

**NATICK GREEN CONDOMINIUM TRUST**  
**Minutes of the 17<sup>th</sup> Annual Meeting of Unit Owners**  
**September 29, 2003**

**AGENDA:**

Unit owners registered upon arrival at 7:00 pm and enjoyed hot and cold hors d'oeuvres catered by Creative Entertaining.

**I. The Meeting was called to order at 7:20 pm by Susan Peters, Co-Chairperson**

**II. Introduction of the present Natick Green Board of Trustees by Susan Peters:**

Susan Peters, Co-Chairperson  
Bernadette Drum, Co-Chairperson  
Tracy Goodwin, Vice Chairman (absent)  
Evelyn Wilcon, Secretary  
Elliot Schwartz, Co-Treasurer (absent)  
Andrew Boyajian, Co-Treasurer  
Jeffrey Schwartz, Trustee

Susan also recognized Attorney Ellen Shapiro of Goodman & Shapiro, the Association's legal counsel who was present at the meeting.

**III. Certification of proper notification of the meeting**

Susan Peters verified that proper notification of the annual meeting was provided to all unit owners via written invitation.

**IV. Certification of Quorum**

Susan Peters was pleased to announce that we did reach quorum, with a total of 57.4198% either in attendance or represented by proxy statement.

**V. A review of the past year's business presented by Bernadette Drum, Co-Chairperson**

**A. Sales and Rental Markets**

One of the highlights of the past year is the active sales market, which has been at an all time high. We had 34 condominiums sell since last year's annual meeting and each sales price raises the bar. Our owner occupancy percentage increased slightly from 61% to 63% due to the majority of owner occupant sellers to owner occupant buyers. Bernadette welcomed all new condominium owners who were present as well as all of our owners. In order to better accommodate unit owners' ease in selling their condominiums, the Board of Trustees changed the former policy of the restriction of Realtors' lock boxes on the Property. Our maintenance personnel built a box located on the side of the Office to the left of the front door, which accommodates up to 12 lock boxes. Unit owners must sign a Release form available at the Natick Green Office for the purpose of releasing the Association from any liability regarding the use of the lock box. For those of you who aren't aware, the Natick

Green Office offers a Lease and Make Ready service. The rental market this past year has slowed somewhat, most likely attributable to the record low mortgage rates. Those individuals who would normally rent are now able to qualify for mortgages so they are purchasing condominiums instead. In past years, the rental market was so strong that it wasn't uncommon for us to have 200 people on wait lists. No longer do we have long wait lists and it is taking longer to rent a unit. Several properties in the area are offering rent concessions. In spite of the market trend, we only have two vacant and available condominiums at the present time. We performed a total of 29 lease and make readies since last year's annual meeting and an additional 9 make readies for sales. The highest recent sales and rental rates are as follows:

<u>Sale Prices</u>		<u>Rental Rates</u>	
1B/R	\$181,000	1B/R	\$1,025-1,050
2B/R 1B	\$225,900	2B/R1B	\$1,100-1,200
2B/R 2B	\$239,900	2B/R2B	\$1,200-1,300
		2B/R TH	\$1,300-1,400

Another causal effect due to the record low mortgage rates was the number of unit owners who refinanced. The strong sales/refinancing market generated a multitude of additional administrative duties by the Natick Green Office such as processing a total of sixty three (63) 6(d) certificates, completing project questionnaire requests from mortgage companies, answering new buyers' questions, home inspector appointments, sending out welcome packages to new owners, processing computer database changes and issuing name tags for mailboxes and intercoms, pool permits and vehicle parking permits.

