SUMMER REACH

Summer Reach Condominium Trust
Minutes of the Board of Trustees Meeting
Tuesday, February 18, 2020 at 6:00 PM
Summer Reach Clubhouse

Call to Order
Rosemarie Hanlon Barry called the meeting to order at 6:02pm and welcomed residents.

Committee Leader Remarks
The Victory Garden lottery took place on Tuesday, February 18 at 5:45 before the Board of Trustees meeting. Leslie Murphy will ask The Dartmouth Group to send an email blast with the 2020 plot assignments along with rendering of the garden.

Approval of Minutes
The Minutes of the Board of Trustees Meeting on January 21, 2020 were approved unanimously by the Board.

Modification Requests
The following Modification Requests were approved unanimously by the Board:
1. Modification Request – Partial Basement Renovation – 26 Gristmill Road
2. Modification Request – Replace Existing Patio, Add Landscaping – 32 Gristmill Road
3. Modification Request – Patio Expansion – 19 Founders Way
4. Modification Request – Patio Expansion and Walkway – 27 Gristmill Road
5. Modification Request – Updated to include sunroom heating – 18 Founders Way

Old Business

- The status of the Radon Mitigation completion is pending a communication from Thorndike.
- The status of the Attic Vent installation at 17 Founders Way is pending a communication from Thorndike.
- Paramount Plumbing will be on site Thursday, Feb 20th, to complete furnace intake/exhaust work on 42 homes to meet Town of Plymouth code. Residents will be notified in advance.
- Ron Savill from The Dartmouth Group reported that the electrical outlet at the main entrance is tied to streetlights so cannot be modified from 240 to 120 volts. Power can be pulled from the Victory Garden at an estimated cost of $2000. Resident Mike Malone offered to check on alternative solutions that might be possible.
- The stop sign at Gristmill & Danforth has been completed by Thorndike

New Business

- Resident Gary Benink presented a proposal for a Summer Reach website to be managed by residents.
  - The web site would be dedicated to Summer Reach, with the goal of meeting all communication needs of the community.
  - The website could accommodate all the current forms of communication but be independent from the management company.
  - Matt Page from The Dartmouth Group agreed to share what other communities are doing.
  - Community thought it was a great idea. Board will discuss and get back to Gary.
  - Next steps – Get approval from board, create a website committee to oversee the design, whether to build or buy, etc.
- The Moratorium on Landscaping Requests will be lifted on March 1, 2020.
  - GroundsKeeper will be on site starting the end of March for cleanup and to identify dead or damaged plantings.
- A Resident asked if the Board knew which plantings would be Thorndike's responsibility vs. that of Summer Reach. Residents were assured that Thorndike is responsible for all plantings for one year from the date of planting.

Financial Report

- Ron Savill from The Dartmouth Group reported on finances ending January 31st.
- The budget has a positive variance of $9,000 due to the minimal need for snow removal. All other line items are within budget.
- A resident asked if they could receive the financials ahead of time with the meeting agenda. Ron explained that the reports are not generated until a day or two before the monthly meetings. They are posted to The Dartmouth Group website as soon as they are available.
- A Resident asked where to find the 2020 budget. Matt Page from The Dartmouth Group explained that the far-right column of the financial report contains the annual budget.
- A Resident asked if he could get detailed information on expenditures. Matt said that they are available in the General Ledger Report on The Dartmouth Group website.

Criterium Update

- Rosemarie addressed the Residents on behalf of the board, thanking them for their patience. She explained that the Board had just received the report that morning. On initial review, it does not meet the Board's expectations of a complete punch list. She assured Residents that the Board is committed to resolving all critical issues.
- Matt introduced J.T. Gaucher, Senior Engineer at Criterium. Matt then assured
- the residents that The Dartmouth Group will continue to work towards a report that satisfies the Summer Reach Board and residents.
- J.T. Gaucher then provided an overview of the current report.
  - The report is divided into categories. Topography, drainage, detention basins, landscaping, etc.
  - Growth of vegetation has improved some of the areas.
  - Detention basins – silt needs to be cleaned up for them to drain properly.

- Resident reported continuous running water in the yard behind the pool and that irrigation boxes are flooding even after sprinkler system was turned off. He questioned if we might be sitting on top of the Plymouth-Carver Aquifer. Rosemarie Barry offered to research getting map of the Plymouth-Carver Aquifer.
- Matt Page from The Dartmouth Group stated that all problems will be determined and documented prior to negotiating with Thorndike.
- Resident asked how many of the 150 items listed in the report are code vs. permit issues. The Criterium report does not delineate this and JT stated that he did not know these specifics.
- Resident asked if it is normal to take 6 months to get a report and not include a comprehensive punch list. Criterium noted that it had taken time to get access to information from Thorndike and the Town of Plymouth.
- Resident noted that with homes so close together, drainage was bound to be an issue. It is incredibly frustrating to keep waiting on a complete report, with one excuse after another.
- Resident asked if and when we will have a comprehensive plan that includes resident survey information. Matt Page from The Dartmouth Group stated that an attorney will assess the report before negotiations begin. The Dartmouth Group will develop a timeline for the process. Once the negotiations are agreed to by both parties, the work will be done, and Summer Reach Condominium Trust will take full ownership.
- Resident noted that the delay has enabled us to uncover more problems, but the longer the delay, the less invested Thorndike will be and the less leverage we will have. We need a timeline and prioritization of high-cost items.
- Matt Page projected 2-3 months for the final report to be done.
- Resident asked if we prefer the work being done vs. a monetary settlement. Matt Page said yes, since the cost of major issues, like drainage, would be difficult to understand in advance.
- Resident asked when the community will be able to see the report. The Dartmouth Group and Board members agreed that it will be distributed once all the information has been incorporated.
- Resident asked if we can find out if the ground is the original material or if inferior material was hauled in to fill during construction. He did a soil test near his home that didn't pass a test for proper drainage.
- Resident asked if we can take measures to protect ourselves, like penalties for work delayed, etc. Matt Page noted that our attorney will include this language as part of the contract.
- Resident noted that the erosion of the original soil on his property has made it unsafe to walk from the back yard to front yard safely.
- Resident asked if heavy equipment will be required to correct the drainage problem around homes, resulting in major damage to landscaping. Matt Page noted that this might be necessary but that the repairs to landscaping would be included as part of the negotiated contract.
- Resident asked if Criterium has any clout in negotiating with Thorndike. JT from Criterium noted the company's history, size and expertise.
- Resident asked if The Dartmouth Group, Criterium and the Board are you confident about resolving the most serious conditions with Thorndike. Has our relationship with

Thorndike deteriorated? Matt Page noted that Thorndike's reputation is extremely important to them and he is confident they will not walk away from the major issues, like drainage.

