

**NATICK GREEN CONDOMINIUM TRUST**  
**Minutes of the 22<sup>nd</sup> Annual Meeting of Unit Owners**  
**April 23, 2008**

**AGENDA:**

Unit owners registered upon arrival at 7:00 pm and enjoyed hors d'oeuvres ordered through Creative Entertaining.

**I. The Meeting was called to order at 7:10 pm by Thomas Knight, Chairman**

**II. Introductions by Thomas Knight:**

**Board of Trustees:**

Rona Donato, Vice Chairman  
Alpesh Patel, Treasurer  
Brian Wolfe, Trustee

**Absentees:**

John Brodacki, Secretary  
Robert Lynn, Trustee

**Management Personnel:**

Michael McClay, Director of Maintenance  
Jennifer Saponaro, Property Manager  
Robert Reisch, Assistant Property Manager/Leasing Consultant

**III. Certification of proper notification of the meeting**

Thomas Knight verified that proper notification of the annual meeting was provided to all unit owners via written invitation.

**IV.&V. Certification of Quorum and Election**

Thomas Knight announced that unfortunately we did not reach the required 51% quorum as only 30.5794% of unit owners were either in attendance or represented by proxy statement. Therefore, no voting could take place but the meeting for discussion purposes was held.

**VI. A review of the past year's business presented by Thomas Knight, Chairman**

**A. Sales and Rental Markets**

We had a total of 25 condominiums sell during 2007. Our owner occupancy percentage increased slightly from 66.6% to 67.6%. In order to better accommodate unit owners' ease in selling their condominiums, we built a wooden box located on the side of the Office to the left of the front door which accommodates up to 12 lock boxes. Unit owners must sign a Release form available at the Natick Green Office for the purpose of releasing the Association from any liability regarding the use of the lock box. For those of you who aren't aware, the Natick Green Office offers a Lease and Make Ready service. The rental market this past year was steady. In past years, the rental market was so strong that it wasn't uncommon for us to have 200 people on wait lists. No longer do we have long wait lists and it is taking longer to rent a unit. We performed a total of 27 lease and make

readies since last year's annual meeting and an additional 4 make readies for sales. The highest recent sales and rental rates are as follows:

<u>Sales Prices</u>	<u>4/07</u>	<u>4/06</u>	<u>Current Rental Rates</u>
1BR	\$204,000	\$215,000	1BR \$1000 - 1150
2BR/1B	\$215,000	\$240,000	2BR/1B \$1200 - 1300
2BR/2B	\$263,000	\$259,900	2BR/2B \$1300 - 1500
2BR/1.5B TH (no sales prior three years	2BR/1.5B TH \$1400 - 1500		
\$265,000 is the last sales price from 2004)			

Note: Rental rates have been approximately the same over the past few years. Market surveys are performed periodically with local condominium and apartment communities. Natick Green's pricing is comparable with the market.

## **B. Property Insurance**

The master insurance policy for the association is renewed annually on March 16. For the policy year ending March 16, 2007, the insurance premium for the master policy was \$130,200. We put together a list of the pro-active accomplishments performed by Natick Green in a strong letter to Rodman Insurance to use as an informative tool to lower the insurance premiums.

The actions taken by the Board of Trustees included:

1. Replace all Building Main Water Shutoff Valves with new Shutoff Ball Valves (completed 1/2005)
2. Replacement of all Water Heaters with the installation of Drain Pans and WAGS Valves (completed 4/2005)
3. Prohibiting the use of "grilles" on patios and decks appurtenant to residential units (completed 7/2005)
4. Installation of Fire Extinguishers in common area hallways (completed 9/2005)
5. Enforcement of Natick Green Rule requiring all unit owners to use steel reinforced washing machines hoses (completed 11/2005)
6. Fire Safety training for Residents by the Natick Fire Department (completed 1/2006)
7. Posting of a Fire Safety Policy for Natick Green at each Fire Extinguisher (completed)
8. Plan for upgrade of Sidewalks, Curbing, entrance Stairs, and Parking areas (in progress)
9. Labeling of all NSTAR Electric Meters and Main Disconnect Switches with legible weather-resistant identification labels (completed)
10. Water conservation project. (completed 11/07) Maintenance inspected all 318 units and identified those faucets and toilets that needed repaired. Approximately 30 work orders were generated to repair toilets, faucets and boiler drains. A few washing machine hoses were identified and replaced with stainless steel hoses.
11. The low flow toilet installation project to have all toilets on the property replaced to low flow ones. We have installed a total of 230 low flow toilets to date. The \$40 labor charge to replace each was collected from the unit owners prior to March 15<sup>th</sup>. The cost for the materials of \$206.95 per toilet including seat, risers, wax gaskets, etc, have been billed out to each unit owner at our cost and only after the work was completed. If your toilet has not been replaced yet you will be receiving notification shortly with the installation date. It is our intension to have the project finalized by mid June 2008.