## **B. Property Insurance**

Our master property insurance package policy with Community Associates Underwriters (CAU) came up for renewal on March 16, 2003. The new renewal rate was \$54,745, which was a 21.6% increase over last year's rate even though we had a perfect loss run history evidenced by having no claims during the year. CAU also increased our valuation limit from \$22,500,000 to \$27,000,000. Our agent, Rodman Insurance advised the Board that increases in the range of 25-30% are the norm in this continued hard insurance market allegedly caused by September 11<sup>th</sup> and the financial losses suffered from the reinsurance companies as a result of the declination in the stock market. The Board renewed the policy with CAU. The Board also renewed the CAU Umbrella Policy with Zurich at \$4,107, a 33% increase over last year's rate. Last year, the board has come to understand the importance of risk management in a hard insurance market and elected to increase the deductible to \$5,000 per unit all perils. The thought process was by increasing the deductible, the Association would hopefully reduce its claims and the result would be a much better loss run history and more reasonable and competitive renewal rates. The purpose of the master insurance policy is to protect unit owners in the event of a major loss. Unit owners should not rely on the master policy for small claims that should be filed with the individual unit owner's policy. If you don't have a policy now, GET ONE! If anyone has specific insurance related questions, please contact the Natick Green Office or our insurance agent, Jeff Grosser of Rodman Insurance who may be reached at (781) 247-7800. Jeff is willing to examine individual unit owners' policies to insure adequate coverage.

## **A. Laundry Contract**

The machines in the two laundry rooms on the property are owned and maintained by Mac-gray Co. for which the Association receives a 50% commission based on a percent of the total monthly collections as well as a \$400 monthly cleaning fee. Our contract expired in 2002 and Mac-Gray proposed a renewal that included the replacement of the equipment with new machines but reduced the commission to 10% percent, dropped the cleaning fee income and increased the vend price to

\$1.50. They also proposed reducing the number of machines in half due to a lower activity of use. The lesser usage is due to an increase in owner occupants over the last several years and the fact that more owner occupants purchase their own machines. The board decided to continue our current agreement with Mac-Gray as long as the current machines remain satisfactorily operable before entertaining bids from other companies. Mac-Gray consented to this arrangement. All repairs should be called in to the Natick Green Office so that we can monitor their performance as well as notify Mac-Gray of all necessary service calls.

#### **D. Newfield Drive**

We have been discussing the topic of Newfield Drive for years. Newfield Drive which is the street that runs from Rte 135 through all four Properties, Natick Village, Kendall Crossing, Natick Green and Deerfield Forest and turns into H.F. Brown Way down by Gold's Gym was never accepted by the Town of Natick as a public way. We as a Board have been striving for its acceptance, even more so the past couple of years due to its pavement deterioration. We have patched the potholes within our section of the road the best we have been able. Although there was the belief that the Town was to accept the road upon the completion of construction, no documentation has been located to prove this.

We have been working jointly with our three neighboring Properties, Natick Village, Kendall Crossing and Deerfield Forest in a consorted effort to attempt to have the Town of Natick accept Newfield Drive as a public way. In order to get a road acceptance on Town Meeting's agenda, you must write a warrant for an article, and have a minimum of ten signatures requesting that it be granted. However, we have been advised that the chance of an affirmative vote by Town Meeting Members will not be obtained without a favorable recommendation from the Town DPW and Finance Committee. The Town's opinion is that they fear that inappropriate materials were used under ground for plumbing and utility connections and that if the Town agrees to accept the road, they will be accepting all underground utilities. The department of public works provided us with their requirements to be met prior to agreeing to make a positive recommendation. The following is an update of our joint efforts made since last year's annual meeting.

12/4/02: A joint meeting was held at Natick Green to discuss the proposal from D&R Contracting. D&R is the contractor hired by the State to repave Rte. 135. D&R met with the Town to review Town specifications and presented their proposal, which totaled \$246,223.50. The department of public works requires a complete set of as-builts and a completed street plan ready for recording to include the existing underground utility lines. The only existing as-builts are Franchi's that extend from Rte 135 to the Kendall Crossing entrance. The four Properties jointly hired Sewer Tech to videotape the utilities through the catch basin drains. Unfortunately the drains were clogged with salt, sand and ice from the severe winter we had and they had to clean them before they could complete the videotaping which was postponed until spring.