- Resident asked how their specific issues will be recognizable on the report. Resident report – how will our specific issue be recognizable on the report? Matt Page and the Board noted that if resident issues aren't represented, they will have a chance to add it.
- Resident asked if we have a security bond. Matt Page noted that the Town of Plymouth is holding $98,000 and will not release it until the issues are resolved. In addition, Thorndike cannot collect the funds from the sale of the model home, which is currently listed for $659,000.
- Thorndike wants to resolve this as quickly as possible but is not stone-walling. The current estimate for work is $1.2 Million. A resident noted that our financial leverage is roughly half that amount. Matt Page stated that Thorndike has never walked away from one of their developments.
- A resident noted that Thorndike is not currently responding to warranty issues. Matt Page asked that those requests be sent to The Dartmouth Group and they will make sure they are resolved by Thorndike.

Next Board of Trustees Meeting
Rosemarie Barry announced that the next Board of Trustees meeting with be held on March 17, 2020, at 6:00pm.

Motion for Adjournment
Motion to adjourn was made by Larry Sinsimer and seconded by Carol Marshall. Unanimous vote. Meeting was adjourned at 7:30 pm.

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

Carol S. Marshall, Secretary

Attachment:

- *January 2019 Financials and Managed Resident Requests*
- *Presentation for a Proposed Summer Reach Website by Gary Benink*

THE DARTMOUTH GROUP

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Summer Reach Condominium Trust

Board of Trustees Meeting

February 18, 2020
6:00 p.m.
Clubhouse

Board of Trustees Meeting Agenda
Tuesday, February 18, 2020
6:00 PM
Summer Reach Clubhouse

Welcome – Open Meeting

Committee Leader Remarks

The Victory Garden lottery will take place on Tuesday, February 18 at 5:45 before the board of trustees meeting. Leslie Murphy will ask the Dartmouth Group to send an email blast with the 2020 plot assignments along with rendering of the garden.

Approval of Minutes – January 21, 2020

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Old Business

Radon – Status (Pending Thorndike)
17 Founders Way Attic Vent –Status (Pending Thorndike)
Paramount Plumbing – Status (Pending Thorndike) 42 Houses still require Furnace Intake/Exhaust work to meet Town of Plymouth code.
Entry Electrical Outlet – Status (The Dartmouth Group)
Gristmill & Danforth Street Sign – Completed by Thorndike

New Business

Summer Reach Website Presentation – Gary Benink
Landscaping Moratorium – Announce the moratorium on modification requests for landscaping will be lifted.

Dartmouth – Ron Savill/Matt Page – Financial Reports and Criterium's Update

Next Meeting – March 17, 2020

Motion to enter Executive Session- - Closed Meeting

Motion for Adjournment

THE
DARTMOUTH
GROUP

Management Report For:	**Summer Reach Condominium Trust**
Report Date:	**February 18, 2020**
Report Title:	**February Mgmt. Report**

FINANCIALS

January Financial Analysis

Operating Cash:	$56,553
Reserve:	$108,683
Working Capital	$79,235
TOTAL Cash:	$244,471

Due from Operating to Reserves $11,258.67.

January Month to date Operating at a $9287 positive variance to budget

These variances will change from month to month as we move through the year.

Key variances this month

1) Snow Removal is under budget $7600 because of the mild month
2) Common area electric is over budget $214
3) Misc. Repair is over Budget $454. Due to some wind damages throughout the property.
4) Sewer & Pump Maintenance is over budget by $900. This was due to pumping and should even itself out as the year goes on.

Items for your information

Criterium Update
The combination Report of the Beal's & Thomas, Original Criterium Report and the Surveys 1^{st} draft has been made available to TDG & the trustees. We are still working with Criterium to make sure we have the best finished draft as possible. JT Goucher from Criterium will be attending our board meeting tonight and will be able to answer owner questions regarding the report.

Snow Removal
In the month of January, we had 2 plowable events/ Services totaling $7,400.
There have been a few areas throughout the property that have had minor damages but nothing major. The list has already been discussed with Tomasi. We are well under budget this season due to the mild winter.

Front Entrance Electric Service

Puopolo Electric was out in December to see what it would take to add an electric outlet to the front entrance. It was concluded the cost would start at $2000 and would most likely be more than that. They would have to snake a line from the victory garden and possible dig.

TDG Maintenance Onsite

Our maintenance team was onsite during January do some minor storm repairs.