Michelle Goncalves our CPA indicated in her Management letter that the water costs did drop from 2006 to 2007 by approximately \$14,000.

Rodman Insurance presented this information to MiddleOak in an effort to demonstrate the condominium association's resolve and focus on safety along with minimizing the likelihood of future insurance loss events. Thankfully MiddleOak recognized the strong efforts and REDUCED our premium charges from \$110,391 for policy dates 3/16/07-08 to \$93,215 for policy dates 3/16/08-09. That's a total savings of \$17,176.

The decrease was due to the proactive steps taken regarding MiddleOak's requests and the loss run history over the past year. Please make sure you make any necessary updates to your homeowner's insurance policy if needed and supply the Natick Green office with a copy of your policy. We will be happy to review it to ensure you have adequate coverage.

## **VII. Newfield Drive and Sidewalk & Curbs presented by Brian Wolfe, Trustee**

### **Newfield Drive:**

Over the past year, a lot of progress has been made on the Newfield Drive Reconstruction Project, and most importantly the construction activities are scheduled to begin during the first week of May. Here is a summary of the events of the last few months:

The Engineer, MetroWest Engineering, issued design documents at the end of January to about ten potential contractors. Bids were received from five of those contractors in the beginning of March. Representatives from the four associations met weekly during this period to review the bids, met with the four qualified contractors, and in the beginning of April selected Russo Brothers from Framingham as the Contractor to perform the work.

During the last three months, the four properties have been working with a Framingham law firm, and a Joint Venture Agreement was finalized last week which will last for the duration of the project. This agreement will provide the guidelines for the construction project to be completed, including disbursement of funds, communications between the different parties and establishing decision making procedures. Also, a full time Clerk of the Works has been selected to act as the eyes and ears of the properties for the duration of the project. The Clerk will work on site while the construction is taking place to assist with getting construction issues resolved, communicating with the representatives of the four properties, attending meetings, keeping the properties informed and dealing with the Attorney, the Town of Natick and the Engineer.

The current schedule calls for the project to be completed this fall. Following the completion of construction, the Engineer will assist the properties in getting the roadway accepted by the Town. The total project budget, including attorney's fees, inspection fees, and the Clerk's salary, has been established at \$1,150,000. Natick Green's contribution to the project is 14.2% or \$163,300.

### **Sidewalk & Curbs:**

This past fall, JGA Architects was hired to create plans which could be used for the replacement of the deteriorated curbs, sidewalks and parking areas throughout Natick Green. The plans call for the replacement of approximately 50% of the curbs, sidewalks and asphalt on the property. Over the winter, JGA Architects contacted a number of contractors to bid on the work. Pricing was received from two contractors and the Board met with them to discuss the project. McNulty Construction was selected to perform the work at a cost of \$328,001.

The work was scheduled to start at the beginning of April, but it was determined that additional approvals were required by the Natick Conservation Commission. A consultant was hired to assist Newfield Drive with obtaining the Conservation Commission permits. Natick Green is scheduled to appear in front of the Commission on April 30<sup>th</sup> and construction could potentially begin in the middle of May.

McNulty has stated that they will honor their proposal to complete the work after the approvals have been received. The work is scheduled to take approximately 6-8 weeks and will be phased in small sections to minimize the disruption to the residents. Notices will be posted when work will begin. When an area is under construction parking will be restricted in that area for about 3-5 days.

