



**Summer Reach Condominium Trust
Board of Trustees Meeting Minutes
Tuesday, September 15, 2020 at 6:00 PM
Meeting Held Online via Zoom**

Attendees: Rosemarie Barry, Chairperson, Doug Boyer, Vice Chair, Mike Malone, Member, Leslie Murphy, Recording Secretary, John Varitimos, Treasurer (Note John Varitimos joined the meeting late due to a personal conflict)

Also Attending: Matt Page, Ron Savill, The Dartmouth Group

Call to Order

Rosemarie Barry, Chair opened the meeting at 6:00pm.

Board Approval of Minutes – August 18, 2020: Motion to approve the minutes of August 18, 2020, as written: Doug Boyer, Second by Leslie Murphy
Approved Unanimous: (4-0) John Varitimos absent

Financial Statements – Budget and Reserves: The August 31, 2020 Monthly Financial Report was reviewed by The Dartmouth Group and are posted on the mydartmouthgroup.com website.

Landscape and Garden Committee Co-Chairs: David Killory announced the planning of a community-wide Clean Up Victory-Garden Day on Saturday, October 10th, 2020, starting at 10am. Other activities will be planned such as planting bulbs. More to come – watch for an email blast and a flyer on the mailroom bulletin board for sign ups. Volunteers are encouraged for small, socially-distanced groups. The Landscape and Garden Committee are discussing future plans of where the committee may be headed.

Old Business

Tree Removal: The tree at 9 Founders Way was omitted in error from the list of 17 trees recently removed by Foster Creative Designs for \$4,460. There are a couple additional trees that will need to be addressed, including the one omitted and one on Ardmore.

Condo Association Insurance Program Renewal: Matt Page announced our policy with HUB was renewed on September 11th, 2020. When John Varitimos joined the meeting later, he reiterated the program is intact and strong as well as the benefit to having a two-year rate lock. The umbrella portion increased seven percent, or by \$135. The Board may add cyber protection to our policy in the future. HUB sent the renewal package directly to residents. It was advised that residents review the policy with their agent with their corresponding personal home Insurance policy.

Modification Request New Guidelines Status: The Dartmouth Group emailed an outline of the process with the calendar and timelines for modification request submissions. It provided a list of what to submit and instructions on how to submit the modification request prior to Board approval. The Architectural Review Committee charter will be written along with roles and responsibilities this fall. This committee is expected to be rolled out by the beginning of 2021.

New Business

Summary Introduction to The Dartmouth Group Contract 2021: Mike Malone summarized a Board of Trustees working group discussion he facilitated on September 23rd on the property management contract. Part 1 was a presentation by The Dartmouth Group outlining what they recognized as being done well, areas that need improvement, and present on plans moving forward.

Part 2 involved each Trustee's shared thoughts on performance and suggestions going forward. Overall strengths included on-site visits "boots on the ground", as well as availability during several emergencies (other companies we reviewed would be physically on-site about once a month). Resourcefulness and their advisory role during the transition period was noted. Assistance with RFPs, the insurance and trash removal contracts, along with help in soliciting vendors was highlighted. Key areas in need of improvement included communication, addressing clerical errors, better response times and organization, improving maintenance request follow through with vendors, modifying the website, and providing key documents prior to monthly Board meetings.

Part 3 was a discussion without The Dartmouth Group present. The Board of Trustees reviewed considerations with moving forward on the property management contract. Formal marketing packages were solicited from four additional management companies. A week was given to the Board to review materials in advance of the workshop. During open discussion with the community, it was confirmed as part of our condominium documents, it is the Board of Trustees' responsibility to manage the hiring and/or renewal of our managing agent. Community feedback throughout the year was taken into consideration by the Trustees.

Addressing the urgency for better communication, newly scheduled weekly meetings between The Dartmouth Group and Groundskeeper, the formulation of a Dartmouth Group weekly review meeting among Matt, Ron, Diana and her manager, and incorporating quarterly reviews between the Board and The Dartmouth Group were key factors in decision-making. Continuity during this critical transition period was also highlighted. It was also taken into account, the difficulty we may be presented with if we decide to hire a different landscaper, change property managers, and manage our on-going transition with Thorndike simultaneously.

Although a number of items needed improvement, the Board of Trustees unanimously agreed to renew the contract with The Dartmouth Group. The Management Fee for fiscal 2021 will increase by three percent or \$81 a month. The contract allows a 90-day opt out provision that can be exercised by Summer Reach or The Dartmouth Group. Monthly workshops with the Board and quarterly reviews with open evaluations of performance will be incorporated.

Motion to approve The Dartmouth Group for a one-year term from January 1, 2021 to December 31, 2021: Doug Boyer, Second by Leslie Murphy: Approved (4-0) John Varitimos absent

Summerreachplymouth.com website: Webmaster, Gary Benink gave a demonstration on the website's ease of use and overview of content. It is now live and only available to Summer Reach residents. The site works with all platforms (laptop, iPad, cell phone) and browsers. The data is securely encrypted. Cost is \$95 which covers the 2-year hosting period. The name renewal is \$15 per year. Please register at summerreachplymouth.com and provide feedback to Gary with enhancement requests at summerreachwebsite@gmail.com.

Pool closure: The pool is scheduled to be closed on Monday, September 21, 2020. We are currently about \$1K under budget. Last year at this time, we were over budget on electricity.

Modification Requests:

237377 - 23 Founders Way - landscaping

Approved Unanimous: (4-0) Leslie Murphy Recused

237385 - 10 Gristmill- landscaping

Approved Unanimous: (5-0)

237620 - 47 Danforth - change door color

Approved Unanimous: (5-0)

Leslie Murphy made a motion to change the approval process. No discussion or second was given.

237524 - 14 Danforth - landscaping

Tabled/under advisement unanimous: (5-0)

233790 & 237504 - Basement remodels (considered simultaneously)

Approved with conditions to obtain proper building permits from the Town of Plymouth and have all licensed contractors (plumbers, electricians): (4-1) Doug Boyer Opposed

Other Discussion:

The Finance Committee met twice already and are scheduled to meet again this Wednesday. They are conducting a reserve analysis diving deep and projecting years out on how we are going to remain healthy as a community. A draft of the 2021 budget will be available to the committee for review by 9/23 so they can formulate thoughts on the operating budget to present to the Board. Residents expressed an interest to hear regular updates from this committee. A specific request for the October Board Meeting, was to present to the community how we will be dealing with overruns with legal and the pump lift station for this year's budget.

A resident commented on shrubs and trees being removed from yards and common areas as part of some Architectural Modification Requests. The concern involved increasing costs and maintenance to the Association to prune and care for more plant material in addition to having an abundance of shrubs and trees in the future. It was suggested they be discarded and/or a masterplan of what to plant and why be conducted by a landscape architect.

Watch for a spam email from Tina Salvo, Thorndike Development. Delete, do not open or forward. Matt Page will reach out to David Eastridge on system security concerns.

Thorndike approved Groundskeeper to start installing plant replacement shrubs and trees the last week of September.

Residents inquired about Elite Windows no-show on Monday, September 14th. Ron Savill was assured by the company that they were on-site. Ron will follow up, confirm a new date, and be on site when they are rescheduled to complete the windows that were not washed.

The snow removal and landscaping RFPs will be mailed to 4 companies at the end of the week. All are local and Groundskeeper has been included.

Next Meeting – October 20, 2020 via Zoom

Motion made to adjourn at 7:50 PM: Doug Boyer, Second by John Varitimos

Submitted to the Board of Trustees on October 14, 2020

Leslie Murphy, Recording Secretary