

Secretary's Report for March 2018

Google Group Activity:

- **Property Manager Search**

Work continues on creating a new PM job description. An important factor under discussion is that Dave Fisher is currently performing many of the responsibilities that appear on the existing PM job descriptions.

The PM Search Committee met on March 19 and selected four candidates among the resumes collected by Dave. Elliot volunteered to call the candidates and schedule interviews with 2-3 of them. Elliot set-up interviews with two of the four (the other two had just accepted other positions). The committee will interview the candidates on Monday April 9th.

Nadine will also interview with the committee on that day.

- **Barkan termination payment**

As of March 5th, Barkan Management still hadn't cashed either of the checks we sent for a combined total of \$5,506. Barkan received the first check but did not cash it (because they were negotiating for a final settlement), and confirmed that they did not receive the second check. We instructed Dave to follow our attorney's advice to stop payment on the second check and reissue the check with the same accompanying language. Dave sent a replacement check via Fedex. On March 22 Dave confirmed that he spoke to Bill DiSchino at Barkan who told him Barkan is all set. Bill said their attorney would send a written confirmation to Don Solomon.

- **Step Project**

Architect Andy Hatcher sent us PDFs of the diagrams that will be used to obtain a quote for the Monumental Granite stairs. Andy gave the documents to the Structural Engineer, Cowen Associates, for review prior to issuing a Bid Set or Permit Set. Nadine will prepare a report comparing the two options for the stairs (for price, looks, maintenance, etc.) for our March 27 meeting.

- **Employee Handbook**

Elliot scanned a rough draft of an employee manual provided by Dave Fisher for the Trustees to review. Once an agreement is made (on a version of the handbook) Elliot will send it to the attorney to insure we have all the new regulations included.

- **J.T. Haffey Balance Due**

Scott from JT Haffey sent Dave Fisher a list of all their open invoices. Haffey has identified 10 invoices totaling \$167,555.41 representing open items and extras to the siding & roofing projects. Mike has reviewed the list and he and Dave are working with Scott to reconcile the list. Dave and Mike will present an update of their findings at the March 27 board meeting.

Email voting:

- **Insurance renewal**

A **MOTION** was adopted to accept the proposal from Jeff Grosser (representing Rodman Insurance) for a Two Year Lock agreement and including an additional premium to increase the Crime Limit from \$700K to \$1,500,000 and is \$1,139 for a total Crime premium of \$2,700. The trustees chose not to include the Environmental Impairment coverage option. The new policy was signed in the Natick Green office by John Gallagher on March 14th.