#### **VIII. Recreational report presented by Rona Donato, Vice Chairman**

In September 2000, a social subcommittee was formed to provide a sense of community to our residents. The social subcommittee is budgeted \$3,000 this year to spend on social events for residents. (Note: In past years the budget for this line item was \$5,000). David Senior our volunteer Chairman of this subcommittee for the past couple of years has decided to resign and allow someone else to take over. Volunteers are needed. At this time we'd like to extend a great big thank you to David for all of his help and efforts in making the yearly parties stay a reality and be enjoyed by all. Without volunteers it is sad to report we won't be able to continue to have the parties most of our residents have been accustomed to. Please call the Natick Green office if you are interested in volunteering for this subcommittee.

The pool is scheduled to open as usual from Memorial Day weekend to Labor Day weekend (May 23, 2008 to September 1<sup>st</sup>). This year you will notice a timer installed for the jacuzzi's use. This will enable residents to set the timer as needed.

The Clubhouse is going through some exterior renovations including replacing broken or cracked siding, rakes, trim and removing the pergolas from the front and rear of the building. The pergola is still to be determined if it will be replaced or not. It had to be removed due to it's unsafe condition.

The temporary grill site was set up on April 1<sup>st</sup>. It is to be used by all of the residents wanting to grill. As a reminder grilling in any other area on the property is strictly prohibited. Rules are posted at the grill site and located in the back of the Natick Green Rules and Regulations. If you would like a copy please contact the Natick Green office.

#### **IX. Financial Report, presented by Alpesh Patel, Treasurer**

##### **A. Operating Budget**

The Board approved the Operating Budget for the Fiscal year 1/08 – 12/08 which does not call for a condo fee increase. Handouts were given to all unit owners in attendance. If you'd like a copy please send your request to the Natick Green Office and one can be sent to you. Since the inception of Natick Green Condo. Association in 1987, 21 years ago, we have only had 7 increases in condo. fees as follows:

10% in 1988  
\$15.00/unit in 3/95  
5% on 8/1/99

10% (rounded down to the nearest dollar) on 9/1/01  
 4.7% (rounded down to the nearest dollar) on 9/1/02  
 10% (rounded down to the nearest dollar) on 7/1/04  
 15% (rounded down to the nearest dollar) on 10/1/06

We continue to have one of the lowest condo. fees when compared to similar properties. The only special assessments that we have implemented were in 1990 for the replacement of the vinyl siding, which was approved by a majority of 75% of unit owners and in 2007, 2008 and 2009 an amount equivalent to one month's condo fee is due February 1 of each year for the costs associated with reconstructing Newfield Drive. Natick Green consists of 318 condos. and the current average condo. fee is only \$224/mo.

We have been able to keep the condo. fees down due to the excellent management and maintenance services that the Association's employees perform. The Association generates income from our Lease and Make Ready services and Interior Maintenance services. In addition, we save thousands of dollars each year by performing a multitude of management, financial and maintenance services in-house rather than contracting them out.

**B. Audit for 1/1/07 – 12/31/07**

In 2006, the Board signed an audit engagement letter with Murphy, Edwards, Goncalves & Edwards, PC, which reflected an increase in audit fees from \$4,000 to \$4,200 per year for the three fiscal years ending 2006, 2007 and 2008. Michelle Goncalves, CPA presented her findings of the audit and financial statements of revenues, expenses, and changes in trust members' equity, and cash flows for the Fiscal Years ending December 31, 2007 and 2006. She also provided the Trustees with a management opinion. Ms. Goncalves who performed the physical audit commented that she found all records to be extremely organized and made easily accessible to her and found the established internal controls and their operations to be in place.

Attendees were provided with a copy of the Natick Green Condominium Trust Financial Statements for Fiscal Years December 31, 2007 and 2006. If you were unable to attend but would like a copy, please feel free to pick one up at the Natick Green Office.