The completed Work Orders are attached

THE DARTMOUTH GROUP

SUMMER REACH CONDOMINIUM

MONTHLY FINANCIAL REPORT

January 31, 2020

		Operating Fund	Reserve Fund	Work Cap Fund	Totals
	ASSETS:				
10100cab	Cash - Operating - CAB	56,353.45	0.00	0.00	56,353.45
10106cab	Cash - WorkCap - CA Banc	0.00	0.00	79,235.65	79,235.65
10199	Petty Cash	900.87	0.00	0.00	900.87
10230	Cash - Reserve MM - CA Banc	0.00	108,683.86	0.00	108,683.86
11305	Accounts Receivable - Owners	3,444.00	0.00	0.00	3,444.00
11720	Due from Operating to Reserve	0.00	11,258.67	0.00	11,258.67
12400	Prepaid Insurance	31,784.93	0.00	0.00	31,784.93
12435	Prepaid - Other	1,575.00	0.00	0.00	1,575.00
	TOTAL ASSETS	94,058.25	119,942.53	79,235.65	293,236.43
	LIABILITIES:				
21100	Accounts Payable	1,854.09	0.00	0.00	1,854.09
21110	Accrued Water & Sewer	3,237.00	0.00	0.00	3,237.00
21120	Accrued Other	3,716.85	0.00	0.00	3,716.85
21205	Prepaid Condo Fees	12,822.00	0.00	0.00	12,822.00
21720	Due to Reserves from Operating	11,258.67	0.00	0.00	11,258.67
	TOTAL LIABILITIES	32,888.61	0.00	0.00	32,888.61
	FUND BALANCES:				
32100	Operating Fund - Beg of Year	48,786.81	0.00	0.00	48,786.81
	Operating Fund-CY Surplus(Deficit)	12,382.83	0.00	0.00	12,382.83
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	4,208.20	0.00	4,208.20
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	26.91	26.91
	TOTAL FUND BALANCES	61,169.64	119,942.53	79,235.65	260,347.82
	TOTAL LIABILITIES AND FUND BALANCES	94,058.25	119,942.53	79,235.65	293,236.43

		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	40,855.00	39,206	1,649.00	470,471
51410ope	Less: Reserve Contribution	(4,166.67)	(4,167)	0.33	(4,166.67)	(4,167)	0.33	(50,000)
	Total Owner Income	36,688.33	35,039	1,649.33	36,688.33	35,039	1,649.33	420,471
	Other Income:							
54010ope	Int Income - Oper.	2.61	0	2.61	2.61	0	2.61	0
59060ope	Clubhouse Income	0.00	208	(208.00)	0.00	208	(208.00)	2,500
59500ope	Miscellaneous Other Income	0.00	50	(50.00)	0.00	50	(50.00)	600
	Total Other Income	2.61	258	(255.39)	2.61	258	(255.39)	3,100
	Total Income	36,690.94	35,297	1,393.94	36,690.94	35,297	1,393.94	423,571
	Expenses							
	Clubhs/Community Expenses:							
61010ope	Clubhouse - Cleaning	350.00	417	67.00	350.00	417	67.00	5,000
61093ope	Clubhouse - Electricity	72.30	583	510.70	72.30	583	510.70	7,000
61094ope	Clubhouse - Gas	221.80	200	(21.80)	221.80	200	(21.80)	1,200
61095ope	Clubhouse - Water	405.00	250	(155.00)	405.00	250	(155.00)	3,000
	Total Clubhs/Community Expenses	1,049.10	1,450	400.90	1,049.10	1,450	400.90	16,200
	Administrative Expenses:							
62450ope	Internet	184.09	292	107.91	184.09	292	107.91	3,500
62610ope	Legal-General	0.00	417	417.00	0.00	417	417.00	5,000
62650ope	Management Fees	2,666.72	2,667	0.28	2,666.72	2,667	0.28	32,001
62680ope	Misc. Admin. Expense	200.17	250	49.83	200.17	250	49.83	3,000
62960ope	Tax Prep & Review	0.00	0	0.00	0.00	0	0.00	2,500

		Current Actual	Current Budget	Current Variance	Y-T-D Actual	Y-T-D Budget	Y-T-D Variance	Annual Budget
	Total Administrative Expenses	3,050.98	3,626	575.02	3,050.98	3,626	575.02	46,001
	Operating Expenses:							
64230ope	Electric-Common Areas	826.38	612	(214.38)	826.38	612	(214.38)	7,344
64290ope	Exterminating	0.00	333	333.00	0.00	333	333.00	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	4.56	21	16.44	4.56	21	16.44	250
64794ope	Pump Station-Gas	0.00	21	21.00	0.00	21	21.00	250
64850ope	Snow Removal	7,400.00	15,000	7,600.00	7,400.00	15,000	7,600.00	65,000
64920ope	Trash Removal	1,575.00	1,833	258.00	1,575.00	1,833	258.00	22,000
	Total Operating Expense	9,805.94	17,820	8,014.06	9,805.94	17,820	8,014.06	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	208	208.00	2,500
65371ope	Mtc&Rep-Generators	0.00	167	167.00	0.00	167	167.00	2,000
65372ope	M&R-General	954.43	500	(454.43)	954.43	500	(454.43)	6,000
65552ope	Mtc&Rep-Sewers/Pumps	1,400.00	500	(900.00)	1,400.00	500	(900.00)	6,000
	Total Maintenance Expenses	2,354.43	1,375	(979.43)	2,354.43	1,375	(979.43)	24,600
	Taxes & Insurance:							
67120ope	Ins-Property & Liability	8,047.66	7,911	(136.66)	8,047.66	7,911	(136.66)	94,926
	Total Taxes & Insurance	8,047.66	7,911	(136.66)	8,047.66	7,911	(136.66)	94,926

	Current Actual	Current Budget	Current Variance	Y-T-D Actual	Y-T-D Budget	Y-T-D Variance	Annual Budget
Total Expenses	24,308.11	32,182	7,873.89	24,308.11	32,182	7,873.89	423,571
Operating Surplus(Deficit)	12,382.83	3,115	9,267.83	12,382.83	3,115	9,267.83	0
Net Surplus (Deficit)	12,382.83	3,115	9,267.83	12,382.83	3,115	9,267.83	0

Summer Reach Condominium Trust
Capital Res Fund-Profit & Loss Variance
01/31/2020

		MTD Actual	MTD Budget	MTD Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget
	Income							
	Owner Income							
res51410	Reserve Contribution	4,166.67	5,583	(1,416.33)	4,166.67	5,583	(1,416.33)	67,000
	Total Owner Income	4,166.67	5,583	(1,416.33)	4,166.67	5,583	(1,416.33)	67,000
	Other Income							
res54010	Int Inc - Reserve	41.53	15	26.53	41.53	15	26.53	180
	Total Other Income	41.53	15	26.53	41.53	15	26.53	180
	Total Income	4,208.20	5,598	(1,389.80)	4,208.20	5,598	(1,389.80)	67,180
	Total Capital Loan Int & Fee	0.00	0	0.00	0.00	0	0.00	0
	Total Capital Expenses	0.00	0	0.00	0.00	0	0.00	0
	Surplus(Deficit)	4,208.20	5,598	(1,389.80)	4,208.20	5,598	(1,389.80)	67,180

