

**Natick Green Condominium Trust
Minutes of the Board of Trustees'
Meeting – Tuesday, March 22, 2022**

Attendees -Via Zoom:

Thomas Knight, Chair
Susan Peters, Vice Chair, Secretary
Matthew Chase, Treasurer
John Gallagher, Liaison
Adrienne Beck, Trustee
Perry Galvin, Trustee
Steve Hayes, Trustee

Management:

Julie Chouman, Residence Manager
Brittany Miller, Assistant Residence Manager
Michael McClay, Director of Maintenance
David Fisher, Fisher Financial

At 6:06 pm the meeting was called to order. The meeting was adjourned at 8:36 pm

AGENDA:

I. Acceptance of the Minutes

The February minutes required two changes and will be posted on the natickgreen.org website.

II. Election of a new Chair of the Board of Trustees Natick Green Condominium Trust

On February 23, 2022, Perry Galvin announced his decision to resign as Chair of the Board of Trustees. He will still remain a Trustee. The Board thanked Perry for all of his hard work.

Thomas Knight was nominated and elected as the new Chair of the Board of Trustees.

III. Maintenance Report

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

- A. Make Ready's: Make Ready's continue to be slow in March and the Maintenance Department is taking this opportunity to paint and inspect hallways.
- B. The Periodic Unit Inspection is continuing. To date 11 water heaters have needed replacement. None have failed and were caught before water

leaked into the drip pans. The other major findings are dryers not properly vented and rubber hoses needing to be replaced with steel hoses. In addition, third floor units may notice that in the coldest months, a stain may appear on their ceilings. This is because the third-floor units are vented through the attic and during the coldest months condensation may occur causing it to drip down into the living room ceiling.

Every unit gets a work order and if replacements are necessary it is noted on the work order. Violations were much higher this year because of the fact that we went for two years without entering units because of Covid and the need to protect staff. It is estimated that the inspection will continue for another two weeks

- C. Step Project: 34-36 and 46-48 Silver Hill still need to be completed. The architect, Andy Hatcher, had three bids however two contractors opted out of the project. Mike McClay has done business with McNulty Construction before and they have indicated their interest in bidding on the project. We may only be able to secure two bids for the project.
- D. Entrance Door Replacement Project: - Architect Andy Hatcher is still in the process of gathering all of the necessary information. He has been talking to Federal Glass regarding the design of the doors but the manner of access and the intercom system has yet to be determined. Currently there is no set time line for this project.
- E. New England Fire has been out testing all of the unit's heat sensors. Some minor issues were determined and resolved. Mike McClay noted that we are the only condominium complex out of the three in our immediate vicinity that do inspections every year on our units, fire panels, heat sensors, fire extinguishers. and hydrants.
- F. Tree Removal: Paul Brackett has retired. Mike McClay reached out to Tree Tech who had removed the ash trees on Newfield Drive. He will be speaking to them next week.

Note: Because Natick Green did not spend the allotted \$10,000 in 2021, David Fisher suggested that we spend \$20,000 in 2022 for tree removal so that we don't get behind in our Tree Maintenance Program. The board has left it up to Mike as to how the \$20,000 is spent whether it is spent all at once or broken up into two sessions.

Portions of the Maintenance Report have been moved to Executive Session.

IV. Financial Report

David Fisher reported on February 2022 financial statements

- A. We were under budget in some areas such as Payroll, Painting, and Tree Removal but we were over budget in Temporary Help. Brittany was hired through a Temp. Agency thus the discrepancy. Painting and tree removal were not done in 2021 but will be done in 2022.

The board asked David questions regarding several categories:
David explained that the mail has been very slow and that is causing problems with billing. On large items such as trash removal, he accrues the amount because he knows the bill is coming. January, February, and March bills are coming one on top of the other.

- B. David emailed the February 2022 financials to the Trustees for their review.

