SUMMER REACH

Summer Reach Condominium Trust
Minutes of the Board of Trustees Meeting
Tuesday, January 21, 2020 at 6:00 PM
Summer Reach Clubhouse Great Room

Attending: Rosemarie Barry, Doug Boyer, Carol Marshall, Larry Sinsimer, John Varitimos
Also Attending: Ron Savill (The Dartmouth Group)

Call to Order

Rosemarie Hanlon Barry called the meeting to order at 6:04pm. She welcomed residents and wished them a happy, healthy New Year. She thanked a resident for the gift of a gavel.

Committee Leader Remarks

- Landscape Committee would like to remind the community they have a speaker from the local 4-H Extension tomorrow evening, 1/22 at 6:30pm in the Clubhouse. She will be discussing houseplants.

Approval of Minutes

The minutes from the November 26,2019 Board of Trustees meeting were unanimously approved.

Modification Requests

- 16 Founders Way - Sunroom addition. Approved.
- 17 Founders Way - Sunroom addition. Approved.
- 23 Founders Way – Upgrade 3 season porch. Approved
- 18 Founders Way - Upgrade 3 season porch. Approved.
- Doug Boyer reminded homeowners to take all precautions for existing irrigation lines when performing new construction. Having the system down due to damage impacts all residents. GroundsKeeper needs to move irrigation prior to construction, if necessary.

OLD BUSINESS

Radon Update

- Storch has one unit left for mitigation.
- 17 Founders Way – vents still need to be connected.
- Paramount Plumbing still needs to address replacement of furnace intake/exhaust exterior piping to meet town code for 42 homes.
- 19 Gristmill Road –outside of pipe hasn't been sealed. Storch will be notified.

Victory Garden Shed housing all Electrical and Mechanical Components – 100% Completed

- Shed is now open for storage and garden equipment.

Entry Electrical Outlet

- No update on the status of the electrical outlet. Ron Savill @ Dartmouth will follow up and get back to us.

Fence Perimeter – Doug Boyer

- Doug Boyer and Gabe Thaisz (Thorndike) walked the area where the fence is missing. Gabe recognized the problem and seemed agreeable to remedy the problem but there has been no follow up to date. Attempts to contact Thorndike have gone unanswered.
- The fence will be included in the final punch list for Thorndike to correct before we take full ownership. In the interim, residents would like "No Trespassing" signs installed.
- A resident asked if permanent signage was going to be installed at the main entrance. It was tabled due to budget. The board will revisit. Residents asked that it be installed prior to the 4th of July holiday.

Photo Directory

- Residents have received a first draft of the directory for review. Residents were asked to review their listings for accuracy and, if they have not yet provided a photo, to please email one to Carol Marshall cjsmarshall@gmail.com. Deadline is February 4th.

Cross Street Signage

- Sign is completed and being held at Sawyers Reach waiting for supervisory installation.
- **Update**: Sign has been installed by Thorndike and is complete.

NEW BUSINESS

Damaged Landscaping

Repair work has been ordered for damaged landscaping.

Garden Plot Allocation

- It was decided that garden plots will be assigned via lottery. The Garden & Landscaping Committee will hold a public drawing to ensure fair assignments. One plot per unit.
- A resident noted that the proposed assignment date of April 1 is too late for early spring planting. He also asked if those who invested money and effort in developing their plot's soil would be able to keep them. It was decided that lottery would take place as planned. Residents can then swap plots if both parties agree.
- Larry Sinsimer will draft an email to residents with the details and a deadline for requesting a plot. Deadline will be February 10, 2020.
- If there are not enough plots to go around, residents suggested a 2nd tier or vertical garden plot.
- Any issues that develop from year to year can be dealt with in that specific year.

Definition of a Committee vs. a Club or Group

- Residents asked for clarity on what constitutes a committee vs. a club.
- Larry read residents the Roberts Rules of Order definition of what constitutes a committee.
- After discussion among the residents, the following guidelines were developed.
  - Committees are more formal. Committees make recommendations to the Trustees and request approval before taking any action. Each committee has a designated Board of Trustees liaison and often has an approved annual budget designated by the Trustees.

  - Clubs or Groups are informal gatherings of residents who enjoy specific activities. They do not report to the Board of Trustees or have an approved budget. Their only obligation is to follow the rules and regulations for common areas they use.
- Currently, the distribution of Committees vs Clubs/Groups is as follows:
  - **Committees with Lead Residents**
    - Landscape and Gardening Committee, Leslie Murphy
    - Social Committee, Eve Masiello
    - Pool Committee, Lead TBA
  - **Clubs & Lead Residents**
    - Health & Wellness, Pam Benink
    - Book Club, Mary Driscoll
    - Maintenance and Repair Club, Ed Driscoll
    - Mahjong Club, Linda Scola
    - The Reach Newsletter, Karen Finnegan
    - Rummikub Club (Game Night), Pat Thorley-Allan
    - Summer Reach Creatives, Mary Driscoll
    - Summer Reach Hikers, Mary Driscoll
    - Restorative Exercise, Pam Benink
    - Women's Golf Club, Linda Gigliotti
- It was decided that the Pool group should be a committee. The Board needs oversight to ensure compliance with water testing and any equipment that may need to be purchased. In addition, residents are required to enter a locked shed housing electrical and mechanical equipment.
- The Board will assign liaisons for each committee in Executive Session.
- Requests for use of the Clubhouse may be made through Diana Locey, by a form found on the Dartmouth website, or by email.
- A resident asked the purpose of the Repair and Maintenance Club. Ed Driscoll explained that the club is vetting vendors who can provide consistent support for residents (e.g., electricians and plumbers that residents have used and recommend). In addition, they are developing "How To" guides that will be helpful for residents.

Dartmouth – Financial Reports and Criterium Update by Ron Savill

- 2019 ended the year under budget. See financial report for details.
- Funds were reserved for window washing that was planned for the Summer but postponed until Spring 2020.
- A resident noted that the Board should decide with a vote on where any surplus funds should be transferred (i.e., to Reserve, Operating, etc.)
- Dartmouth has hired a CPA to prepare the official year-end financial reports. These documents will be made available on the Dartmouth website.
- A resident noted that State law mandates that two months of owner HOA fees be held at all times. Ron Savill stated that that requirement is continually met.
- A Resident raised the issue of a potential fee increase for recycling. Local companies are unable to sell some recycled items and will have to make up for the revenue loss by increasing customer fees. What is Republic doing? Can we look into that? Ron Savill stated that Summer Reach has a fixed 2-year contract that does not allow for arbitrary increases.

