

**Natick Green Condominium Trust**  
**Minutes of the Board of Trustees' Meeting**  
**Tuesday, July 28, 2020**

**Attendees:**

Tom Knight, Chair  
Perry Galvin, Vice Chair  
Elliot Schwartz, Treasurer  
Adrienne Beck, Secretary  
John Gallagher, Employee Liaison  
Sue Peters, Trustee  
Steve Hayes, Trustee

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

At 6:00 pm the meeting was called to order.  
The meeting was adjourned at 8:00 pm.

**AGENDA:**

**I. Acceptance of the Minutes**

Due to Covid-19 the previous Board meeting was February 25<sup>th</sup> and the minutes from that meeting have already been posted on Natickgreen.org. A Secretary's report for the period March-July has also been posted on the website.

**II. Maintenance Report**

Director of Maintenance Mike McClay provided the Trustees with his maintenance report:

- A. The Maintenance department is completing Make Readys and renovations while adhering to Covid-19 guidelines.
- B. The storage shed door replacement project is complete with the exception of two doors that are out of spec.
- C. Deck staining and painting: Right Track has completed approximately 50% of the property.
- D. Electrical panel project: the last partial panel (that affects four buildings) should be completed in August.
- E. W.J. Hulbig is currently installing stairs and railings at 5&7 and 9&11 Post Oak.
- F. The mailbox replacement project has been completed.

- G. With direction from the town Board of Health, the pool opened for the season on July 3<sup>rd</sup> on a limited schedule and a limited capacity following the Massachusetts Covid-19 Phase 2 guidelines.
- H. The extended fire lane between 3&5 Silver Hill will be removed by the end of July.

### **III. Financial Report**

Dave Fisher emailed the June 2020 financials to the Trustees.

Dave noted that the repairs/paint ledger account is \$21,670 over budget because the door/deck painting has not yet been billed to Units.

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

- Storage shed door and deck staining project: Dave provided the Trustees with a worksheet of the actual costs per category of the project vs. the original door-deck letter to Unit Owners with the not-to-exceed prices. The proposed billing amounts all came in slightly lower than the original estimates sent to owners. The final amounts are: Category 1: \$1,840; Category 2: \$420, Category 3: \$1,600; Category 4: \$100

A **MOTION** was Adopted to have the listed Actual Costs, with the concurrence of the Director of Maintenance, be billed to the Unit Owners, in accordance with the actual work done, without mark-up.

### **V. Unfinished Business**

- A. Status of 2020 Trustee Election and voting: An online Trustee election (as we held last year) is being scheduled for 2020. The Board acknowledged that due to Covid-19 there will not be an in-person Annual Meeting this year. Some form of virtual meeting that includes questions submitted in advance could be planned.

The Board continued discussion of a proposed Trustee Amendment to the NGCT Declaration of Trust in regard to Trustee Terms. It would allow for staggered terms and appointment to fill vacancies. Since the amendment would require 75% approval (beneficial interest) of the Unit Owners in order to be adopted, we could set an extended open voting period of up to six months. Even with an extended timeframe there is no consensus among the Trustees of whether this is the right time to attempt this vote.

- B. Dumpster camera update: Best Buy was unable to do the job. Nadine will follow-up with ADT Security to see if they will provide a quote.
- C. Electric Car Chargers: The Board is taking this off the table because the quote we received from Horizon Solutions was higher than we agreed to pay.

## **VI. New Business**

- A. A Unit Owner came to the Board to request a fee be waived. The Board advised that they would discuss the issue in Executive Session.
- B. A **MOTION** was adopted to grant a Reasonable Accommodation Request for an emotional support animal.

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

- A. Reserve Study (Open Items Status and Plan vs. Budget): This subject requires a lengthy discussion so Nadine will schedule a special Reserve Study meeting.
- B. Leasing and rents update: Nadine showed us a list of a wide range of rental rates for each Unit type.
- C. Nadine sent violation letters for two Units with illegal grills on their patios.

## **VIII. Executive Session**

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

The Board of Trustees meets monthly (except December) on the fourth Tuesday of the month at 6pm in the Natick Green Clubhouse. As usual, unit owners are most welcome to attend for observational purposes. 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 matter, to the Natick Green Office at least ten days in advance of the meeting.