Summer Reach Condominium Trust
Working Cap. Fund-Profit & Loss Variance
01/31/2020

		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	26.91	0	26.91	26.91	0	(26.91)	0
	Total Other Income	26.91	0	26.91	26.91	0	(26.91)	0
	Total Income	26.91	0	26.91	26.91	0	(26.91)	0
	Expenses							
	Total Expenses	0.00	0	0.00	0.00	0	0.00	0
	Surplus(Deficit)	26.91	0	26.91	26.91	0	(26.91)	0

For Accounts to ZZZZZZZZ

Account		Type	Reference	Date	Description	Debit Amount	Credit Amount	Balance
10100cab	Cash - Operating - CAB				Beginning Balance			49,298.21
		RCP	00441326	01/02/2020	Lockbox	2,200.00		
		ACK	K211 -100197	01/03/2020	TDG Management, Inc.		25.00	
		RCP	00441620	01/03/2020	Lockbox	361.00		
		ACK	K211 -000055	01/06/2020	TDG Management, Inc.		2,666.72	
		RCP	00442026	01/06/2020	Lockbox	2,211.00		
		ACK	K211 -100198	01/07/2020	GNY Ins Companies		8,412.39	
		RCP	00441906	01/07/2020	Direct Debit	18,561.00		
		RCP	00442160	01/07/2020	Lockbox	361.00		
		RCP	00442385	01/08/2020	Lockbox	361.00		
		RCP	00442627	01/09/2020	Lockbox	350.00		
		ACK	K211 -100199	01/10/2020	The Groundskeeper, I		755.39	
		RCP	00442760	01/10/2020	Lockbox	778.00		
		ACK	K211 -100200	01/13/2020	A.J. Tomasi Nurserie		3,700.00	
		ACK	K211 -100201	01/13/2020	Verizon		184.09	
		RCP	00442948	01/13/2020	Lockbox	1,861.00		
		RCP	00443097	01/14/2020	Lockbox	361.00		
		ACK	K211 -000056	01/16/2020	TDG Management, Inc.		331.59	
		RCP	00443379	01/16/2020	Lockbox	350.00		
		ACK	K211 -000057	01/17/2020	Sally Avitabile		361.00	
		RCP	00443716	01/21/2020	Lockbox	700.00		
		ACK	K211 -100202	01/24/2020	Glynn Services		510.00	
		ACK	K211 -100203	01/24/2020	Associa OnCall - TDG		75.00	
		RCP	00444122	01/24/2020	Lockbox	361.00		
		RCP	00444252	01/27/2020	Lockbox	4,400.00		
		RCP	00444378	01/28/2020	Lockbox	361.00		
		ACK	K211 -100204	01/29/2020	GNY Ins Companies		8,421.36	
		ACK	K211 -100205	01/29/2020	Republic Services		1,575.00	
		ACK	K211 -100206	01/29/2020	Eversource		341.78	
		ACK	K211 -100207	01/29/2020	Eversource		24.56	
		ACK	K211 -100208	01/29/2020	Eversource		228.80	
		ACK	K211 -100209	01/29/2020	Eversource		75.30	
		ACK	K211 -100210	01/29/2020	Eversource		87.54	
		ACK	K211 -100211	01/29/2020	R.E. Lyons & Son, In		99.43	
		RCP	00444527	01/29/2020	Lockbox	834.00		
		ACK	K211 -100212	01/30/2020	A.J. Tomasi Nurserie		3,700.00	
		ACK	K211 -100213	01/30/2020	Eversource		324.06	
		RCP	00444681	01/30/2020	Lockbox	1,478.00		
		ACK	K211 -100214	01/31/2020	TDG Management, Inc.		153.32	
	01/20 interest	JER	00114734	01/31/2020	Operating interest	2.57		
		RCP	00444935	01/31/2020	Lockbox	3,216.00		
					Account Total	39,107.57	32,052.33	7,055.24
					Ending Balance			56,353.45
10106cab	Cash - WorkCap - CA Banc				Beginning Balance			79,208.74
	01/20 interest	JER	00114733	01/31/2020	Monthly interest	26.91		
					Account Total	26.91	0.00	26.91
					Ending Balance			79,235.65
10199	Petty Cash				Beginning Balance			900.83