Criterium Report

- The Trustees found the initial Criterium report too generic and asked them to provide a more detailed report. The final report will include information from the engineering survey, the resident survey and Criterium report.
- The final punch list will be specific and included as part of the report.
- Resident at 20 Danforth noted that the earth continues to wash away after Thorndike promised to fix it. Ron Savill stated that Thorndike is working on the worst areas first and will eventually repair the area.
- Downed trees from storms will be removed.
- A resident asked if the Trustees could obtain information on exact property lines and suggested that permanent boundary markers should be installed.
- Residents asked to be notified about timing of report and if it's going to be delayed for any reason.
- Residents will have access to the punch list before the Board begins negotiations.
- Town report for Thorndike will be included.

Resident questions and comments about the proposed anonymous Pool Survey

- What's the purpose? Who requested it? What percentage of residents are dissatisfied?
- What will the process be once pool survey is completed?
- Anonymous surveys set a bad precedent. People should put their name on it.
- The Trustees stated that they will take all resident concerns into account.

Next Meeting Date – February 18, 2020

Reminder: Today is January 21st – all holiday decorations should have been down by 1/15.

Motion to enter into Executive Session (Closed Meeting).
Motion made and unanimously agreed upon.

EXECUTIVE SESSION

Discussion of anonymous pool survey

- A trustee brought to the attention of the board that several residents are requesting an anonymous pool survey.
- A Trustee noted that the reason for the survey appears to be about children's access to the pool.
- A Trustee recommended the survey have three questions: 1) increase time for children, 2) decrease time for children, and 3) keep the hours the same.
- A Trustee recommended that Unit #s be required
- Carol agreed to investigate tool that will allow only one vote per unit

Discussion on selecting unit owners to speak (board member)

- To avoid confusion, it was decided that one board member would be assigned to recognize residents who want to speak at meetings.

Signage

- Signage was revisited. The Board decided to fund the additional sign at the main entrance. Verbiage will be:

Private Community No Trespassing/Soliciting Parking for Residents Only

Finance Committee

The Board agreed to add a potential Finance Committee to the March agenda. CPA report will be available.

Committee Liaisons

The Board assigned the following liaisons to Summer Reach Committees

- Finance – John Varitimos
- Pool – Carol Marshall
- Social Committee - Doug Boyer
- Landscaping Committee - Larry Sinsimer

Modification Requests

- Doug Boyer will review his previous suggestions for modification requests and come back to the Board with recommendations.
- Possible items to include: Is the owner in arrears on HOA fees, bylaw violations, site visit, make plan known to neighbors (immediate abutters). No construction until irrigation clearance has been received by GroundsKeeper.

Motion for Adjournment

Motion to adjourn was made by Larry Sinsimer and seconded by Doug Boyer. Unanimous vote. Meeting was adjourned at 8:20 pm.

Submitted to the Board of Trustees on February 5, 2020.

Carol S. Marshall, Secretary

Attachments:

- *December 2019 Financials*
- *Perkins & Anctil, P.C. Engagement for Legal Services*

THE
DARTMOUTH
GROUP

Management Report For:	**Summer Reach Condominium Trust**
Report Date:	**January 21, 2020**
Report Title:	**January Mgmt. Report**

FINANCIALS

December Financial Analysis

Operating Cash:	$50,199
Reserve:	$108,642
Working Capital	$79,208
TOTAL Cash:	$238,049

December Month to date Operating at a $517 Negative variance to budget with a $15,534 under budget at year end 2019. We will be applying a portion of the surplus to window washing in the spring.

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

Key variances-

1) Snow Removal is under budget $19,932 because of the mild winter last January- March.
2) Common area electric is under budget $6642
3) Trash Removal is under budget $5563. This was due to switching trash vendors.
4) Landscaping Improvements are Under Budget $5210
5) Misc. Repair is under Budget $3736. Mostly because the property is new.
6) Sewer & Pump Maintenance is over budget by $3480. This was due to some service calls and pumping.
7) Landscaping Contract is over budget $25,647. The overage is due to the cost was $15,000 for mulch. There have been a few other small projects that have been done that were not part of the contract.
8) Insurance is over budget $15,619. We have packaged all our insurance with HUB

Items for your information

Criterium Update

The combination Report of the Beal's & Thomas, Original Criterium Report and the Surveys should be complete at the end of January. We are hoping to be able to finalize the report in early February with the trustees. Thorndike has addressed some of the drainage problems, but we still have a lot of work to do.

Snow Removal

In the month of December, we had 3 plowable events/ Services totaling $17,800.
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.

TDG Maintenance Onsite

Our maintenance team was onsite during the last month or so to clean the gutters and do some light

Construction in the pump house and closed in the equipment to bring up to code.

The completed Work Orders are attached

Legal Representation

Perkins & Ancil has provided an engagement agreement. Please review and we need to sign it.

This is attached.

THE DARTMOUTH GROUP

SUMMER REACH CONDOMINIUM

PRELIMINARY YEAR END FINANCIALS

December 31, 2019

Summer Reach Condominium Trust
Balance Sheet
12/31/2019

		Operating Fund	Reserve Fund	Work Cap Fund	Totals
	ASSETS:				
10100cab	Cash - Operating - CAB	49,298.21	0.00	0.00	49,298.21
10106cab	Cash - WorkCap - CA Banc	0.00	0.00	79,208.74	79,208.74
10199	Petty Cash	900.83	0.00	0.00	900.83
10230	Cash - Reserve MM - CA Banc	0.00	108,642.33	0.00	108,642.33
11305	Accounts Receivable - Owners	3,444.00	0.00	0.00	3,444.00
11720	Due from Operating to Reserve	0.00	7,092.00	0.00	7,092.00
12400	Prepaid Insurance	22,998.84	0.00	0.00	22,998.84
	TOTAL ASSETS	76,641.88	115,734.33	79,208.74	271,584.95
	LIABILITIES:				
21100	Accounts Payable	755.39	0.00	0.00	755.39
21110	Accrued Water & Sewer	3,976.00	0.00	0.00	3,976.00
21120	Accrued Other	3,717.68	0.00	0.00	3,717.68
21205	Prepaid Condo Fees	14,933.00	0.00	0.00	14,933.00
21720	Due to Reserves from Operating	7,092.00	0.00	0.00	7,092.00
	TOTAL LIABILITIES	30,474.07	0.00	0.00	30,474.07
	FUND BALANCES:				
32100	Operating Fund - Beg of Year	30,632.95	0.00	0.00	30,632.95
	Operating Fund-CY Surplus(Deficit)	15,534.86	0.00	0.00	15,534.86
30100	Cap Reserve Fund-Beg of Year	0.00	47,879.60	0.00	47,879.60
	Cap Reserve Fund-CY Surplus(Deficit)	0.00	67,854.73	0.00	67,854.73
30300	Working Cap Fund-Beg of Year	0.00	0.00	52,199.65	52,199.65
	Working Cap Fund-CY Surplus(Deficit)	0.00	0.00	27,009.09	27,009.09
	TOTAL FUND BALANCES	46,167.81	115,734.33	79,208.74	241,110.88
	TOTAL LIABILITIES AND FUND BALANCES	76,641.88	115,734.33	79,208.74	271,584.95

