

NATICK GREEN CONDOMINIUM TRUST
Minutes of the 23rd Annual Meeting of Unit Owners
April 23, 2009

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:

Brian Wolfe, Trustee

Resigned Trustees

John Brodacki, Secretary
Robert Lynn, Trustee

John Brodacki and Robert Lynn voluntarily resigned after serving the Board for over a year and a half. We would like to take this opportunity to thank John and Bob for their valuable time given to the Association and their interest and devotion to Natick Green during their tenure. It is greatly appreciated

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 a written invitation.

IV. Certification of Quorum

Thomas Knight announced that we did reach the required quorum and had a total of 68.57 % of unit owners either in attendance or represented by proxy statement.

V. Election of the new Board of Trustees

Thomas Knight introduced the nominees of the new Board of Trustees. Two incumbents, Thomas Knight and Rona Donato ran for reelection in addition to five new nominees: Susan Peters, Tracy Goodwin, Perry Galvin, Dana Moreno and John Mooradian. The floor was opened for any additional nominations. Under the advice of legal council present at the meeting, it was determined

that ballots did not have to be completed as there were only 7 Trustee seats available and only 7 members running for election. We would like to welcome the new Board of Trustees.

A special thanks went to the past Trustees Alpesh Patel and Brian Wolfe, as they have decided not to continue their services on the Board due to their schedules and did not run for re-election this year. Alpesh served four years on the Board and Brian served for three years. Both have provided valuable time and dedication to the Association over the years. We would like to take this opportunity to thank them for their time given to the Association and their interest and devotion to Natick Green during their tenure.

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

A. Sales and Rental Markets

We had a total of 16 condominiums sell during 2008. Our owner occupancy percentage decreased slightly from 67.6% to 65%. 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 are not 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 25 lease and make readies since last year's annual meeting and an additional 1 make readies for a sale. The highest recent sales and rental rates are as follows:

<u>Sales Prices</u>	<u>4/08</u>	<u>4/07</u>	<u>Current Rental Rates</u>	
1BR	\$215,000	\$204,000	1BR	\$1025 - 1150
2BR/1B	\$191,000	\$215,000	2BR/1B	\$1200 - 1375
2BR/2B	\$263,000	\$263,000	2BR/2B	\$1350 – 1475
2BR/1.5B TH (no sales prior four years	\$265,000 is the last sales price from 2004)		2BR/1.5B TH	\$1375 – 1500

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, 2008, the insurance premium for the master policy was \$110,443 and the policy ending March 16, 2009 was lowered to \$93,215. Our new policy through 3/16/10 was lowered again to \$87,081. 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 grills on patios and decks appurtenant to residential units (completed 7/2005)
4. Installation of Fire Extinguishers in common area hallways (completed 9/2005 and tested yearly in the fall time afterwards)
5. Enforcement of Natick Green Rule requiring all unit owners to use steel reinforced washing machines hoses (completed 11/2005 and inspected yearly each November after)
6. Fire Safety training for Residents by the Natick Fire Department
7. Posting of a Fire Safety Policy for Natick Green at each Fire Extinguisher (completed)
8. Upgrade of Sidewalks, Curbing, entrance stairs, and Parking areas. This topic was discussed further on the agenda.
9. Labeling of all NSTAR Electric Meters and Main Disconnect Switches with legible weather-resistant identification labels (completed)
10. Installed a timer on the Jacuzzi. This will allow the residents access to controlling the Jacuzzi jets rather than taking the lifeguard away from watching the pool.
11. At the most recent Board meeting on 4/14/09 the Trustees voted to mandate cleaning of dryer vents every two years. Management is working on coordinating the project now. The cost to you is \$30 through Natick Green's maintenance department. If you choose not to hire maintenance then documentation will need to be provided to Management that a cleaning has taken place within the last two years.
12. Unit Safety Inspection Project. (completed 11/08) Maintenance inspected all 318 units and identified plumbing fixtures, smoke detectors and other safety issues that needed repair and/or replacement. A few washing machine hoses were identified and replaced with stainless steel hoses and 20 smoke detectors were replaced. During the inspection we noticed a few violations of dryer venting that have all since been corrected. The violations concerned the Trustees and they voted to adopt a dryer vent installation policy for units that do not currently have the dryer venting out of the building.
13. The low flow toilet installation project to have all toilets on the property replaced to low flow ones. We have installed approximately 325 low flow toilets to date. The \$40 labor charge to replace each was collected from the unit owners prior to March 15, 2008. 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.

Michelle Goncalves our CPA indicated in her Management letter "Management addressed the high cost of water and, due to the low flow toilet project and the change in billing practice by the Town of Natick, water costs have been reduced by over \$65,000.

After hearing MiddleOak was interested in renewing us at the same cost as the prior year, we asked Rodman Insurance to present 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. MiddleOak recognized the strong efforts and REDUCED our premium charges from \$93,215 for policy dates 3/16/08-09 to \$87,081 for policy dates 3/16/09-10. That's a total savings of \$6,134.

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.

