	268.54		
	reclass to 64230ope	JE	00103751	03/31/2020	reclass		268.54	
					Account Total	268.54	268.54	0.00
					Ending Balance			0.00
64850ope	Snow Removal				Beginning Balance			7,400.00
	3/7 salt&shovel	AVC	00602964	03/10/2020	A.J. Tomasi Nurserie	3,700.00		
					Account Total	3,700.00	0.00	3,700.00
					Ending Balance			11,100.00
64920ope	Trash Removal				Beginning Balance			3,150.00
	3/1-3/31	AVC	00601408	03/02/2020	Republic Services	1,575.00		

For Accounts to ZZZZZZZZ

Account		Type	Reference	Date	Description	Debit Amount	Credit Amount	Balance
					Account Total	1,575.00	0.00	1,575.00
					Ending Balance			4,725.00
65372ope	M&R-General				Beginning Balance			1,927.12
	3/13 Work Orders	AVC	00604169	03/16/2020	Associa OnCall - TDG	140.00		
	3/20 rpr roof	AVC	00604397	03/23/2020	Associa OnCall - TDG	140.00		
					Account Total	280.00	0.00	280.00
					Ending Balance			2,207.12
65552ope	Mtc&Rep-Sewers/Pumps				Beginning Balance			5,620.00
					Ending Balance			5,620.00
67120ope	Ins-Property & Liability				Beginning Balance			15,576.12
	4/9 Premium Due	AVC	00604999	03/27/2020	GNY Ins Companies	8,421.36		
	reclass to 12400	JE	00103746	03/31/2020	reclass		8,421.36	
	exp ppd insurance	JER	00116218	03/31/2020	exp ppd insurance	8,047.67		
					Account Total	16,469.03	8,421.36	8,047.67
					Ending Balance			23,623.79
res51410	Reserve Contribution				Beginning Balance			-8,333.34
	03/20 res cont	JER	00116222	03/31/2020	res contribution		4,166.67	
					Account Total	0.00	4,166.67	-4,166.67
					Ending Balance			-12,500.01
res54010	Int Inc - Reserve				Beginning Balance			-82.68
	03/20 interest	JER	00116219	03/31/2020	Monthly interest		42.21	
					Account Total	0.00	42.21	-42.21
					Ending Balance			-124.89
res69084	Capital - Engineering				Beginning Balance			0.00
	2/19 Transition Study	AVC	00603053	03/12/2020	Criterium Dudka	4,440.00		
					Account Total	4,440.00	0.00	4,440.00
					Ending Balance			4,440.00
wcf54010	Int Income - Work Cap				Beginning Balance			-52.10
	03/20 interest	JER	00116219	03/31/2020	Monthly interest		23.02	
					Account Total	0.00	23.02	-23.02
					Ending Balance			-75.12
					Entity Totals	125,875.55	125,875.55	0.00

THE DARTMOUTH GROUP
An Associa® Company

4 Preston Court, Suite 101
Bedford MA 01730
781-275-3133/781-275-5842 FAX
info@thedartmouthgroup.com
www.thedartmouthgroup.com

Manage Requests - Summer Reach Condominium Trust

ID	Date Created	Address	Status	Vendor	Requested By
1085911	04/20/2020	32 Danforth Lane	Completed	AOC Associa On Call	(Ronald Savill) acting on behalf of Nancy Mahoney

Request Item: **Building Exterior - Fencing - Repair**

Email: mahoney0956@comcast.net
Comments
04/20/2020 Ronald Savill: Replace Damage fence post from prior owner. We have collected $250 for reapirs.
§ **04/20/2020 Ronald Savill**: This is completed.
§ **04/20/2020 Ronald Savill**: Request status changed from Not Pre-Approved to Completed.

ID	Date Created	Address	Status	Vendor	Requested By
1083889	04/14/2020	41 Danforth Lane	Completed	AOC Associa On Call	Shepherd, Joan

Request Item: **Building Exterior - Fencing - Repair**

Email: jshep51@hotmail.com
Home: 781-248-8533
Work: 617-694-2202
Comments
§ **04/14/2020 Joan Shepherd**: Section of fence came down in yesterday's storm. a couple of the slats are cracked.
§ **04/20/2020 Ronald Savill**: This was completed on 4/14.
§ **04/20/2020 Ronald Savill**: Request status changed from Not Pre-Approved to Completed.

ID	Date Created	Address	Status	Vendor	Requested By
1078122	03/18/2020	6 Founders Way	Completed	AOC Associa On Call	(Ronald Savill) acting on behalf of Patricia Thorley-Allan

Request Item: **Building Exterior - Roofs - Shingles**

Email: patsybear30@gmail.com
Home: 774-454-0263
Comments
§ **03/18/2020 Ronald Savill**: Owner Found Shingles on ground. Please inspect roof for damage
§ **03/18/2020 Ronald Savill**: TDG Maintenance will be onsite Friday to inspect.
§ **03/18/2020 Ronald Savill**: Request status changed from Not Pre-Approved to Approved - Has Vendor.
§ **03/30/2020 Maintenance Services**: Roof repaired. Work order completed
§ **03/30/2020 Maintenance Services**: Request status now completed by vendor.
§ **03/30/2020 Maintenance Services**: Request status changed from Approved - Has Vendor to Completed.