Summer Reach Condominium Trust
Operating Fund-Profit & Loss Variance
12/31/2019

		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	37,698	3,157.00	442,719.68	452,376	(9,656.32)	452,376
51410ope	Less: Reserve Contribution	(7,092.00)	(7,614)	522.00	(81,703.65)	(91,324)	9,620.35	(91,324)
52100ope	Late Charges	50.00	0	50.00	750.00	0	750.00	0
52250ope	NSF Charges	0.00	0	0.00	(25.00)	0	(25.00)	0
	Total Owner Income	33,813.00	30,084	3,729.00	361,741.03	361,052	689.03	361,052
	Other Income:							
54010ope	Int Income - Oper.	2.65	0	2.65	25.56	0	25.56	0
59060ope	Clubhouse Income	0.00	0	0.00	1,000.00	0	1,000.00	0
59500ope	Miscellaneous Other Income	0.00	0	0.00	300.00	0	300.00	0
	Total Other Income	2.65	0	2.65	1,325.56	0	1,325.56	0
	Total Income	33,815.65	30,084	3,731.65	363,066.59	361,052	2,014.59	361,052
	Expenses							
	Clubhs/Community Expenses:							
61010ope	Clubhouse - Cleaning	350.00	300	(50.00)	4,550.00	3,600	(950.00)	3,600
61091ope	Clbhs-Telephone	0.00	60	60.00	0.00	720	720.00	720
61093ope	Clubhouse - Electricity	70.46	232	161.54	4,767.22	2,850	(1,917.22)	2,850
61094ope	Clubhouse - Gas	253.48	250	(3.48)	1,033.41	1,350	316.59	1,350
61095ope	Clubhouse - Water	305.00	0	(305.00)	3,021.38	0	(3,021.38)	0
	Total Clubhs/Community Expenses	978.94	842	(136.94)	13,372.01	8,520	(4,852.01)	8,520
	Administrative Expenses:							
62450ope	Internet	184.09	150	(34.09)	2,875.85	1,800	(1,075.85)	1,800
62610ope	Legal-General	0.00	125	125.00	0.00	1,500	1,500.00	1,500

		Current Actual	Current Budget	Current Variance	Y-T-D Actual	Y-T-D Budget	Y-T-D Variance	Annual Budget
62650ope	Management Fees	2,691.72	2,664	(27.72)	28,192.23	32,001	3,808.77	32,001
62680ope	Misc. Admin. Expense	331.59	243	(88.59)	6,166.37	2,861	(3,305.37)	2,861
62945ope	Social Functions	0.00	0	0.00	0.00	300	300.00	300
62960ope	Tax Prep & Review	2,000.00	2,500	500.00	2,250.00	2,500	250.00	2,500
	Total Administrative Expenses	5,207.40	5,682	474.60	39,484.45	40,962	1,477.55	40,962
	Operating Expenses:							
64230ope	Electric-Common Areas	416.80	913	496.20	4,357.69	11,000	6,642.31	11,000
64290ope	Exterminating	0.00	163	163.00	3,450.00	2,000	(1,450.00)	2,000
64410ope	Irrigation	2,010.70	0	(2,010.70)	4,456.39	8,000	3,543.61	8,000
64500ope	Landscaping-Contract	0.00	0	0.00	93,647.00	68,000	(25,647.00)	68,000
64520ope	Landscaping-Improvements	0.00	0	0.00	3,289.12	8,500	5,210.88	8,500
64585ope	Landscaping-Tree Care	0.00	0	0.00	0.00	6,000	6,000.00	6,000
64740ope	Pool Supplies/Service	0.00	0	0.00	3,881.01	4,750	868.99	4,750
64791ope	Pool - Gas	48.57	0	(48.57)	259.54	1,000	740.46	1,000
64850ope	Snow Removal	17,800.00	20,000	2,200.00	64,000.00	83,932	19,932.00	83,932
64920ope	Trash Removal	3,150.00	2,744	(406.00)	27,364.55	32,928	5,563.45	32,928
	Total Operating Expense	23,426.07	23,820	393.93	204,705.30	226,110	21,404.70	226,110
	Maintenance Expenses:							
65039ope	Cleaning-Gutters	1,670.00	0	(1,670.00)	1,910.00	3,000	1,090.00	3,000
65051ope	Dryer Vent Cleaning	0.00	0	0.00	3,577.00	3,360	(217.00)	3,360
65351ope	Mtc&Rep-Fire Alarm System	0.00	0	0.00	480.00	0	(480.00)	0
65372ope	M&R-General	1,234.51	1,038	(196.51)	8,763.42	12,500	3,736.58	12,500
65531ope	M&R-Roofs	0.00	0	0.00	140.00	5,000	4,860.00	5,000
65552ope	Mtc&Rep-Sewers/Pumps	0.00	87	87.00	4,480.00	1,000	(3,480.00)	1,000
65950ope	Window Washing	0.00	0	0.00	0.00	5,600	5,600.00	5,600
	Total Maintenance Expenses	2,904.51	1,125	(1,779.51)	19,350.42	30,460	11,109.58	30,460
	Taxes & Insurance:							

Summer Reach Condominium Trust
Operating Fund-Profit & Loss Variance
12/31/2019

		Current Actual	Current Budget	Current Variance	Y-T-D Actual	Y-T-D Budget	Y-T-D Variance	Annual Budget
67120ope	Ins-Property & Liability	7,788.06	4,587	(3,201.06)	70,619.55	55,000	(15,619.55)	55,000
	Total Taxes & Insurance	7,788.06	4,587	(3,201.06)	70,619.55	55,000	(15,619.55)	55,000
	Total Expenses	40,304.98	36,056	(4,248.98)	347,531.73	361,052	13,520.27	361,052
	Operating Surplus(Deficit)	(6,489.33)	(5,972)	(517.33)	15,534.86	0	15,534.86	0
	Net Surplus (Deficit)	(6,489.33)	(5,972)	(517.33)	15,534.86	0	15,534.86	0

Summer Reach Condominium Trust
Capital Res Fund-Profit & Loss Variance
12/31/2019