**BALANCE SHEETS**  
**December 31, 2007 and 2006**

<b>CURRENT ASSETS:</b>	<b>2007</b>	<b>2006</b>
Cash and Cash Equivalents	\$470,851	\$425,248
Cash from Insurance Proceeds	\$ 0.00	\$ 53,057
Cash Designated Newfield Drive	\$ 95,617	\$ 10,944
Accounts Receivable - Unit Owners	\$ 9,793	\$ 5,737
Insurance & Contractor Receivables	\$ 0.00	\$ 83,642
Prepaid expenses	\$ 15,178	\$ 17,386
Total Current Assets	\$591,439	\$596,014
 PROPERTY AND EQUIPMENT, NET	 50,230	 62,614
 <b>TOTAL ASSETS</b>	 <b><u>\$641,669</u></b>	 <b><u>\$658,628</u></b>

## LIABILITIES AND TRUST MEMBERS' EQUITY

### CURRENT LIABILITIES:

Accrued Expenses and Security Deposit	\$ 73,653	\$202,933
Assessments and Fees Recv'd in Advance	\$145,020	\$ 58,519
Current Portion of Long Term Debt	<u>\$ 9,633</u>	<u>\$ 9,633</u>
Total Current Liabilities	\$228,306	\$271,085

### LONG TERM DEBT

Net of Current Portion	\$ 0.00	\$ 9,633
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### TRUST MEMBERS' EQUITY:

Designated for Future Major Repairs And Replacements	\$417,458	\$385,560
Undesignated	<u>\$ (4,095)</u>	<u>\$ (7,650)</u>
Total Trust Members' Equity	\$413,363	\$377,910

<b>TOTAL LIAB. &amp; MEMBERS' EQUITY</b>	<b><u>\$641,669</u></b>	<b><u>\$658,628</u></b>
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## STATEMENTS OF REVENUES AND EXPENSES

	2007	2006
<b>REVENUES:</b>		
Condominium Fee Income	\$849,156	\$767,004
Special Assessment Income	5,225	0.00
Lease Make-Ready Income	31,100	24,525
Laundry Income	11,972	11,648
Late Fees	6,960	5,560
Rental Income, Net	8,359	7,835
Interest Income	589	5,574
Interest Income - Repl. Reserves	16,806	11,419
Application Fees	1,525	1,855
Miscellaneous Income	<u>3,788</u>	<u>1,478</u>
Total Revenues	\$935,480	\$836,898
<b>EXPENSES:</b>		
General and Administrative	\$108,383	\$105,267
Repairs and Maintenance	316,345	317,968
Utilities	197,798	214,453
Club and Pool	29,464	28,103
Ownership	122,379	126,842
Leasing	46,823	41,453
Landscaping	30,073	36,779
Miscellaneous Taxes	<u>522</u>	<u>871</u>
Total Costs and Expenses	\$851,787	\$871,736
<b>NET INCOME BEFORE DEPRECIATION</b>	<b>\$ 83,693</b>	<b>\$ (34,838)</b>

DEPRECIATION	\$ 10,203	\$ 11,252
<b>NET INCOME (LOSS)</b>	<b><u>\$ 73,490</u></b>	<b><u>\$ (46,090)</u></b>

**X. Raffle**

Seven maintenance credits were raffled off for all in attendance and via proxy statement. There were four \$30.00 Maintenance credits, two \$60.00 Maintenance credits and one \$120.00 maintenance credit raffled off. These certificates can be used towards future labor costs on maintenance invoices when hiring the in-house maintenance staff.

**XI. Open Discussion**

An open question and answer period was available for unit owners in attendance to discuss any matters. No discussion was needed.

**XII. Adjournment**

Thomas Knight adjourned the meeting at 8:30 pm.

If you would like to be put on the minutes e-mail list, please submit your request via e-mail to us at [Natickgreen@onecommail.com](mailto:Natickgreen@onecommail.com). Monthly Board meeting minutes are only sent to Unit Owners via e-mail.

**The next Board of Trustees' Meeting is scheduled for Wednesday, May 21 at 6:00 pm at the Natick Green Clubhouse.** As usual, all unit owners are welcome to attend for observational purposes. If you wish to address the Board regarding a particular matter, kindly submit a written agenda request stating the nature of your business at least ten (10) days in advance of the meeting. This assists the Trustees in planning an organized meeting. Since the Trustees are volunteers, please respect their personal time and privacy rights and maintain communications via their mailing address at Natick Green Condominium, 7 Silver Hill, Natick, MA 01760.

MSOffice/Minutes of the 22<sup>nd</sup> Annual Meeting April 23, 2008