

**Natick Green Condominium Trust  
Minutes of the Board of Trustees  
Meeting – Tuesday, May 24, 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  
David Fisher, Fisher Financial

At 6:05 pm the meeting was called to order.  
The meeting was adjourned at 6:38 pm.

**Absent:**

Mike McClay, Director of Maintenance

**AGENDA:**

**I. Acceptance of the Minutes**

Acceptance of the April 26, 2022 Minutes was postponed and will be discussed by email.

**II. Maintenance Report**

John Gallagher, Employee Liaison, presented the Maintenance Report in Mike McClay's absence.

- A. Step Project: Two contractors are in the bidding process, Ned Trainor Construction and Dan McQuillen Construction.
- B. Entrance Door Replacement Project: Our architect, Andy Hatcher, is currently working with Federal Glass to develop designs he feels would fit with Natick Green. Natick Village is replacing their doors. Pictures of the doors at 19 Village Rock Lane were supplied to board members after the meeting.

- C. Maintenance still has one opening. The position is still being advertised but finding the right fit has been difficult. Two additional interviews have been set up.
- D. The pool passed the Board of Health's inspection and is set to open on Friday, May 27, 2022.
- E. There are currently no Make Ready's set for June.

### III. Financial Report

David Fisher presented the Financial Report. In addition, the Board asked David to set up a Zoom meeting with our CPA firm: Bloom, Cohen & Hayes.

#### Natick Green Reserve Account April 30, 2022

##### Income Statement:

Beginning Balance – December 31, 2021	35,934.76
Additions:	
Reserve contributions-Regular	232,740.00
Interest	<u>91.74</u>
Total additions	232, 831.74
Expenditures:	
Cambridge Savings - loan interest	<u>(12,305. 87)</u>
Subtotal	<u>(12,305. 87)</u>
Other:	
Cambridge Savings – principal payments	<u>(97,249.21)</u>
Other expenditures	<u>(97,249.21)</u>
Total expenditures	<u>(109,555.08)</u>

<b>Net YTD 2022 Activity</b>	<b>123,276.86</b>
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Add back Cambridge principal payments (bal. sheet):	<u>97,249.21</u>
YTD 2022 activity plus loan payments	<u>220,525.87</u>
<b>Ending Balance</b>	<b><u>256,480.63</u></b>

**Balance Sheet:**

Cash:	
Citizens – checking	107,776.35
Brookline Bank MMA	112,279.40
Webster Bank MMA + checking (2 accts)	223,350.89
Cambridge Savings – checking	<u>753,661.48</u>
Total Cash:	<b>1,197,068.12</b>
Construction Retainage	-
Accounts payable (reserve bills only)	-
Loan – Cambridge Savings	(853,891.54)
Due to (from) reserve	<u>( 86,715.95)</u>
<b>Total:</b>	<b><u>256,460.63</u></b>

**IV. Secretary's Report**

None.

**V. Unfinished Business**

The Board is requesting that Verizon supply Natick Green Condominium Trust with copies of all agreements, signed by both parties. Comcast has approached Natick Green Condominium Trust with an offer to renew the Non-Exclusive contract last executed in 2013.

**VI. New Business**

The Board has requested that the Residence Manager look at all of Natick Green's IT needs and make recommendations regarding what needs to be updated or changed.

**VII. Residence Manager's Report**

- A. Still assisting the Director of Maintenance in finding an additional employee.
- B. We have 2 returning lifeguards from the 2021 season.
- C. The office staff is still inputting information into Buildium.

- D. The Board has asked the Residence Manager to come up with a calendar of tasks that need to be completed.

### **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.