		MTD Actual	MTD Budget	MTD Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget
	Income							
	Owner Income							
res51410	Reserve Contribution	7,092.00	7,615	(523.00)	81,703.65	91,325	(9,621.35)	91,325
	Total Owner Income	7,092.00	7,615	(523.00)	81,703.65	91,325	(9,621.35)	91,325
	Other Income							
res54010	Int Inc - Reserve	35.02	0	35.02	252.12	0	252.12	0
	Total Other Income	35.02	0	35.02	252.12	0	252.12	0
	Total Income	7,127.02	7,615	(487.98)	81,955.77	91,325	(9,369.23)	91,325
	Capital Expenses							
res69074hil	Capital - Clubhouse -TV	0.00	0	0.00	1,753.31	0	(1,753.31)	0
res69333	Capital - Pool Furniture	0.00	0	0.00	2,157.73	0	(2,157.73)	0
res69415	Capital - Reserve Study	0.00	0	0.00	10,190.00	0	(10,190.00)	0
	Total Capital Expenses	0.00	0	0.00	14,101.04	0	(14,101.04)	0
	Surplus(Deficit)	7,127.02	7,615	(487.98)	67,854.73	91,325	(23,470.27)	91,325

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Summer Reach Condominium Trust
Working Cap. Fund-Profit & Loss Variance
12/31/2019

		Current Actual	Current Budget	Current Variance	Y-T-D Actual	Y-T-D Budget	Y-T-D Variance	Annual Budget
	Income							
	Owner Income							
wcf51500	Working Capital Contributions	0.00	0	0.00	26,742.00	0	(26,742.00)	0
	Total Owner Income	0.00	0	0.00	26,742.00	0	(26,742.00)	0
	Other Income							
wcf54010	Int Income - Work Cap	26.90	0	26.90	267.09	0	(267.09)	0
	Total Other Income	26.90	0	26.90	267.09	0	(267.09)	0
	Total Income	26.90	0	26.90	27,009.09	0	(27,009.09)	0
	Expenses							
	Total Expenses	0.00	0	0.00	0.00	0	0.00	0
	Surplus(Deficit)	26.90	0	26.90	27,009.09	0	(27,009.09)	0

For Accounts to ZZZZZZZZ

Account		Type	Reference	Date	Description	Debit Amount	Credit Amount	Balance
10100cab	Cash - Operating - CAB				Beginning Balance			67,629.70
		RCP	00437849	12/02/2019	Lockbox	7,322.00		
		ACK	K211 -000053	12/03/2019	TDG Management, Inc.		2,666.72	
		ACK	K211 -100173	12/03/2019	The Groundskeeper, I		980.00	
		RCP	00437951	12/03/2019	Lockbox	1,717.00		
		RCP	00438221	12/04/2019	Lockbox	361.00		
		ACK	K211 -000054	12/05/2019	TDG Management, Inc.		13.33	
		ACK	K211 -100174	12/05/2019	GNY Ins Companies		8,412.39	
		ACK	K211 -100175	12/05/2019	Shamrock Pest		3,200.00	
		ACK	K211 -100176	12/05/2019	Eversource		72.10	
		ACK	K211 -100177	12/05/2019	Eversource		80.85	
		ACK	K211 -100178	12/05/2019	Eversource		90.53	
		ACK	K211 -100179	12/05/2019	Eversource		292.70	
		ACK	K211 -100180	12/05/2019	Eversource		22.87	
		ACK	K211 -100181	12/05/2019	Republic Services		1,575.00	
		ACK	K211 -100182	12/06/2019	Associa OnCall - TDG		1,162.26	
		ACK	K211 -100183	12/06/2019	TDG Management, Inc.		20.81	
		RCP	00438341	12/06/2019	Direct Debit	17,422.00		
		RCP	00438696	12/06/2019	Lockbox	361.00		
		RCP	00438883	12/09/2019	Lockbox	1,839.00		
		ACK	K211 -100184	12/10/2019	South Shore Generato		656.16	
		RCP	00439020	12/10/2019	Lockbox	1,061.00		
		RCP	00439163	12/11/2019	Lockbox	361.00		
		ACK	K211 -100185	12/12/2019	Puopolo Electric LLC		371.25	
		RCP	00439195	12/12/2019	Deposit	361.00		
		ACK	K211 -100186	12/13/2019	Associa OnCall - TDG		2,234.51	
		RCP	00439398	12/13/2019	Lockbox	1,139.00		
		ACK	K211 -100187	12/17/2019	A.J. Tomasi Nurserie		16,200.00	
	pay down due to res	JE	00100292	12/18/2019	pay down due to res		21,276.00	
		ACK	K211 -100188	12/20/2019	Associa OnCall - TDG		670.00	
		ACK	K211 -100189	12/23/2019	A.J. Tomasi Nurserie		1,600.00	
		RCP	00440178	12/23/2019	Lockbox	4,378.00		
		RCP	00440282	12/24/2019	Lockbox	361.00		
		RCP	00440375	12/26/2019	Lockbox	767.00		
		RCP	00440515	12/27/2019	Lockbox	1,906.00		
		ACK	K211 -100190	12/30/2019	The Groundskeeper, I		1,255.31	
		ACK	K211 -100191	12/30/2019	Eversource		333.36	
		ACK	K211 -100192	12/30/2019	Eversource		24.57	
		ACK	K211 -100193	12/30/2019	Eversource		220.48	
		ACK	K211 -100194	12/30/2019	Eversource		73.46	
		ACK	K211 -100195	12/30/2019	Eversource		81.44	
		RCP	00440755	12/30/2019	Lockbox	2,844.00		
		ACK	K211 -100196	12/31/2019	Republic Services		1,575.00	
	12/19 interest	JER	00114101	12/31/2019	Operating interest	2.61		
		RCP	00441006	12/31/2019	Lockbox	4,627.00		
					Account Total	46,829.61	65,161.10	-18,331.49
					Ending Balance			49,298.21
10106cab	Cash - WorkCap - CA Banc				Beginning Balance			79,181.84
	12/19 interest	JER	00114100	12/31/2019	Monthly interest	26.90		