Upcoming expenses:

In future, MiddleOak is mandating all water heaters be replaced after 5 years. Most were installed in 2005 indicating replacement for the year 2010.

VII.

Recreational report presented by Rona Donato, Vice Chairman

In addition to the list of projects Tom mentioned in his presentation, we have routine maintenance that is performed yearly on the property. Some of the items that were addressed during 2008 are as follows:

Since our efforts continue to be energy and water cautious, we circulated the news of the MWRA Water Sense Program. The program was designed for individual homeowners to contact the MWRA for a free water saving kit. The kit included a 2 gpm (gallons per minute) shower head, a kitchen sink aerator and a 1.5 gpm bathroom sink aerator. If you have not benefited from this program please contact the management office to make arrangements to have your water devices upgraded for a small fee and to help us continue in our water saving efforts.

In an effort to benefit from only being charged for water supply and not sewerage, we researched installing an irrigation meter to use in connection with the irrigation system on the property to water the grounds with. In the future we will need to perform repairs and upgrade the irrigation system on the property but the meter was the starting point. The Town of Natick advised us that if they were to take ownership of Newfield Drive as a result of the Town Meeting vote, there would be a 10 year moratorium on the road, meaning no digging or disturbing the road during that time. Since we knew this would be a purchase Natick Green would need in the near future and Russo Brothers who were the contractors working on Newfield Drive were available at a great price of \$37,350 and taking advantage of them working side by side with our contractor McNulty Construction who was performing the paving within the property during the sidewalk, curb & asphalt project, we voted to approve the installation. A trench was dug from the front entrance of Silver Hill to the maintenance shed located by the management office and the irrigation meter line was installed. The meter is installed in the maintenance shed and was connected to some of the irrigation system late last year.

The Fire Alarm panels in the common area hallways have been replaced over the last several years and the last six were done in 2008. Please note, the panels are not connected directly to the fire station and if sounding in alarm someone needs to call 911 to report the alarm. A very common cause for our buildings false alarms is a resident who has burnt food while cooking, opens their kitchen door to the hallway, smoke then enters the hallway, which sounds off the building alarms. We ask that you take every alarm as a serious one and to follow the Fire Policy posted in the hallways of your building. Your safety is very important to us.

The Clubhouse siding was suffering from normal wear and tear and had to be replaced in several areas. We hired the services of J.T. Haffey Builders and all the damaged areas on the building were replaced or repaired for a total of \$11,140.15. The clubhouse roof is on the schedule to be done in the very near future. We are currently seeking bids on this.

During a large scale snow storm the sign listing “Regulations” at the front entrance to Silver Hill was damaged. A new one was ordered for \$189 and the installation was performed by maintenance.

The torn and damaged awning to 1 Silver Hill was replaced by Dorchester Awning Company for \$971.

We hired the services of Stewart’s Welding to weld all loose railings on the stairs throughout the property.

Paul Bracket Tree Removal Services was hired to perform the yearly maintenance on tree removal and trimming for \$1600. Each year we hire this company after the rates drop in the month of December and continue to upkeep the trees on the property.

Triple A Carpet Cleaning was hired to perform the annual cleaning of the hallway carpets. This was performed during the week of the Annual meeting at a cost of \$2,120.

Framingham Pest Control monitors all of our buildings Sentricon systems. Sentricon is the termite treatment we chose for the property years ago. In years past it was reported that termite activity was active and since termites are mobile they traveled from building to building causing us to have to eventually treat every one of them. Today the monitoring continues and with the good news of “No Activity” being reported.

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. 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 (Friday, May 22, 2009 to September 7th) and an extended pool season for Friday, Saturday and Sunday hours through September 20, 2009. Please note that the pool season hours have changed to close at sunset. **The hours of operation are from 10am to sunset.** A pool opening notice will be hung in the common area hallways to notify the residents. 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 went 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 roof is in need of replacement and pricing is being discussed at the next regularly scheduled Board of Trustees meeting.

The temporary grill site was set up on April 1st. It is to be used by all of the residents who wish 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.

VIII. Newfield Drive, Sidewalk, Curb & Asphalt and Treasurer's report presented by Alpesh Patel, Trustee

Newfield Drive:

Over the past year, a lot of progress has been made on the Newfield Drive Reconstruction Project. The Joint Venture (the four properties making up 100% ownership of Newfield Drive) have had numerous meetings and are pleased to pass on that the construction activities have been finalized and a final grading plus seeding of the bare areas along Newfield is scheduled to begin prior to the first week of June. Once completed the Conservation Commission will authorize the completion and the hay bales and silt fences can then be removed. The Joint Venture's attorney and Engineer are working with the Town in preparation of the Fall Town Meeting on October 20, 2009, where it is likely to be on the agenda to go to vote on accepting Newfield Drive as a new Town owned road.

It is the Joint Venture's hope that Newfield will be accepted as a new Town road. In order to convey this association owned property we were required to follow the State Statute Chapter 183A where it indicates a required 75% approval of Unit Owners as well as 51% approval of Mortgage holders who indicated notification of such conveyance. Natick Green successfully completed this requirement by having Unit Owners complete conveyance documents. We would like to thank those of you that were diligent in returning these to us. It is your efforts that helped us get this approval to move forward on the Town accepting the road.

