**Natick Green Condominium Trust Minutes of the Board of Trustees Meeting – Tuesday July 26, 2022**

**Attendees - Via Zoom:**

Thomas Knight, Chair

Susan Peters, Vice Chair, Secretary

Matthew Chase, Treasurer

Adrienne Beck, Trustee

Perry Galvin, Trustee

Steve Hayes, Trustee

**Management:**

Julie Chouman, Residence Manager

Michael McClay, Director of Maintenance

David Fisher, Fisher Financial

**Absent**

John Gallagher, Liaison

At 6:11 pm the meeting was called to order.
The meeting was adjourned at 7:50 pm.

**AGENDA:**

1. **Acceptance of the Minutes**

May 2022 Minutes were accepted as written and

will be posted on the natickgreen.org website.

1. **Maintenance Report**

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

1. The Step Project on 34 & 36 Silver Hill Lane began on July 25th. The first step is the demolition of the existing structure which requires jack hammering followed by the framing and the pouring of the concrete. Mike contacted Nation Plumbing to replace a 1 ½” water main valve under the stairs at building 36. The copper piping is now jacketed against the concrete. 46 & 48 Silver Hill Lane will begin after the demolition of 34 & 36. Our architect, Andy Hatcher, will inspect the progress at various stages to ensure that the specs are adhered to.
2. Entrance Door Replacement Project: - Architect Andy Hatcher is still in the process of gathering all of the necessary information and will report to the Board when he has all of the components selected.
3. Mike has hired a new Maintenance Technician. Henry Ellis was hired at the beginning of July.
4. Truck Replacement – Our 2009 Ford F250 is no longer serviceable and needs to be replaced. This is the vehicle that the plow gets attached to in the winter. Our research found a new, Ford F250 Super Duty vehicle in Quincy. A **Motion** was made to purchase the Ford F250 Super Duty vehicle at a cost of $52,876.00. This will be paid in cash from the Reserve Fund. The **Motion** passed and was adopted.
5. **Financial Report**

David Fisher presented the Financial Report.

**Natick Green**

 **Reserve Account**

**June 30, 2022**

**Income Statement:**

Beginning Balance – December 31, 2021 35,934.76

|  |  |
| --- | --- |
| Additions:  |  |
|  Reserve contributions-Regular |  349,110.00 |
|  Interest  |  138.39 |
|  Total additions  |  349,248.39 |

|  |  |
| --- | --- |
| Expenditures: |  |
|  Cambridge Savings - loan interest  Stairs Subtotal  |  (18,008.82)  (32,511.27) (50,520.09) |

|  |  |
| --- | --- |
| Other:  |   |
|  Cambridge Savings – principal payments |  (146,323.80)  |
|  Other expenditures Total expenditures  |  (146,323.80) (196,843.89) |
|  **Net YTD 2022 Activity**  |  **152,404.50** |

Add back Cambridge principal payments (bal. sheet): 146,323.80

 YTD 2022 activity plus loan payments 298,728.30

 **Ending Balance 334,663.06**

**Balance Sheet:**

Cash:

 Citizens – checking 108,200.35

 Brookline Bank MMA 112,307.55

 Webster Bank MMA + checking (2 accts) 223,369.39

 Cambridge Savings – checking 815,203.94

 Total Cash: **1,259,081.23**

 Construction Retainage -

 Accounts payable (reserve bills only) -

 Loan – Cambridge Savings (804,816.95)

 Due to (from) reserve (119,601.22)

 **Total:** **334,663.06**

1. **Secretary’s Report**
	1. **Motion** June 14, 2022: MOVED that the Board approve the quote Natick Green Stairs from FL Painting and Cleaning Inc., dated 5/25/2022, in the total amount of $95,000 for the replacement of the Steps at 34/36 Silver Hill Lane and 46/48 Silver Hill Lane including all work and appurtenances as detailed in the id set: 2-28-22 provided by Hatcher Architects P.L.L.C.

On June 15, 2022 the **Motion** passed and was adopted.

* 1. **Motion** June 18, 2022: MOVED that the Board approve the Employee Manual with a file date of June 17, 2022. On July 10, 2022 the **Motion** passed and was adopted.
	2. **Motion** June 28, 2022: MOVED that the number of guests allowed on a pool pass be reduced from 4 guests to 2 guests. On June 29, 2022 the **Motion** passed and was adopted.

* 1. Additional conversations centered around possible changes to the Natick

 Green Rules and Regulations. Further discussion is necessary.

**V. Unfinished Business**

 In 2020 Natick Green Condominium Trust entered into an exclusive contract

 with Verizon in exchange for a payment of $23,000.00. Natick Green has no

 record of this payment having been made. Verizon needs to supply us with

 proof of payment. If no payment was made, Natick Green Condominium

 Trust is free to enter a non-exclusive contract with Comcast.

**VI. New Business**

Rules and Regulations revisions. The Board had a discussion regarding changing

 some of the rules in the in the following, but not limited to, categories:

 A. Pests

 B. PODS/storage containers on the property

 C. Piping – riser piping

 D. Schedule of Fees

 It was decided that additional discussions need to take place.

 **VII. Residence Manager’s Report**

1. Update on Eddy-Human Resources Software. Eddy has two parts: Mineral is the Human Resources part and Mammoth is the payroll and legal side.
We will have an advisor dedicated to us. For six employees, the cost will be $246.00 per month and it can be cancelled at any time without penalty.
2. IT hardware and software inventory was not available at the time of this meeting. It will be discussed in a future meeting.

**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.