For Accounts to ZZZZZZZZ

Account		Type	Reference	Date	Description	Debit Amount	Credit Amount	Balance
					Account Total	26.90	0.00	26.90
					Ending Balance			79,208.74
10199	Petty Cash				Beginning Balance			900.79
	12/19 interest	JER	00114101	12/31/2019	Operating interest	0.04		
					Account Total	0.04	0.00	0.04
					Ending Balance			900.83
10230	Cash - Reserve MM - CA Banc				Beginning Balance			87,331.31
	pay down due to res	JE	00100292	12/18/2019	pay down due to res	21,276.00		
	12/19 interest	JER	00114100	12/31/2019	Monthly interest	35.02		
					Account Total	21,311.02	0.00	21,311.02
					Ending Balance			108,642.33
11305	Accounts Receivable - Owners				Beginning Balance			3,394.00
					Sub Ledger Activity	50.00		
					Account Total	50.00	0.00	50.00
					Ending Balance			3,444.00
11720	Due from Operating to Reserve				Beginning Balance			21,276.00
	pay down due to res	JE	00100292	12/18/2019	pay down due to res		21,276.00	
	res cont due	JER	00114096	12/31/2019	res contribution due	7,092.00		
					Account Total	7,092.00	21,276.00	-14,184.00
					Ending Balance			7,092.00
12400	Prepaid Insurance				Beginning Balance			22,374.51
	reclass frm 67120ope	JE	00100977	12/31/2019	reclass	8,412.39		
	exp ppd insurance	JER	00114099	12/31/2019	exp ppd insurance		7,788.06	
					Account Total	8,412.39	7,788.06	624.33
					Ending Balance			22,998.84
21100	Accounts Payable				Beginning Balance			-6,928.72
					Sub Ledger Activity	6,173.33		
					Account Total	6,173.33	0.00	6,173.33
					Ending Balance			-755.39
21110	Accrued Water & Sewer				Beginning Balance			-3,671.00
	accr water	JRV	00113271	12/01/2019	accr water	2,627.00		
	accr water	JER	00114104	12/31/2019	accr water		2,932.00	
					Account Total	2,627.00	2,932.00	-305.00
					Ending Balance			-3,976.00
21120	Accrued Other				Beginning Balance			-805.14
	accr electric	JRV	00113264	12/01/2019	accr electricity	41.00		
	accr gas	JRV	00113265	12/01/2019	accr gas	30.00		
	accr PPF	JRV	00113269	12/01/2019	accr PPF	34.14		
	11/19 accruals	REV	00100278	12/01/2019	10/19-11/19 Cleaning	700.00		
	10/19-12/19 cleaning	JE	00100960	12/31/2019	reaccrue cleaning		1,050.00	
	2019 review	JE	00100975	12/31/2019	accrual		2,000.00	
	accruals	JER	00114095	12/31/2019	accr expenses		209.09	

For Accounts to ZZZZZZZZ

Account		Type	Reference	Date	Description	Debit Amount	Credit Amount	Balance
	accr electric	JER	00114097	12/31/2019	accr electricity		40.00	
	accr gas	JER	00114098	12/31/2019	accr gas		87.00	
	accr PPF	JER	00114102	12/31/2019	accr PPF		331.59	
					Account Total	805.14	3,717.68	-2,912.54
					Ending Balance			-3,717.68
21205	Prepaid Condo Fees				Beginning Balance			-8,911.00
		RMC	00438113	12/01/2019	RM Credits	8,811.00		
		RCP	00437951	12/03/2019	Lockbox		250.00	
		RCP	00440178	12/23/2019	Lockbox		4,028.00	
		RCP	00440282	12/24/2019	Lockbox		361.00	
		RCP	00440375	12/26/2019	Lockbox		767.00	
		RCP	00440515	12/27/2019	Lockbox		1,906.00	
		RCP	00440755	12/30/2019	Lockbox		2,844.00	
	reclass from 21206	JE	00100977	12/31/2019	reclass		50.00	
		RCP	00441006	12/31/2019	Lockbox		4,627.00	
					Account Total	8,811.00	14,833.00	-6,022.00
					Ending Balance			-14,933.00
21206	Prepaid Condo Fee Reserve				Beginning Balance			-50.00
	reclass to 21205	JE	00100977	12/31/2019	reclass	50.00		
					Account Total	50.00	0.00	50.00
					Ending Balance			0.00
21720	Due to Reserves from Operating				Beginning Balance			-21,276.00
	pay down due to res	JE	00100292	12/18/2019	pay down due to res	21,276.00		
	res cont due	JER	00114096	12/31/2019	res contribution due		7,092.00	
					Account Total	21,276.00	7,092.00	14,184.00
					Ending Balance			-7,092.00
30100	Cap Res Fund-Beg of Year				Beginning Balance			-47,879.60
					Ending Balance			-47,879.60
30300	Working Capital Fund - Beginning of Year				Beginning Balance			-52,199.65
					Ending Balance			-52,199.65
32100	Oper Fund-Beg of Year				Beginning Balance			-30,632.95
					Ending Balance			-30,632.95
51400ope	Common Area Fees				Beginning Balance			-401,864.68
		RMC	00437706	12/01/2019	RM Charges		40,855.00	
					Account Total	0.00	40,855.00	-40,855.00
					Ending Balance			-442,719.68
51410ope	Less: Reserve Contribution				Beginning Balance			74,611.65
	12/19 res cont	JER	00114103	12/31/2019	res contribution	7,092.00		
					Account Total	7,092.00	0.00	7,092.00
					Ending Balance			81,703.65
52100ope	Late Charges				Beginning Balance			-700.00

For Accounts to ZZZZZZZZ

Account		Type	Reference	Date	Description	Debit Amount	Credit Amount	Balance
		RLF	00439789	12/17/2019	RM Charges		50.00	
					Account Total	0.00	50.00	-50.00
					Ending Balance			-750.00
52250ope	NSF Charges				Beginning Balance			25.00
					Ending Balance			25.00
54010ope	Int Income - Oper.				Beginning Balance			-22.91
	12/19 interest	JER	00114101	12/31/2019	Operating interest		2.61	
	12/19 interest	JER	00114101	12/31/2019	Operating interest		0.04	
					Account Total	0.00	2.65	-2.65
					Ending Balance			-25.56
59060ope	Clubhouse Income				Beginning Balance			-1,000.00
					Ending Balance			-1,000.00
59500ope	Miscellaneous Other Income				Beginning Balance			-300.00
					Ending Balance			-300.00
61010ope	Clubhouse - Cleaning				Beginning Balance			4,200.00
	10/19-11/19 cleaning	REV	00100278	12/01/2019	10/19-11/19 Cleaning		700.00	
	10/19-12/19 cleaning	JE	00100960	12/31/2019	reaccrue cleaning	1,050.00		
					Account Total	1,050.00	700.00	350.00
					Ending Balance			4,550.00
61093ope	Clubhouse - Electricity				Beginning Balance			4,696.76
	accr electric	JRV	00113264	12/01/2019	accr electricity		22.00	
	11/22-12/23	AVC	00592320	12/26/2019	Eversource	73.46		
	accr electric	JER	00114097	12/31/2019	accr electricity	19.00		
					Account Total	92.46	22.00	70.46
					Ending Balance			4,767.22
61094ope	Clubhouse - Gas				Beginning Balance			779.93
	accr gas	JRV	00113265	12/01/2019	accr gas		24.00	
	11/22-12/23	AVC	00592323	12/26/2019	Eversource	220.48		
	accr gas	JER	00114098	12/31/2019	accr gas	57.00		
					Account Total	277.48	24.00	253.48
					Ending Balance			1,033.41
61095ope	Clubhouse - Water				Beginning Balance			2,716.38
	accr water	JRV	00113271	12/01/2019	accr water		2,627.00	
	accr water	JER	00114104	12/31/2019	accr water	2,932.00		
					Account Total	2,932.00	2,627.00	305.00
					Ending Balance			3,021.38
62450ope	Internet				Beginning Balance			2,691.76
	12/19 internet	JER	00114095	12/31/2019	accr expenses	184.09		
					Account Total	184.09	0.00	184.09
					Ending Balance			2,875.85