For Accounts to ZZZZZZZZ

Account		Type	Reference	Date	Description	Debit Amount	Credit Amount	Balance
	01/20 interest	JER	00114734	01/31/2020	Operating interest	0.04		
					Account Total	0.04	0.00	0.04
					Ending Balance			900.87
10230	Cash - Reserve MM - CA Banc				Beginning Balance			108,642.33
	01/20 interest	JER	00114733	01/31/2020	Monthly interest	41.53		
					Account Total	41.53	0.00	41.53
					Ending Balance			108,683.86
11305	Accounts Receivable - Owners				Beginning Balance			3,444.00
					Ending Balance			3,444.00
11720	Due from Operating to Reserve				Beginning Balance			7,092.00
	res cont due	JER	00114729	01/31/2020	res contribution due	4,166.67		
					Account Total	4,166.67	0.00	4,166.67
					Ending Balance			11,258.67
12400	Prepaid Insurance				Beginning Balance			22,998.84
	1/11/20 Premium Due	AVC	00593750	01/01/2020	GNY Ins Companies	8,412.39		
	reclass frm 67120ope	JE	00102008	01/31/2020	reclass	8,421.36		
	exp ppd insurance	JER	00114732	01/31/2020	exp ppd insurance		8,047.66	
					Account Total	16,833.75	8,047.66	8,786.09
					Ending Balance			31,784.93
12435	Prepaid - Other				Beginning Balance			1,575.00
	ppd trash	REV	00101984	01/01/2020	ppd trash		1,575.00	
	ppd trash	JE	00101985	01/31/2020	ppd trash	1,575.00		
					Account Total	1,575.00	1,575.00	0.00
					Ending Balance			1,575.00
21100	Accounts Payable				Beginning Balance			-755.39
					Sub Ledger Activity		-1,098.70	
					Account Total	0.00	1,098.70	-1,098.70
					Ending Balance			-1,854.09
21110	Accrued Water & Sewer				Beginning Balance			-2,932.00
	accr water	JRV	00114104	01/01/2020	accr water	2,932.00		
	accr water	JER	00114737	01/31/2020	accr water		3,237.00	
					Account Total	2,932.00	3,237.00	-305.00
					Ending Balance			-3,237.00
21120	Accrued Other				Beginning Balance			-3,717.68
	accruals	JRV	00114095	01/01/2020	accr expenses	209.09		
	accr electric	JRV	00114097	01/01/2020	accr electricity	40.00		
	accr gas	JRV	00114098	01/01/2020	accr gas	87.00		
	accr PPF	JRV	00114102	01/01/2020	accr PPF	331.59		
	10/19-12/19 cleaning	REV	00100960	01/01/2020	reaccrue cleaning	1,050.00		
	2019 review	REV	00100975	01/01/2020	accrual	2,000.00		
	01/20 accruals	JE	00101986	01/31/2020	accruals		100.00	
	01/20 accruals	JE	00101993	01/31/2020	reaccrue cleaning		1,400.00	

For Accounts to ZZZZZZZZ

Account		Type	Reference	Date	Description	Debit Amount	Credit Amount	Balance
	01/20 accruals	JE	00102007	01/31/2020	accrual taxes		2,000.00	
	01/20 accruals	JE	00102009	01/31/2020	additional accrual		5.00	
	accr electric	JER	00114730	01/31/2020	accr electricity		110.00	
	accr gas	JER	00114731	01/31/2020	accr gas		55.00	
	accr PPF	JER	00114735	01/31/2020	accr PPF		46.85	
					Account Total	3,717.68	3,716.85	0.83
					Ending Balance			-3,716.85
21205	Prepaid Condo Fees				Beginning Balance			-14,933.00
		RMC	00441466	01/01/2020	RM Credits	14,533.00		
		RCP	00442026	01/06/2020	Lockbox		361.00	
		RCP	00441906	01/07/2020	Direct Debit		361.00	
		RCP	00442948	01/13/2020	Lockbox		361.00	
		RCP	00443379	01/16/2020	Lockbox		350.00	
	Refund	AVC	00595345	01/17/2020	Sally Avitabile	361.00		
		RCP	00443716	01/21/2020	Lockbox		700.00	
		RCP	00444122	01/24/2020	Lockbox		361.00	
		RCP	00444252	01/27/2020	Lockbox		4,400.00	
		RCP	00444378	01/28/2020	Lockbox		361.00	
		RCP	00444527	01/29/2020	Lockbox		834.00	
		RCP	00444681	01/30/2020	Lockbox		1,478.00	
		RCP	00444935	01/31/2020	Lockbox		3,216.00	
					Account Total	14,894.00	12,783.00	2,111.00
					Ending Balance			-12,822.00
21720	Due to Reserves from Operating				Beginning Balance			-7,092.00
	res cont due	JER	00114729	01/31/2020	res contribution due		4,166.67	
					Account Total	0.00	4,166.67	-4,166.67
					Ending Balance			-11,258.67
30100	Cap Res Fund-Beg of Year				Beginning Balance			-47,879.60
	reclass BegBal 30100	JE	00101991	01/01/2020	reclass YE BegBal		67,854.73	
					Account Total	0.00	67,854.73	-67,854.73
					Ending Balance			-115,734.33
30300	Working Capital Fund - Beginning of Year				Beginning Balance			-52,199.65
	reclass BegBal 30300	JE	00101991	01/01/2020	reclass YE BegBal		27,009.09	
					Account Total	0.00	27,009.09	-27,009.09
					Ending Balance			-79,208.74
32100	Oper Fund-Beg of Year				Beginning Balance			-143,650.63
	reclass BegBal 30100	JE	00101991	01/01/2020	reclass YE BegBal	67,854.73		
	reclass BegBal 30300	JE	00101991	01/01/2020	reclass YE BegBal	27,009.09		
					Account Total	94,863.82	0.00	94,863.82
					Ending Balance			-48,786.81
51400ope	Common Area Fees				Beginning Balance			0.00
		RMC	00441214	01/01/2020	RM Charges		40,855.00	
					Account Total	0.00	40,855.00	-40,855.00
					Ending Balance			-40,855.00