ID	Date Created	Address	Status	Vendor	Requested By
1074416	03/02/2020	29 Gristmill Road	Completed	AOC Associa On Call	Hill, Bob

Request Item: **Building Exterior - Siding Repair - Damaged**

Email: bhill83@gmail.com
Home: 978-590-5831
Comments
§ **03/02/2020 Bob Hill**: A piece of siding the back of our house was damaged on a recent windy day.
§ **03/03/2020 Diana Locey**: Request status changed from Not Pre-Approved to Approved - Has Vendor.
§ **03/23/2020 Maintenance Services**: Work order has been completed per field tech

4 Preston Court, Suite 101
Bedford MA 01730
781-275-3133/781-275-5842 FAX
info@thedartmouthgroup.com
www.thedartmouthgroup.com

§ **03/23/2020 Maintenance Services**: Request status now completed by vendor.
§ **03/23/2020 Maintenance Services**: Request status changed from Approved - Has Vendor to Completed.

1073775	02/27/2020	32 Danforth Lane	Completed	AOC Associa On Call	(Ronald Savill) acting on behalf of Nancy Mahoney

Request Item: **Building Exterior - Fencing - Repair**

Email: mahoney0956@comcast.net
Comments
§ **02/27/2020 Ronald Savill**: Replace Vinyl Fence end post
§ **02/27/2020 Ronald Savill**: Request status changed from Not Pre-Approved to Approved - Has Vendor.
§ **04/20/2020 Maintenance Services**: Work order has been completed as outlined
§ **04/20/2020 Maintenance Services**: Request status now completed by vendor.
§ **04/20/2020 Maintenance Services**: Request status changed from Approved - Has Vendor to Completed.

WILLIAMSON PUMP & MOTOR
Full Service Company
ELECTRICAL / MECHANICAL CONTRACTORS
25 Griffin Way, Chelsea MA 02150
PH: 617-884-9200 FX: 617-884-3144
www.weco-group.com

Proforma Invoice

Customer Number	Order Date	Ship Date	Invoice Number
SRC100	4/7/2020		SC123848

Bill To:
SUMMER REACH CONDOMINIUM TRUST
c/o DEPT 227 THE DARTMOUTH GR
PO BOX 4579, DEPT 227
HOUSTON, TX 77210
(508) 523-0541x

Ship To:
249 SUMMER ST
249 SUMMER ST
PLYMOUTH, MA 02360

Ship Via	Terms	Salesperson	Customer PO	Contact
BEST WAY	Due Upon Receipt	MA ACCOUNT		RON SAVILL

ID SC123848

Product ID	Qty	Ship	Weight	Description	Sales Price		Total
ELECTRICAL STOCK	2	2		Blue Ribbon Birdcage BC001 0100AA Submersible Level Transmitter 0-10 PSI 40' Cord (P/N 01002AA w/Vendor)	1,195.00		2,390.00
O DOUBLETIME	5.5	5.5	0	Doubletime labor hours 3/29/20 SC	226.00		1,243.00
O REGULAR	2	2	0	Regular labor hours 3/30/20 SC	113.00		226.00
1019624P	1	1		PRIMEX, 1019624P, 073612 FLOAT, SGM 25FT CABLE WT N.O.	85.00		85.00
O REGULAR	16	16	0	Regular labor hours 2 GUYS, 1 DAY	113.00		1,808.00
CONFINED SPACE	1	1	0	Confined Space Option approved	300.00		300.00

Required Work: We propose to arrive onsite, remove and replace existing, bad transducer with new exact replacement. Wire and test for proper operation. We will also leave a 2nd transducer onsite for spare. Rework and rewire panel to accept and wire in a back up float system in case of future transducer failure.
NOTE: THE PREVIOUS 2 VISITS ARE INCLUDED IN THIS QUOTE.

Comments: If you would like to have the tank cleaned during same service, add $300.00 plus price of pump truck.

Please refer to our attached terms and conditions.

Subtotal:	**6,052.00**
Freight:	**0.00**
Other:	**0.00**
Sales Tax 1: (**6.2500 %**)	**154.69**
Sales Tax 2: (**0.0000 %**)	**0.00**
Total:	**6,206.69**

Sales Tax Code 1: Tax

Charge Card: ... Exp Date:

Thank You

Customer Signature: ____________ **Date:** ____________

Printed Name: ____________

Total Weight: 0

WILLIAMSON PUMP & MOTOR
Full Service Company
ELECTRICAL / MECHANICAL CONTRACTORS

25 Griffin Way, Chelsea MA 02150
PH: 617-884-9200 FX: 617-884-3144
www.weco-group.com

Proforma Invoice

Customer Number	Order Date	Ship Date	Invoice Number
SRC100	4/7/2020		SC123848

Bill To:
SUMMER REACH CONDOMINIUM TRUST
c/o DEPT 227 THE DARTMOUTH GR
PO BOX 4579, DEPT 227
HOUSTON, TX 77210
(508) 523-0541x

Ship To:
249 SUMMER ST
249 SUMMER ST
PLYMOUTH, MA 02360

Ship Via	Terms	Salesperson	Customer PO	Contact
BEST WAY	Due Upon Receipt	MA ACCOUNT		RON SAVILL

ID SC123848

Product ID	Qty	Ship Weight	Description	Sales Price		Total

Please refer to our attached terms and conditions.

Subtotal:	**6,052.00**
Freight:	**0.00**
Other:	**0.00**
Sales Tax 1:	**154.69**
Sales Tax 2:	**0.00**
Total:	**6,206.69**

Sales Tax Code 1: Tax

6.2500 % Sales Tax 1
0.0000 % Sales Tax 2

Charge Card: ... Exp Date:

Thank You

Customer Signature: **Date:**

Printed Name:

Total Weight: 0

Page 2 of 2