For Accounts to ZZZZZZZZ

Account		Type	Reference	Date	Description	Debit Amount	Credit Amount	Balance
62650ope	Management Fees				Beginning Balance			25,500.51
	Management Fee	AVC	00589171	12/01/2019	TDG Management, Inc.	2,666.72		
	12/19 Fedex	JER	00114095	12/31/2019	accr expenses	25.00		
					Account Total	2,691.72	0.00	2,691.72
					Ending Balance			28,192.23
62680ope	Misc. Admin. Expense				Beginning Balance			5,834.78
	accr PPF	JRV	00113269	12/01/2019	accr PPF		34.14	
	11/19 Post/Print/Fax	AVC	00589488	12/05/2019	TDG Management, Inc.	13.33		
	11/19 Printing	AVC	00589696	12/05/2019	TDG Management, Inc.	20.81		
	accr PPF	JER	00114102	12/31/2019	accr PPF	331.59		
					Account Total	365.73	34.14	331.59
					Ending Balance			6,166.37
62960ope	Tax Prep & Review				Beginning Balance			250.00
	2019 review	JE	00100975	12/31/2019	accrual	2,000.00		
					Account Total	2,000.00	0.00	2,000.00
					Ending Balance			2,250.00
64230ope	Electric-Common Areas				Beginning Balance			3,940.89
	acc electric	JRV	00113264	12/01/2019	accr electricity		19.00	
	11/22-12/23	AVC	00592319	12/26/2019	Eversource	81.44		
	reclass frm 64796ope	JE	00100961	12/31/2019	reclass	333.36		
	acc electric	JER	00114097	12/31/2019	accr electricity	21.00		
					Account Total	435.80	19.00	416.80
					Ending Balance			4,357.69
64290ope	Exterminating				Beginning Balance			3,450.00
					Ending Balance			3,450.00
64410ope	Irrigation				Beginning Balance			2,445.69
	9/12-19 Service	AVC	00592505	12/28/2019	The Groundskeeper, I	1,255.31		
	10/8 irrg. leak	AVC	00594399	12/28/2019	The Groundskeeper, I	755.39		
					Account Total	2,010.70	0.00	2,010.70
					Ending Balance			4,456.39
64500ope	Landscaping-Contract				Beginning Balance			93,647.00
					Ending Balance			93,647.00
64520ope	Landscaping-Improvements				Beginning Balance			3,289.12
					Ending Balance			3,289.12
64740ope	Pool Supplies/Service				Beginning Balance			3,881.01
					Ending Balance			3,881.01
64791ope	Pool - Gas				Beginning Balance			210.97
	accr gas	JRV	00113265	12/01/2019	accr gas		6.00	
	reclass frm 64794ope	JE	00100961	12/31/2019	reclass	24.57		
	accr gas	JER	00114098	12/31/2019	accr gas	30.00		
					Account Total	54.57	6.00	48.57

For Accounts to ZZZZZZZZ

Account		Type	Reference	Date	Description	Debit Amount	Credit Amount	Balance
					Ending Balance			259.54
64794ope	Pump Station-Gas				Beginning Balance			0.00
	11/22-12/23	AVC	00592322	12/26/2019	Eversource	24.57		
	reclass to 64791ope	JE	00100961	12/31/2019	reclass		24.57	
					Account Total	24.57	24.57	0.00
					Ending Balance			0.00
64796ope	Pump Station-Electric				Beginning Balance			0.00
	11/22-12/23	AVC	00592321	12/26/2019	Eversource	333.36		
	reclass to 64230ope	JE	00100961	12/31/2019	reclass		333.36	
					Account Total	333.36	333.36	0.00
					Ending Balance			0.00
64850ope	Snow Removal				Beginning Balance			46,200.00
	12/3 plow,ice,shover	AVC	00591005	12/14/2019	A.J. Tomasi Nurserie	8,100.00		
	12/11 storm Clean up	AVC	00591167	12/16/2019	A.J. Tomasi Nurserie	8,100.00		
	12/17 salt	AVC	00591918	12/19/2019	A.J. Tomasi Nurserie	1,600.00		
					Account Total	17,800.00	0.00	17,800.00
					Ending Balance			64,000.00
64920ope	Trash Removal				Beginning Balance			24,214.55
	12/19 Trash	AVC	00589246	12/02/2019	Republic Services	1,575.00		
	1/20 Trash	AVC	00592694	12/30/2019	Republic Services	1,575.00		
					Account Total	3,150.00	0.00	3,150.00
					Ending Balance			27,364.55
65039ope	Cleaning-Gutters				Beginning Balance			240.00
	12/2-12/3 misc	AVC	00590491	12/10/2019	Associa OnCall - TDG	1,000.00		
	12/9&13 gutters	AVC	00591424	12/17/2019	Associa OnCall - TDG	670.00		
					Account Total	1,670.00	0.00	1,670.00
					Ending Balance			1,910.00
65051ope	Dryer Vent Cleaning				Beginning Balance			3,577.00
					Ending Balance			3,577.00
65351ope	Mtc&Rep-Fire Alarm System				Beginning Balance			480.00
					Ending Balance			480.00
65372ope	M&R-General				Beginning Balance			7,528.91
	12/6 Garden Shed	AVC	00590490	12/10/2019	Associa OnCall - TDG	1,069.88		
	12/2-12/3 misc	AVC	00590491	12/10/2019	Associa OnCall - TDG	164.63		
					Account Total	1,234.51	0.00	1,234.51
					Ending Balance			8,763.42
65531ope	M&R-Roofs				Beginning Balance			140.00
					Ending Balance			140.00
65552ope	Mtc&Rep-Sewers/Pumps				Beginning Balance			4,480.00
					Ending Balance			4,480.00