For Accounts to ZZZZZZZZ

Account		Type	Reference	Date	Description	Debit Amount	Credit Amount	Balance
51410ope	Less: Reserve Contribution				Beginning Balance			0.00
	01/20 res cont	JER	00114736	01/31/2020	res contribution	4,166.67		
					Account Total	4,166.67	0.00	4,166.67
					Ending Balance			4,166.67
54010ope	Int Income - Oper.				Beginning Balance			0.00
	01/20 interest	JER	00114734	01/31/2020	Operating interest		2.57	
	01/20 interest	JER	00114734	01/31/2020	Operating interest		0.04	
					Account Total	0.00	2.61	-2.61
					Ending Balance			-2.61
61010ope	Clubhouse - Cleaning				Beginning Balance			0.00
	10/19-12/19 cleaning	REV	00100960	01/01/2020	reaccrue cleaning		1,050.00	
	10/19-01/20 cleaning	JE	00101993	01/31/2020	reaccrue cleaning	1,400.00		
					Account Total	1,400.00	1,050.00	350.00
					Ending Balance			350.00
61093ope	Clubhouse - Electricity				Beginning Balance			0.00
	accr electric	JRV	00114097	01/01/2020	accr electricity		19.00	
	12/23-1/24	AVC	00596881	01/28/2020	Eversource	75.30		
	accr electric	JER	00114730	01/31/2020	accr electricity	16.00		
					Account Total	91.30	19.00	72.30
					Ending Balance			72.30
61094ope	Clubhouse - Gas				Beginning Balance			0.00
	accr gas	JRV	00114098	01/01/2020	accr gas		57.00	
	12/23-1/24	AVC	00596880	01/28/2020	Eversource	228.80		
	accr gas	JER	00114731	01/31/2020	accr gas	50.00		
					Account Total	278.80	57.00	221.80
					Ending Balance			221.80
61095ope	Clubhouse - Water				Beginning Balance			0.00
	accr water	JRV	00114104	01/01/2020	accr water		2,932.00	
	01/20 water	JE	00101986	01/31/2020	accruals	100.00		
	accr water	JER	00114737	01/31/2020	accr water	3,237.00		
					Account Total	3,337.00	2,932.00	405.00
					Ending Balance			405.00
62450ope	Internet				Beginning Balance			0.00
	12/2-1/1	AVC	00594790	01/01/2020	Verizon	184.09		
	12/19 internet	JRV	00114095	01/01/2020	accr expenses		184.09	
	1/2-2/1	AVC	00598600	01/31/2020	Verizon	184.09		
					Account Total	368.18	184.09	184.09
					Ending Balance			184.09
62650ope	Management Fees				Beginning Balance			0.00
	Management Fee	AVC	00593338	01/01/2020	TDG Management, Inc.	2,666.72		
	12/19 Fedex	JRV	00114095	01/01/2020	accr expenses		25.00	
	10/19-11/21 Fedex	AVC	00593015	01/02/2020	TDG Management, Inc.	25.00		

For Accounts to ZZZZZZZZ

Account		Type	Reference	Date	Description	Debit Amount	Credit Amount	Balance
					Account Total	2,691.72	25.00	2,666.72
					Ending Balance			2,666.72
62680ope	Misc. Admin. Expense				Beginning Balance			0.00
	accr PPF	JRV	00114102	01/01/2020	accr PPF		331.59	
	12/19 Post/Print/Fax	AVC	00594649	01/10/2020	TDG Management, Inc.	324.09		
	12/22 Printing	AVC	00597027	01/29/2020	TDG Management, Inc.	123.32		
	11/30 Stamps	AVC	00597028	01/29/2020	TDG Management, Inc.	30.00		
	reclass frm 62840ope	JE	00101996	01/31/2020	reclass	7.50		
	accr PPF	JER	00114735	01/31/2020	accr PPF	46.85		
					Account Total	531.76	331.59	200.17
					Ending Balance			200.17
62840ope	Postage & Printing				Beginning Balance			0.00
	11/19 45/Late/NSF	AVC	00594682	01/13/2020	TDG Management, Inc.	3.75		
	12/19 45/Late/NSF	AVC	00595016	01/14/2020	TDG Management, Inc.	3.75		
	reclass to 62680ope	JE	00101996	01/31/2020	reclass		7.50	
					Account Total	7.50	7.50	0.00
					Ending Balance			0.00
62960ope	Tax Prep & Review				Beginning Balance			0.00
	2019 review	REV	00100975	01/01/2020	accrual		2,000.00	
	reaccrue taxes	JE	00102007	01/31/2020	accrual taxes	2,000.00		
					Account Total	2,000.00	2,000.00	0.00
					Ending Balance			0.00
64230ope	Electric-Common Areas				Beginning Balance			0.00
	acc electric	JRV	00114097	01/01/2020	accr electricity		21.00	
	12/23-1/24	AVC	00596882	01/28/2020	Eversource	87.54		
	reclass frm 64796ope	JE	00101982	01/31/2020	reclass	665.84		
	acc electric	JER	00114730	01/31/2020	accr electricity	94.00		
					Account Total	847.38	21.00	826.38
					Ending Balance			826.38
64791ope	Pool - Gas				Beginning Balance			0.00
	accr gas	JRV	00114098	01/01/2020	accr gas		30.00	
	reclass frm 64794ope	JE	00101980	01/31/2020	reclass	24.56		
	additional gas	JE	00102009	01/31/2020	additional accrual	5.00		
	accr gas	JER	00114731	01/31/2020	accr gas	5.00		
					Account Total	34.56	30.00	4.56
					Ending Balance			4.56
64794ope	Pump Station-Gas				Beginning Balance			0.00
	12/23-1/24	AVC	00596879	01/28/2020	Eversource	24.56		
	reclass to 64791ope	JE	00101980	01/31/2020	reclass		24.56	
					Account Total	24.56	24.56	0.00
					Ending Balance			0.00
64796ope	Pump Station-Electric				Beginning Balance			0.00
	12/23-1/24	AVC	00596878	01/28/2020	Eversource	341.78		