Natick Green

Reserve Account

February 28, 2022

Income Statement:

Beginning Balance – December 31, 2021	35,934.76
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Additions:

Reserve contributions-Regular	116,370.00
Interest	<u>45.10</u>
Total additions	<u>116,415.10</u>

Expenditures:

– Cambridge Savings - loan interest	– (6,471.94)
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Subtotal	<u>(6,471.94)</u>
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Other:

Cambridge Savings – principal payments	(48,305.60)
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Other expenditures	<u>(48,305.60)</u>
Total expenditures	<u>– (54,777.54)</u>

Net YTD 2022 Activity	61, 637.56
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Add back Cambridge principal payments (bal. sheet):	<u>48,305.60</u>
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YTD 2021 activity plus loan payments	<u>109,943.16</u>
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Ending Balance	<u>145,877.92</u>
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Balance Sheet:

Cash:

Citizens – checking	103,898.11
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Brookline Bank MMA	112,251.26
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Webster Bank MMA + checking (2 accts)	223,332.29
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Cambridge Savings – checking	<u>692,119.02</u>
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Total Cash:	1,131,600..68
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Construction Retainage	- -
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Accounts payable (reserve bills only)	- -
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Loan – Cambridge Savings	(902,835..15)
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Due to (from) reserve	<u>(82,887.61)</u>
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Total:	<u>145,877.92</u>
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V. Secretary's Report:

Susan Peters gave the Secretary's Report.

- A. The Secretary asked for clarification on when to record Motions. If a Motion receives a second. then it goes up for a vote and is recorded. If a Motion is made but does not receive a second, then it does not go up for a vote and does not get recorded.
- B. On April 4, 2022 The former Chair emailed the board and attached a copy of the Employee Manual that our attorney at MEEB, Dawn McDonald, wrote. Board members were asked to note any questions or comments and supply them no later than March 18,2022. They will be a topic of discussion in the April 2022 minutes.

VI. Unfinished Business:

- A. Rules and Regulations: The board expressed a concern that the Rules and Regulation are not applied uniformly. A discussion took place between the Residence Manager, David Fisher, and the board. Julie and David explained the process and procedures that are in place to notify residents/owners, and to charge them the fees. They both agreed that the current procedure works for them. No further action on the Rules and Regulations was deemed necessary.
- B. During the Periodic Inspection a grill was noted on the property which is a safety violation and could result in a termination by Natick Green's insurance company. The fee for this violation is \$200.00 per day. An email was sent out on March 7, 2022 and a letter was sent out on March 13, 2022 and as of this date there has been no response. The board will instruct Mike McClay to confiscate the grill and place it in a secure place for safe keeping.
- C. Lifeguards: We have secured two lifeguards for the pool this season. Emma Hoffman has agreed to be our Head Lifeguard and her brother Isaac will also be a guard. In addition, flyers have been placed in hallways asking residents they would be interested or if they know of someone who might be interested.

VII. New Business:

The Zoom License is currently under Perry Galvin's name and needs to be switched to someone else's name or Natick Green's name. The board has instructed Julie to research prices. An individual Pro was \$159.00 per year is it the same for a business?

VIII. Residence Manager's Report:

Given by Julie Chouman

- A. Software update is now in Buildium. The original cost was \$476.00 monthly and it will now be \$256.00 per month.
- B. Board members discussed having access to Buildium Read Only files. Motion: Move that any trustee have access to Read Only files. Motion failed. Only the office staff will have access to the Buildium database.
- C. Condo Control: They gave us promises and never followed through. Julie explained that we would not be going live with them and that we need a refund. It was suggested that Julie send a Certified Letter to the President of the company stating "Breach of Functionality" that was promised and not delivered.

- D. Much of the office staff's time is spent with walk-ins. If it's a new owner or tenant the first question asked is if they have downloaded the Rules and Regulations. They have found that most Landlord's and Real Estate Agents do not do a good job of explaining anything to the new owner's or tenants.

Another frequent walk-in request is what do you have for rent right now? The office refers them to apartments.com or one of our many Real Estate Agents in the area.

The office staff has made it a priority to become more organized. Along with everything being uploaded into Buildium, they have now updated all of the owner/lease information in all of the 318 files. They are currently working on getting email addresses and phone numbers for everyone involved in a unit.

IX. 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.

