



**Summer Reach Condominium Trust
Board of Trustees Meeting Minutes
Monday, May 15, 2022 at 4PM
Closed Meeting via Zoom**

Attendees

Board of Trustees: Paul Anderson, Mike Malone, Leslie Murphy, Larry Sinsimer, Gary Benink

RGR: Mitchell Johanson, Jon Willis

Finance Committee: Ed DeMille and Ed Driscoll for Financial Review and Transition Update and 2021 Budget portions only (Fred Healey unable to attend).

Financial Review

A. April 2022 Financial Review: Jon Willis reviewed the April financials. They have been posted to the portal.

Transition Update

A. Transition Funds: The transition account expenditures and reimbursements were reviewed (see attachment).

- Larry Sinsimer made a motion to approve the proposal from Cid Nunes for \$1,200 to repair the drainage issue between 17-19 Gristmill Road; Second by Leslie Murphy with a 5-0 Board vote.
- The second and final payment of \$8,666.00 will be paid to New England Soundproofing for completing their work.
- A check for \$2,700 will be made out to Paul Malone for the basement drainage repair at 6 Gristmill Road. Before releasing the check, the unit owners will be asked to sign a Limited Release of Liability to release the Summer Reach Condominium Trust from any future claims or damages caused by water ground leaks to the foundation and floor.
- The Transition Account will be closed in June 2022 with the remaining \$5,340.71 being transferred to the 2022 operating budget under the landscaping improvement line item for future basin and drainage work. FinCom and RGR will work together to itemize future expenditures accordingly.

B. 2021 Budget: The memo dated 5/15/22* from Mike Malone, Larry Sinsimer and Paul Anderson was reviewed and approved by a vote of 5-0 (see attachment). * This memo was updated as of 6/8/22 with final numbers

Old Business

- A. Dryer Vent Cleaning:** The exterior duct cleaning proposal from Dryer Vent Wizards for \$59/per unit was approved 5-0. The estimate will be updated with a change from 118 units to 112 units. An email blast will be sent with details on interior cleaning options for residents. Timeframe for cleaning is June 15-16th.
- B. 5 Founders Shingles:** The board approved a bundle of shingles to be ordered in order to make this repair and have extra shingles on hand for future repairs.
- C. Pool Opening:** The pool filters will need to be replaced soon. The cost is approximately \$1,400.
- D. 6 Danforth Leak:** SS Roofing is scheduled to meet with the unit owner and prepare an estimate for the Association.

New Business

- A. Annual Meeting/Election and Process:** All ballots and proxies will be collected at the Annual Meeting. RGR already has a formula on their spreadsheet to tally votes by unit style.
- B. Gabriel Proposal:** RGR reviewed the proposal. The sinkhole repair at 32 Danforth was approved 5-0 for up to \$3,500. However, RGR will revert back to the contractor to see if we can reduce the price by supplying the loam we have left over from the transition. The sidewalk repairs and vector of sewers has been put on hold for future discussion.
- C. Landscaping/Drainage Requests:**
- I. Tree spraying/Tree Staking/4 Gristmill Tree:** Jon is following up on estimates. Recommendation was made to check on removing the tree at 4 Gristmill.

- II. **16 Founders and 26 Danforth Lawns:** Jon will follow up with Tomasi for reseeding plan.
- III. **14 Gristmill Shrub Relocation:** Unit owners will be asked to complete a modification request.
- IV. **4 Ardmore Drainage:** Jon will follow up with the unit owner.
- V. **Garden Fence Proposal:** The Board approved the Systems & Infrastructure Committee's proposal for \$482.18 with a 5-0 vote. As a one-time contribution, the Garden Committee will commit to paying for 50% of the costs for this repair out of their fundraising account and will ask gardeners for a donation. This project will not affect our operating budget. An account will be set up for the Garden Committee's funds.

Unit Modifications:

25 Walker Way Porch Modification was approved with a condition that the Porch Addendum be signed and submitted to RGR.

Other

- Since reports have been positive on our septic system, maintenance will be reduced to twice a year, with the next scheduled service in the October timeframe.
- RGR will follow up on estimates for clubhouse cleaning.
- RGR will follow up on our Verizon contract.
- The AED request will be discussed at our June annual meeting.
- An updated Responsibility Chart will be posted to the websites.

Submitted to the Board of Trustees on June 8, 2022.

Leslie Murphy, Co-Chair and Recording Secretary

Updated 7/22/2022 by Michael Malone, Recording Secretary

Approved as updated July 18, 2022 by the Board