For Accounts to ZZZZZZZZ

Account		Type	Reference	Date	Description	Debit Amount	Credit Amount	Balance
	9/23-10/23	AVC	00597026	01/29/2020	Eversource	324.06		
	reclass to 64230ope	JE	00101982	01/31/2020	reclass		665.84	
					Account Total	665.84	665.84	0.00
					Ending Balance			0.00
64850ope	Snow Removal				Beginning Balance			0.00
	1/8 Shovel&Salt	AVC	00594789	01/10/2020	A.J. Tomasi Nurserie	3,700.00		
	1/18&19 Plow&Shovel	AVC	00597025	01/29/2020	A.J. Tomasi Nurserie	3,700.00		
					Account Total	7,400.00	0.00	7,400.00
					Ending Balance			7,400.00
64920ope	Trash Removal				Beginning Balance			0.00
	ppd trash	REV	00101984	01/01/2020	ppd trash	1,575.00		
	2/20 Trash	AVC	00596883	01/28/2020	Republic Services	1,575.00		
	ppd trash	JE	00101985	01/31/2020	ppd trash		1,575.00	
					Account Total	3,150.00	1,575.00	1,575.00
					Ending Balance			1,575.00
65372ope	M&R-General				Beginning Balance			0.00
	11/9 St.lite Breaker	AVC	00596357	01/10/2020	Glynn Services	510.00		
	1/16 Fence repair	AVC	00595827	01/20/2020	Associa OnCall - TDG	75.00		
	1/14 Fire Ext. Insp	AVC	00596876	01/27/2020	R.E. Lyons & Son, In	99.43		
	1/28 Punchlist	AVC	00598284	01/31/2020	Associa OnCall - TDG	270.00		
					Account Total	954.43	0.00	954.43
					Ending Balance			954.43
65552ope	Mtc&Rep-Sewers/Pumps				Beginning Balance			0.00
	1/28 Inspect Pump	AVC	00598285	01/31/2020	Williamson New Engla	1,400.00		
					Account Total	1,400.00	0.00	1,400.00
					Ending Balance			1,400.00
67120ope	Ins-Property & Liability				Beginning Balance			0.00
	2/9 Premium Due	AVC	00596877	01/27/2020	GNY Ins Companies	8,421.36		
	reclass to 12400	JE	00102008	01/31/2020	reclass		8,421.36	
	exp ppd insurance	JER	00114732	01/31/2020	exp ppd insurance	8,047.66		
					Account Total	16,469.02	8,421.36	8,047.66
					Ending Balance			8,047.66
res51410	Reserve Contribution				Beginning Balance			0.00
	01/20 res cont	JER	00114736	01/31/2020	res contribution		4,166.67	
					Account Total	0.00	4,166.67	-4,166.67
					Ending Balance			-4,166.67
res54010	Int Inc - Reserve				Beginning Balance			0.00
	01/20 interest	JER	00114733	01/31/2020	Monthly interest		41.53	
					Account Total	0.00	41.53	-41.53
					Ending Balance			-41.53
wcf54010	Int Income - Work Cap				Beginning Balance			0.00
	01/20 interest	JER	00114733	01/31/2020	Monthly interest		26.91	

For Accounts to ZZZZZZZZ

Account	Type	Reference	Date	Description	Debit Amount	Credit Amount	Balance
				Account Total	0.00	26.91	-26.91
				Ending Balance			-26.91
				Entity Totals	223,977.69	223,977.69	0.00

src Summer Reach Condominium
For All Banks
For All Vendors

Vendor	Name	Voucher	Vch Date	Amount	Disc Taken	Bank	Check	Type	Check Date	Amount
TMIASS	TDG Management, Inc.	00593338	01/01/2020	2,666.72	0.00	K211	000055	C	01/06/2020	2,666.72
TMIASS	TDG Management, Inc.	00594649	01/10/2020	324.09	0.00	K211	000056	C	01/16/2020	324.09
TMIASS	TDG Management, Inc.	00594682	01/13/2020	3.75	0.00	K211	000056	C	01/16/2020	3.75
TMIASS	TDG Management, Inc.	00595016	01/14/2020	3.75	0.00	K211	000056	C	01/16/2020	3.75
&3113	Sally Avitabile	00595345	01/17/2020	361.00	0.00	K211	000057	C	01/17/2020	361.00
TMIASS	TDG Management, Inc.	00593015	01/02/2020	25.00	0.00	K211	100197	C	01/03/2020	25.00
GNYINS	GNY Mutual Insurance Co.	00593750	01/01/2020	8,412.39	0.00	K211	100198	C	01/07/2020	8,412.39
THEGRO	The Groundskeeper, Inc.	00594399	12/28/2019	755.39	0.00	K211	100199	C	01/10/2020	755.39
TOMNUR	A.J. Tomasi Nurseries	00594789	01/10/2020	3,700.00	0.00	K211	100200	C	01/13/2020	3,700.00
VERCGC	Verizon	00594790	01/01/2020	184.09	0.00	K211	100201	C	01/13/2020	184.09
GLYSER	Glynn Electric	00596357	01/10/2020	510.00	0.00	K211	100202	C	01/24/2020	510.00
ASSONC	Associa OnCall - TDG	00595827	01/20/2020	75.00	0.00	K211	100203	C	01/24/2020	75.00
GNYINS	GNY Mutual Insurance Co.	00596877	01/27/2020	8,421.36	0.00	K211	100204	C	01/29/2020	8,421.36
REPSER	Republic Services	00596883	01/28/2020	1,575.00	0.00	K211	100205	C	01/29/2020	1,575.00
EVERSO	Eversource	00596878	01/28/2020	341.78	0.00	K211	100206	C	01/29/2020	341.78
EVERSO	Eversource	00596879	01/28/2020	24.56	0.00	K211	100207	C	01/29/2020	24.56
EVERSO	Eversource	00596880	01/28/2020	228.80	0.00	K211	100208	C	01/29/2020	228.80
EVERSO	Eversource	00596881	01/28/2020	75.30	0.00	K211	100209	C	01/29/2020	75.30
EVERSO	Eversource	00596882	01/28/2020	87.54	0.00	K211	100210	C	01/29/2020	87.54
RELYON	R.E. Lyons & Son, Inc	00596876	01/27/2020	99.43	0.00	K211	100211	C	01/29/2020	99.43
TOMNUR	A.J. Tomasi Nurseries	00597025	01/29/2020	3,700.00	0.00	K211	100212	C	01/30/2020	3,700.00
EVERSO	Eversource	00597026	01/29/2020	324.06	0.00	K211	100213	C	01/30/2020	324.06
TMIASS	TDG Management, Inc.	00597027	01/29/2020	123.32	0.00	K211	100214	C	01/31/2020	123.32
TMIASS	TDG Management, Inc.	00597028	01/29/2020	30.00	0.00	K211	100214	C	01/31/2020	30.00
	Entity Totals			32,052.33	0.00					32,052.33

Computer Checks: 32,052.33
Manual Checks: 0.00

THE DARTMOUTH GROUP
An Associa® Company

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Bedford MA 01730
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www.thedartmouthgroup.com