Sidewalk & Curbs:

McNulty Construction performed the select curb, sidewalk and parking lot replacement work last summer. Due to the proximity of the construction to the existing wetlands, Natick Green needed to receive approval from the Natick Conservation Commission. With the assistance of an outside consultant, the approvals were received and the work took place as scheduled.

Approximately 50% of the property had new sidewalks, curbs and asphalt replaced. We were fortunate enough to have the funding for this project available in our reserve accounts and did not have to special assess for the \$370,000.

There are a couple of sections of sidewalk that need to be replaced by the Contractor at no additional cost to Natick Green. Also, additional seal coating will take place this spring at no cost.

Treasurer's Report:

A. Operating Budget

The Board approved the Operating Budget for the Fiscal year 1/09 – 12/09 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, 22 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 1/1/08 – 12/31/08

In 2009, the Board signed an audit engagement letter with Murphy, Edwards, Goncalves & Edwards, PC, which reflected an increase in audit fees from \$4,200 to \$5,700 per year for the three fiscal years ending 2009, 2010 and 2011. The increase reflected the new laws associated with performing our audit and the additional time it would take. 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, 2008 and 2007. 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, 2008 and 2007. 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 AS OF DECEMBER 31, 2008 AND 2007:

ASSETS

CURRENT ASSETS:	2008	2007
Cash	\$112,618	\$ 54,759
Cash Designated for Newfield Dr. Project	\$ -	\$ 95,617
Cash Designated for Other Repairs & Replacements	\$ 20,983	\$416,092
Accounts Receivable	\$ 3,157	\$ 9,793
Employee Receivable	\$ 2,457	\$ -
Prepaid Expenses	<u>\$ 18,735</u>	<u>\$ 15,178</u>
Total Current Assets	\$157,950	\$591,439
 PROPERTY AND EQUIPMENT, NET	 <u>\$ 42,670</u>	 <u>\$ 50,230</u>
 TOTAL ASSETS	 \$200,620	 \$641,669

LIABILITIES & TRUST MEMBERS' EQUITY

CURRENT LIABILITIES:

Accrued Expenses and Security Deposit	\$ 35,087	\$ 73,653
Assessments & Fees Recv'd in Advance	\$ 65,084	\$145,020
Current Portion of Long Term Debt	<u>\$ -</u>	<u>\$ 9,633</u>
Total Current Liabilities	<u>\$100,171</u>	<u>\$228,306</u>

TRUST MEMBERS' EQUITY:

Designated for Future Major Repairs and Replacements	\$ 9,851	\$413,785
Undesignated	<u>\$ 90,598</u>	<u>\$ (422)</u>
Total Trust Members' Equity	\$100,449	\$413,363

TOTAL LIABILITIES & TRUST MEMBERS' EQUITY

\$200,620 \$641,669

STATEMENTS OF REVENUES & EXPENSES:

REVENUES

	2008	2007
Condominium Fee Income	\$849,156	\$849,156
Special Assessment Income	\$159,817	\$ 5,225
Lease Make –Ready Income	\$ 30,750	\$ 31,100
Laundry Income	\$ 11,038	\$ 11,972
Late Fees	\$ 6,080	\$ 6,960
Collection Fees	\$ 2,471	\$ -
Rental Income, Net	\$ 8,859	\$ 8,359
Interest Income	\$ -	\$ 589
Interest Income – Replacement Reserves	\$ 9,288	\$ 16,806
Application Fees	\$ 2,461	\$ 1,525
Miscellaneous Income	<u>\$ 3,478</u>	<u>\$ 3,788</u>
Total Revenues	\$1,083,398	\$935,480

EXPENSES

General and Administrative	\$109,318	\$108,968
Repairs and Maintenance, Net	\$298,013	\$325,963
Utilities	\$131,765	\$197,798
Club and Pool	\$ 25,610	\$ 29,464
Ownership	\$104,113	\$122,379
Leasing	\$ 59,644	\$ 46,823
Landscaping	\$ 34,567	\$ 30,073
Miscellaneous Taxes	<u>\$ 3,617</u>	<u>\$ 522</u>
Total Costs and Expenses	<u>\$766,647</u>	<u>\$861,990</u>

NET INCOME

\$316,751 \$ 73,490

IX. Raffle

Eighteen maintenance credits were raffled off for all in attendance and via proxy statement. There were eleven \$30.00 Maintenance credits and seven \$60.00 Maintenance credits raffled off. These certificates can be used towards future labor costs on maintenance invoices when hiring the in-house maintenance staff. There were also three visa check cards raffled in the amounts of \$50, \$100 and \$100. Congratulations to all of our winners!

X. Open Discussion

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

XI. Adjournment

Thomas Knight adjourned the meeting at 8:50 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. Monthly Board meeting minutes are only sent to Unit Owners via e-mail by request.

The next Board of Trustees' Meeting is scheduled for Tuesday, May 19, 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.

MSSOffice/Minutes of the 23rd Annual Meeting April 23, 2009