

**Natick Green Condominium Trust
Minutes of the Board of Trustees
Meeting Tuesday, February 23, 2021**

Attendees – Zoom meeting

Perry Galvin, Chair
Sue Peters, Vice Chair
Adrienne Beck, Secretary
Elliot Schwartz, Treasurer
John Gallagher, Employee Liaison
Tom Knight, Trustee
Steve Hayes, Trustee

Management

Nadine Anderson, Property Manager
Mike McClay, Director of Maintenance
Dave Fisher, Fisher Financial Services

At 6:02 pm, the meeting was called to order.
The meeting was adjourned at 7:33 pm.

AGENDA:

I. Acceptance of the Minutes

The January 2021 Minutes were approved and have been posted at
<http://www.natickgreen.org>.

II. Maintenance Report

Director of Maintenance Mike McClay presented the maintenance report, which included the following:

- A. Inclement weather report (2-3 snowstorms).
- B. Maintenance continues to adhere to the covid-19 virus notice that was posted to the community in March of 2020. The notice was regarding the disinfecting and cleaning of the common areas.
- C. Building awnings update: The new signs have been attached over the prior lettering for Silver Hill and a portion of Post Oak Lane. The remainder of Post Oak Lane will be completed soon.
- D. The Board will consider other options that could work to have a camera at the Trash Compactor to catch people who are dumping non-residential materials and furniture items.
- E. Stair project update: We are waiting to receive the new pricing/breakdown from Hulbig. Once received, we can have an email vote.
- F. Painting of common areas walls and fire doors.

III. Financial Report

Natick Green Condominium
Budget Variances Greater than \$5,000 and 5%
Year Ended December 31, 2020

Account name	Budget	Actual	Variance	%Var	Comments
Water & sewer	\$ 135,000	\$ 142,668	7,668	5.68%	Water line break - oerages were in 3rd qtr.
Electricity-laundry & shed	\$ 33,000	\$ 22,778	(\$10,222)	-30.98%	Based on actual bills from Eversource
Payroll - office & leasing	\$ 33,780	\$ 17,240	(\$16,540)	-48.96%	Open position due to Covid-19
Workers comp ins.	\$ 12,000	\$ 20,683	\$8,683	72.36%	Inc \$4,672 from 2019 audit
Temporary help	-	\$ 10,498	\$10,498	100.00%	Offset by payroll-leasing above
Snow removal	\$ 8,000	\$ 2,335	(\$5,665)	-70.81%	No major storms in 2020
Landscaping	\$ 34,000	\$ 27,822	(\$6,178)	-18.17%	Fewer planting & extra services
Maintenance supplies	\$ 24,000	\$ 36,737	\$12,737	53.07%	includes in-units as well as common repairs
Repairs - plumbing	\$ 18,000	\$ 8,778	(\$9,222)	-51.23%	Only repair was water main break Sept-2020
Repairs - painting	\$ 9,000	-	(\$9,000)	-100.00%	Door-deck project billed back to owners
Insurance	\$ 90,850	\$ 85,456	(\$5,394)	-5.94%	Rate increase not as high as budgeted
Deck & door income proj.	\$	\$ -	(\$38,183)	(\$38,183)	Door+deck project netted 38,183 in income

IV. Secretary's Report

On February 12, a MOTION was adopted to approve an update to the Flooring Changes Procedure. The new version (Revision 3) has been posted to our web page and is effective immediately.

V. Unfinished Business

- A. Reserve study: A review is still in the process.
- B. Buildium: Nadine and the Trustees continue to work with Buildium to allow additional searches for information and to print needed reports.

VI. New Business

- A. Our Association insurance policy with Greater New York is up for annual renewal. Our premium increased by \$2,366 over last year. We also added terrorism insurance to our policy for an additional \$828. The Board adopted a **MOTION** to renew our insurance for the period 3/16/21 to 3/16/22 for a total premium of \$74,790.
- B. The Dryer Vent Policy is being reviewed/updated.

VII. Property Manager's Report

VIII. Executive Session

The Board convened into executive session to discuss non-public and legal matters.

Due to the Covid-19 situation, monthly Board meetings are currently conducted via Zoom. The Board is working to determine the feasibility of inviting Unit Owners to the Zoom meetings. The Board of Trustees meets monthly (except December) on the fourth Tuesday of the month at 6pm.

If you wish to address the Board regarding a particular matter or concern, please provide a written agenda request that includes the nature of the issue, to the Natick Green Office at least ten business days prior to the Board meeting. If a Unit Owner policy for Zoom meetings has been determined, Unit Owners will be contacted and invited. Please contact the Natick Green Office with any questions.