For Accounts to ZZZZZZZZ

Account		Type	Reference	Date	Description	Debit Amount	Credit Amount	Balance
67120ope	Ins-Property & Liability				Beginning Balance			62,831.49
	12/11 Premium Due	AVC	00589350	12/04/2019	GNY Ins Companies	8,412.39		
	reclass to 12400	JE	00100977	12/31/2019	reclass		8,412.39	
	exp ppd insurance	JER	00114099	12/31/2019	exp ppd insurance	7,788.06		
					Account Total	16,200.45	8,412.39	7,788.06
					Ending Balance			70,619.55
res51410	Reserve Contribution				Beginning Balance			-74,611.65
	12/19 res cont	JER	00114103	12/31/2019	res contribution		7,092.00	
					Account Total	0.00	7,092.00	-7,092.00
					Ending Balance			-81,703.65
res54010	Int Inc - Reserve				Beginning Balance			-217.10
	12/19 interest	JER	00114100	12/31/2019	Monthly interest		35.02	
					Account Total	0.00	35.02	-35.02
					Ending Balance			-252.12
res69074hil	Capital - Clubhouse -TV				Beginning Balance			1,753.31
					Ending Balance			1,753.31
res69333	Capital - Pool Furniture				Beginning Balance			2,157.73
					Ending Balance			2,157.73
res69415	Capital - Reserve Study				Beginning Balance			10,190.00
					Ending Balance			10,190.00
wcf51500	Working Capital Contributions				Beginning Balance			-26,742.00
					Ending Balance			-26,742.00
wcf54010	Int Income - Work Cap				Beginning Balance			-240.19
	12/19 interest	JER	00114100	12/31/2019	Monthly interest		26.90	
					Account Total	0.00	26.90	-26.90
					Ending Balance			-267.09
					Entity Totals	183,063.87	183,063.87	0.00

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Manage Requests - Summer Reach Condominium Trust

ID	Date Created	Address	Status	Vendor	Requested By
1062513	01/12/2020	15 Gristmill Road	Completed	AOC Associa On Call	Wheaton, Bob

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

Email: envirobob@bellsouth.net
Home: 615-566-1097
Comments
§ **01/12/2020 Bob Wheaton**: My fence received wind damage from last night's storm. One panel blew out into several pieces. Photo attached.
§ **01/19/2020 Mary Wood**: Request status changed from Not Pre-Approved to Completed.

ID	Date Created	Address	Status	Vendor	Requested By
1051813	11/25/2019	39 Walker Way	Completed	AOC Associa On Call	Fuller, Annette

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

Email: wfuller738@comcast.net
Home: 7742834589
Comments
§ **11/25/2019 Annette Fuller**: We noticed yesterday afternoon during the rainstorm our back gutter near bulkhead is leaking . TA steady stream of water kept pouring out in the corner where the two gutter pieces join- must be a hole or it has loosened- it created a significant puddle that reached toward the bulkhead, which we don't want to happen. We appreciate someone checking and fixing the leak to avoid any further erosion of the area by our bulkhead. Thank you, Annette& Bill Fuller
§ **12/06/2019 Ronald Savill**: Request status changed from Not Pre-Approved to Completed.

ID	Date Created	Address	Status	Vendor	Requested By
1051093	11/21/2019	Common Area	Completed	AOC Associa On Call	(Ronald Savill) acting on behalf of all homeowners

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

Comments
§ **11/21/2019 Ronald Savill**: Clean Gutters as needed. The units that are on the outside of the community.
§ **11/21/2019 Ronald Savill**: Request status changed from Not Pre-Approved to Approved - Has Vendor.
§ **12/10/2019 Maintenance Services**: Gutters have been completed
§ **12/10/2019 Maintenance Services**: Request status now completed by vendor.
§ **12/10/2019 Maintenance Services**: Request status changed from Approved - Has Vendor to Completed.

ID	Date Created	Address	Status	Vendor	Requested By
1051092	11/21/2019	Common Area	Completed	AOC Associa On Call	(Ronald Savill) acting on behalf of all homeowners

Request Item: **Common Area - Pump Stations -**

Comments
§ **11/21/2019 Ronald Savill**: Close in framed in area and install door. Rich & I have already discussed and are meeting onsite in the morning. We will need to purchase materials
§ **11/21/2019 Ronald Savill**: Request status changed from Not Pre-Approved to Approved - Has Vendor.
§ **11/22/2019 Maintenance Services**: Completed work as outlined by property manager.
§ **11/22/2019 Maintenance Services**: Request status now completed by vendor.
§ **11/22/2019 Maintenance Services**: Request status changed from Approved - Has Vendor to Completed.

PERKINS P.C.
& ANCTIL
ATTORNEYS AT LAW

KIMBERLY A. ALLEY
ROBERT W. ANCTIL
DAVID R. CHENELLE
RHONDA L. DUDDY
SCOTT J. ERIKSEN
DANIEL M. LÓPEZ
CHARLES A. PERKINS, JR.

December 10, 2019

Via E-Mail

Board of Trustees
Summer Reach Condominium Association
c/o Ron Savill CMCA®
Portfolio Manager
The Dartmouth Group
800 Hingham Street, Suite 102N
Rockland, MA 02370

Re: Engagement for Legal Services

Dear Board Members:

Thank you for contacting Perkins & Anctil, P.C. (the "Firm") to represent Summer Reach Condominium, LLC (the "Client" or "you") concerning general legal matters (hereinafter the "Matter"). We look forward to working with you.

At the outset of a new Matter, we believe it is important for the attorney and the client to have a clear understanding of the scope and nature of the services the attorney is to provide. We believe it is important to set forth the terms and conditions that will apply to our representation.

1. **Scope of Services.** You have asked us to represent you in connection with the Matter. Our representation of you is limited to the Matter and any representation of you in any other matters will be the subject of a separate written engagement agreement between you and the Firm. This engagement will begin on the date upon which the Firm begins to render services, even if such date is prior to either the date of this letter or the date on which you countersign this letter, and will end when we have completed our work on the Matter or when either of us informs the other that the representation has ended.

2. **Staffing.** We will be the attorney primarily responsible for the engagement. From time to time, I may delegate certain tasks to other partners, of counsel, associate attorneys or paralegals in the Firm to the extent that the delegation is appropriate, or consult with other attorneys at the Firm having areas of expertise relevant to your Matter. You agree that we may exercise our discretion in delegating these tasks. You agree that this agreement does not constitute a personal service contract of any specific attorney and that legal services may be rendered by any attorney in the firm.

From time to time, internal conferences may take place among our personnel, and more than one person may attend meetings or proceedings on your behalf, where appropriate, to facilitate communication, improve the quality of the work or provide for the accomplishment of tasks in the most cost-effective manner consistent with maintaining the quality of our services.

