

**Natick Green Condominium Trust  
Minutes of the Board of Trustees' Meeting  
Tuesday, January 26, 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

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

At 6:09 pm, the meeting called to order.  
The meeting adjourned at 7:47 pm.

**AGENDA:**

**I. Acceptance of the Minutes**

The December Minutes were approved as written and posted at <http://www.natickgreen.org>.

**II. Maintenance Report**

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

- A. Several makereadies were completed.
- B. Update on the stair project for 2, 4, 6 & 8 Post Oak Lane. Hulbig may not be able to replace the stairs at the same price as last year, where the cost was not to exceed \$62,120.00. The Architect has asked for an itemized list from Hulbig to do the work.
- C. Due to covid-19, February's annual safety inspection is postponed. It will be considered in the Fall of this year and determined by the impact of covid-19 at the time.
- D. Maintenance continues to adhere to the covid-19 virus notice posted to the community in March of 2020. It was in regard to disinfecting and cleaning of the common areas.
- E. Mike noted that the new camera at the dumpster is working but has a few drawbacks with the weather. Other remedies will be considered, such as a second battery, lighting the dumpster area at night, or updating the camera/software.

### **III. Financial Report**

The books are held open at year-end, and the December financials are not available before February 8.

### **IV. Secretary's Report**

On January 5th, a Motion was adopted to approve a Reasonable Accommodation Request for an emotional support animal. Also, during this month, we learned of an updated version of the Reasonable Accommodation Form, which will replace the old form going forward.

### **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 search for information and print reports.
- C. Awnings: Nadine spoke with Kevin with HS Awnings and Ron with RG Signs and Graphics regarding the new attachments to the awnings. Ron has been on the property to measure each one starting with the worse for wear.

### **VI. New Business**

- A. The annual election did not meet quorum and all incumbents remained in their trustee positions except Sue Peters, who was named Vice-Chair.
- B. Update to the Flooring Change Policy.

### **VII. Property Manager's Report**

- A. The Equifax policy related to the Leasing Program is under review.
- B. Several violation letters were sent related to unacceptable items left at the dumpster.

### **VIII. Executive Session**

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

- IV.** Due to the Covid-19 situation, we are currently conducting monthly meetings via Zoom. We are still determining the feasibility of inviting unit members to the Zoom meetings. However, please note, the Board of Trustees meets monthly (except December) on the fourth Tuesday of the month at 6pm.
- X.** 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 days before the meeting. If we have implemented a unit member policy for Zoom meetings, you will be contacted and invited. If not, the Board will do its best to represent your issue(s).