Manage Requests - Summer Reach Condominium Trust

ID	Date Created	Address	Status	Vendor	Requested By
1070634	02/13/2020	19 Founders Way	Completed	AOC Associa On Call	(Ronald Savill) acting on behalf of Pam Benink
Request Item: **Building Exterior - Fence - Repair**					
Email: pbenink@gmail.com Home: 508-454-1046 Work: 774-266-4840 **Comments** § **02/13/2020 Ronald Savill**: Repair Fence as needed § **02/13/2020 Ronald Savill**: Request status changed from Not Pre-Approved to Approved - Has Vendor. § **02/14/2020 Ronald Savill**: Fence pickets were repaired § **02/14/2020 Ronald Savill**: Request status changed from Approved - Has Vendor to Completed.					
1069537	02/10/2020	40 Danforth Lane	Completed	AOC Associa On Call	Lutze, Jr., Raymond (Jay)
Request Item: **Common Area - Landscaping - Tree Care**					
Email: jlutze@comcast.net Cell: 603.732.2303 **Comments** § **02/10/2020 Raymond (Jay) Lutze, Jr.**: Large Hemlock behind 38 Danforth has become un-staked due to high wind and has begun to tip over. § **02/13/2020 Ronald Savill**: Request status changed from Not Pre-Approved to Approved - Has Vendor. § **02/14/2020 Ronald Savill**: 2 trees were re-staked and the trees are upright. § **02/14/2020 Ronald Savill**: Request status changed from Approved - Has Vendor to Completed.					
1056715	12/16/2019	39 Walker Way	Completed	AOC Associa On Call	Fuller, Annette
Request Item: **Building Exterior - Gutters - Realign/Secure**					
Email: wfuller738@comcast.net Home: 7742834589 **Comments** § **12/16/2019 Annette Fuller**: The gutter near our bulkhead is leaking- we submitted a request at beginning of November and have not had a response to that request so we are submitting again. The leaking during rainstorms creates a large puddle that gets deeper each rainstorm. The location is close to bulkhead and need it fixed to prevent leaking into basement. We would appreciate a response. Thank you, Annette & Bill Fuller, 39 Walker Way, Summer Reach § **01/28/2020 Ronald Savill**: Request status changed from Not Pre-Approved to Approved - Has Vendor. § **01/28/2020 Ronald Savill**: We added Gutter Seal to the gutter crease § **01/28/2020 Ronald Savill**: Request status changed from Approved - Has Vendor to Completed.					
1051499	11/25/2019	9 Gristmill Road	Completed	Thorndike Development	Dash, Mary
Request Item: **Building Exterior - Roofs - Shingles**					

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

Email: Mdash58@aol.com
Comments
§ **11/25/2019 Mary Dash**: I noticed a roof shingle has separated from the roof at 6 Gristminn Road. The loose shingle rests on the roof of the garage and appears it came off the peak above.
§ **12/06/2019 Ronald Savill**: Please investigate
§ **12/06/2019 Ronald Savill**: Request status changed from Not Pre-Approved to Approved - Has Vendor.
§ **01/28/2020 Ronald Savill**: Request status changed from Approved - Has Vendor to Completed.

1038031	10/09/2019	34 Danforth Lane	Completed	AOC Associa On Call	Brackett, David

Request Item: **Building Exterior - Railing - Other**

Email: david.brackett1@verizon.net
Home: 781-326-0053
Cell: 617.775.2748
Comments
§ **10/09/2019 David Brackett**: Entry way railing PVC cap is loose and needs to be secured
§ **01/28/2020 Ronald Savill**: Request status changed from Not Pre-Approved to Approved - Has Vendor.
§ **01/28/2020 Ronald Savill**: Cap was fastened
§ **01/28/2020 Ronald Savill**: Request status changed from Approved - Has Vendor to Completed.

998565	06/27/2019	40 Danforth Lane	Completed	AOC Associa On Call	Lutze, Jr., Raymond (Jay)

Request Item: **Building Exterior - Gutters - Clean/Remove Debris**

Email: jlutze@comcast.net
Home: 603.732.2303.
Comments
§ **06/27/2019 Raymond (Jay) Lutze, Jr.**: Gutter above A/C unit is clogged with debris and not properly draining causing it to overflow directly on to A/C unit.
§ **06/28/2019 Ronald Savill**: Request status changed from Not Pre-Approved to Approved - Has Vendor.
§ **07/22/2019 Ronald Savill**: AOC will be onsite on 7/24 to clean Gutters
§ **07/29/2019 Maintenance Services**: The gutter that was overflowing was due to installation. Wasn't attached to building at end. Attached and cleaned out building gutters
§ **07/29/2019 Maintenance Services**: Request status now completed by vendor.
§ **07/29/2019 Maintenance Services**: Request status changed from Approved - Has Vendor to Completed.
§ **01/28/2020 Ronald Savill**: Request status changed from Completed to Approved - Has Vendor.
§ **01/28/2020 Ronald Savill**: Request status changed from Approved - Has Vendor to Completed.

Summer Reach

Website
Proposal

Current Methods of Disseminating Information

- Bulletin Board
- Reach Paper
- Email List
- Photo Repository
- Facebook
- Vendor List
- Maintenance Guidance
- Education Links
- Board Information
- Dartmouth
- Rumors
- Word of Mouth
- Internet Links

“What we got here is a failure to communicate.”

–Strother Martin in Cool Hand Luke

Communication Needs

- Multi-directional
- Push vs Pull
- Current
- Consistant
- Independent
- Central Repository

Website Advantages

- Internet Access
- Multiple Devices
- Central Communications
- Effective Communications
- Administration/Control

Website Disadvantage

- Cost

Website Components

- URL - Uniform Resource Locator
- Host Server
- Storage
- Security

What is next ?

- Community Response
- Board Approval
- Budget
- Committee
- Design
- Build vs Buy

Thorndike Communities

- WestRidge in Hudson
- Red Mill Village in Norton

Thank You