3. **Billing and Payment.** The Firm will bill you for professional services primarily on an hourly basis. Our hourly rates are as follows: Partners: $275.00: Associates: $200.00; and Paralegals: $75.00. We reassess our hourly rates annually, and adjustments are made when we believe such adjustments are appropriate, generally as of January 1st of each year. Such adjustments will be reflected in the billing rates utilized to determine our charges to you from time to time during the course of our engagement.

In addition to our hourly professional rates, the Firm will charge separately for certain costs incurred in the representation, as well as for any disbursements to third parties we make on your behalf. Such costs and disbursements generally include, but are not limited to, the following: filing and recording fees; travel expenses; long distance telephone charges; photocopies; support staff overtime; special stenographic charges; court/deposition transcripts and reporter's charges; computer-assisted research; overnight delivery services; messenger services; expert witnesses and consultant fees; postage; and other charges necessitated by the circumstances of the engagement. For major disbursements to third parties, invoices may be directly sent to you for payment.

We generally send invoices monthly for services performed and costs incurred. Payment in full is due upon receipt of an invoice, without regard to any retainer. Such invoices will reflect the work done, the attorney or paralegal who has performed it and the time expended, and will account by category and amount for costs or expenses. In the event that a portion of our fees are paid by a third party, such as an insurer, you will remain responsible for paying the difference, if any, between the amount of our invoice and the amount paid by the third party.

In the event that any invoice of the Firm is not paid within thirty (30) days of its date, the Firm will have the right, at its option and subject to any requirements to obtain leave of court and of professional responsibility, to terminate representation of the Client and to withdraw its appearance in any pending matter in which it is the Client's counsel of record. Your agreement to the terms of this letter constitutes express agreement by the Client to the terms of this paragraph, including agreement to the Firm's withdrawal under such circumstances.

4. **Retainer.** It is the Firm's policy to charge a retainer. We are not requesting a retainer at this time, but may request a retainer at a later date. If we request a retainer, please note that retainers do not represent an estimate of the total amount likely to be charged in the Matter. Retainers are held by the Firm, as security for the payment of the Firm's fees and expenses, until the conclusion of our representation and are held in a client trust account, until applied to payment of the Firm's fees or refunded. The Firm does not segregate retainers received from clients and neither earns nor pays any interest with respect to them. Generally, the

Firm will pay any invoice and expenses from the retainer and in such event, the Client or Paying Party for the fee may be asked to promptly restore the retainer to its full amount. In the event that we do not ask you or the Paying Party for the fee to replenish the retainer, we expect that invoices will be paid within thirty (30) days. Any amount of the retainer not applied to payment of the Firm's invoices will be refunded to the Client or the Paying Party at the conclusion of our representation.

5. **Your Obligation.** You agree to (1) cooperate with the Firm as your attorneys and promptly provide us with accurate information and all documents known or available to you relevant to the Matter, and (2) comply with your obligations under the terms of this agreement letter. In the event the Firm has to enforce its right to payment, you agree that the prevailing party shall be entitled to payment by the other party of all of its costs of collection, including court costs and reasonable attorneys' fees.

6. **No Guarantees.** You acknowledge that we have advised you that the outcome of this, or any disputed matter is necessarily uncertain and that we have made no representation, guaranty or assurance with respect to the outcome or result of the Matter.

7. **Records Retention.** The Firm maintains necessary documents relating to the Matter, such as correspondence, memoranda, billing and, depending on the nature of the Matter, pleadings or transactional binders, in its files. Such documents are Firm records and will be retained by the Firm in its archives, and subject to its records retention policies at the conclusion of the Matter. Copies of such documents will be furnished to you, upon your request and at your expense. At the conclusion of the Matter (or earlier, if appropriate) other documents, such as but not limited to, client papers, depositions and trial transcripts, discovery papers furnished by other parties and the like, are not ordinarily retained by the Firm and will either be disposed of or (subject to the provisions of any applicable protective order) transferred by your custody upon your request. Except to the extent that you notify us in writing that you wish to receive all or any of such documents, they will ordinarily be disposed of within sixty (60) days of the termination of the Matter. Under the Firm's policies, email and other electronic documents are subject to periodic deletion and disposal.

8. **Dispute Resolution.** If we have a dispute arising out of or relating to this Agreement, we agree to submit for arbitration before the Massachusetts Bar Association ("MBA") Fee Arbitration Board (the "Board"). This is a free service provided by the MBA. The award of the Board shall be binding and conclusive on all parties, and may be enforced by a court of law. If the Board declines to resolve the dispute for any reason, then we agree to submit the dispute for arbitration before the Boston office of JAMS (Judicial Arbitration and Mediation Service). The award of the JAMS arbitrator shall be binding and conclusive on all parties, and may be enforced in a court of law. We will share the arbitration fee with you equally, and each of us shall pay our own attorney's fees so as to do substantial justice.

9. **Discharge by the Client**. You may discharge the Firm at any time by sending me written notice, in which event the Firm shall be paid in full for its professional services and costs or expenses through the date of our actual receipt of your notice of discharge.

10. **Withdrawal by the Firm**. If you breach any of the terms of this agreement, or for any other reason permitted by the Code of Professional Responsibility, the Rules of Court, or the laws of the Commonwealth of Massachusetts, the Firm may terminate its representation of you. In that event, the Firm will notify you in writing of its intention and the Firm shall be paid in full for its professional services and costs or expenses through the date of its actual withdrawal from your representation. If the Firm terminates its representation of you, we will take such steps as are reasonable and practical to cooperate in the transition of the Matter to you or your successor counsel.

11. **Your Understanding of this Agreement**. By signing this agreement, you acknowledge that you have read and understand it, and agree that its terms are fair and reasonable. You acknowledge that you have had the opportunity to ask any questions you may have concerning the agreement. You are encouraged, if you so desire, to consult with another attorney, or anyone else, about any of the terms of this agreement before you sign it. This agreement is effective as of the date the Firm first began to render legal services to you.

12. **Governing Law**. This agreement shall be governed by the internal laws of the Commonwealth of Massachusetts.

If the foregoing correctly reflects your understanding of the terms and conditions of the Firm's representation, please so indicate by executing this letter in the space provided below and return it to our office.

Please contact me if you have any questions. We are pleased to have this opportunity to be of service and to work with you.

Very truly yours,

Charles A. Perkins, Jr.

CAP/cln
Cc: Scott J. Eriksen, Esq.
Kimberly Alley, Esq.

AGREED TO AND ACCEPTED
AS OF THE_____ DAY OF DECEMBER, 2019

____
Client