

Minutes
Summer Reach Board of Trustees Business Meeting
August 21, 2023, 4:00PM

Attendance:

Board members: Gary Benink, Cathy Kelso, Larry Sinsimer, Paul Anderson, Mike Malone

RGR: Tom Fitzmaurice

Minutes:

- Approved (5/0) Annual Meeting June 13, 2023 Minutes
- Approved (5/0) Board Business Meeting July 31, 2023 Minutes

Financial:

- T-Bills
 - o Renewals Approved (5/0)
 - T-Bill maturing August - purchase T-Bill in Sept (1 year)
 - T-Bills maturing in November – variety of 6 months/1 year depends on rates
 - Review T-Bill rates and CD rates closer to maturity
- Monthly Financials presented by SR Treasurer, Larry, July approved (5/0)
 - o Reconfirmed Approval (5/0) \$439.75 to Working Capital Reserve (for a total of fully funded 2 months Condo fees balance \$91,734; funds replenished & T-Bill interest did not include all of condo fee increase)

Contracts:

- Landscaping & Snow Removal – ongoing RFP (request for proposal) process
 - o Approved (5/0) RFPs for both
 - o RGR will coordinate distribution of RFPs and onsite walk around with vendors

Committees:

- Reserve Study Committee (RSC)
 - o Approved (5/0) RSC Charter
 - o Liaisons Larry & Gary
 - o August Meeting TBD
 - o Digital Criterium Report

Solar Panel Research:

- Research on hold – pending future technology and leasing options

Lift Station Pump:

- Pump #2 board light indicator; company to provide plan
 - o May need to remove pump to obtain more information

- Next maintenance is scheduled for October
- Last two maintenance visits no problems identified

Asphalt Cracks & Line Painting:

- Approved (5/0) local company; schedule as soon as possible during good weather
- 2 days approx., blower cleaning followed by sealant
- Half of the complex at a time, drafting notice listing the roads on which day
- Additional days for line painting at cross walks throughout the community & the clubhouse parking spaces

Detention Basins:

- Largest basin needs repair – drain alignment, getting quote
- Other basins - planning for weed removal

Storm Drains/Trap Cleaning:

- Getting quotes & recommendations

Fire Hydrant Flushing:

- Vendor identified, price quote, potential date in the fall

Abutting Property:

- Board reconfirmed appointment of SR Coordinator – Dave Killory
- Abutting Property Info Session for all residents on site at clubhouse
- Planning Board Meeting August 23rd @ 7:00PM
- Zoning Board meeting Sept 18th

Master Insurance:

- Renewal process started, pending proposal
- Date Change – Insurance Open Board Meeting Tuesday, September 19th @ 6PM

SR Board of Trustees Business Bulletin:

- Approved (5/0) first Bulletin published in August 2023

Danforth Entrance Sign Project Plan:

- Town of Plymouth permit & signage requirements
- Funded by donations including two smaller granite posts to match other entrance
- Matching to SR name and logo on Walker Way entrance sign
- Stakes input at the location
- Pending update to no trespassing sign on the wooden fence-update to include “private property”

Clubhouse Library Rug Replacement Project Plan:

- Volunteers researching options

Documentation:

- Attorney reply to question, no need to make changes to remove declarant from SR documentation

Work Orders via RGR site:

- A few work orders recently received, RGR and Board will review

Pool Door Lock:

- Approved (5/0) Replacing Pool Door Lock

Modification Requests:

- Approved (5/0) the following four Landscaping Modification Requests
 - o 20 Danforth Lane
 - o 31 Danforth Lane
 - o 30 Danforth Lane
 - o 5 Founders Way

Meeting adjourned at 5:22PM

Next Open Board Meeting Tuesday, September 19th @ 6PM in the Clubhouse – Insurance