2/10/03: A joint meeting was held at Deerfield Forest, attended by Susan Peters and Tracy Goodwin. Copies of blue prints that the Town of Natick provided that detailed some specifics of town road construction such as paving, catch basins and storm drains, gate valves, etc. were distributed. The following questions were raised:

1. Whether or not to assign a point of contact person from each board
2. Whether or not to hire a Civil Engineer to write bid specifications, and oversee the work performed by the chosen contractor while attempting to bring the road up to Town specs. prior to submitting an article for a Town meeting vote
3. Whether or not agree to escrow monies for road repairs
4. Whether or not to obtain three bid specifications from contractors to repave the road
5. How does each property agree to pay for said repairs:

- a. To be shared equally by 25% each
- b. According to the ownership percentage as stated within the Feldman Survey: Natick Village: 33.7%, Kendall Crossing: 30.8%, Natick Green: 14.2% and Deerfield Forest: 21.3%
- c. According to the number of units each property has divided by the aggregate total of all units.(Natick Village: 44.79%, Kendall Crossing: 19.43%, Natick Green: 17.45% and Deerfield Forest: 18.33%)

Patricia Franchi also presented each property with a letter from their legal counsel and accompanying Declaration of Easement from Pasquale Franchi, owner of Kendall Crossing, to each subsequent property dated 1974.

3/11/03: A joint meeting was held at Franchi Management, which was attended by Susan Peters and Nancy Mandino. Mr. Pasquale Franchi informed the other properties that he met with Sarki Sarkesian, Director of Community Development and discussed the possibility of the Town of Natick accepting the total funded job of repairing the road to be held in an escrow account to be released to the Town only if and when the Town meeting members voted affirmatively to accept Newfield Drive as a public way. Mr. Franchi requested that Attorney Richard Glazer be present at that meeting in order to draft and submit a written proposal to the Town. All four properties agreed to patch the potholes for the time being. The decision to go forth with the proposal was continued until the Natick Green Board of Trustees had the opportunity to meet on March 19, 2003 to discuss the payment options discussed above.

1. Allocation of Expenses

In light of the fact that a land surveyor was hired to determine the percentage of ownership interest in Newfield Drive, of the respective communities, it is the decision of the Board that Natick Green is willing to contribute 14.2%, the ownership percentage as determined by Harry R. Feldman, Inc. This determination is consistent with the 1972 Declaration of Easements provided by Patricia Franchi.

2. Designation of "Point of Contact" person

The Board of Trustees cannot agree to designate one individual to serve as contact person. The Board believes that any decisions need to be discussed by its members rather than delegating the authority in this matter to one person.

3. Civil Engineer

Assuming that the percentage of contribution issue is resolved, the Board concurred with the need to engage the services of a Civil Engineer for the project. However, the Board suggested that the compensation for the Civil Engineer be established either as a percentage of the completed project or at a flat fee in the event the Town does not accept the road. The Board does not believe it would be wise to commit the parties involved to pay a percentage of a project without an alternative payment proposal in light of the fact that the Town's acceptance of Newfield Drive is not guaranteed.

The Trustees also reviewed a letter dated 3/21/03 from Attorney Richard Glaser regarding the issue of posting Newfield Drive as a private way in an attempt to reduce liability exposure. The Road has been posted as such.

The Board also reviewed a response to their 3/24/03 letter from the Chairman of the Board of Deerfield Forest dated 4/21/03 regarding their consensus that each property should pay for the section of the road that they own indicating their desire to move forward with the attempt of Town acceptance.

- 5/28/03: A joint offertory letter was received letter from Pasqual Franchi and Harvey Gertel, a Natick Village Trustee which proposed that since Kendall Crossing already has a set of as-builts for their section of ownership of the road, that the other three properties should coordinate their efforts to complete the necessary requirements in order to have as-builts created. The costs related to plan preparation would be apportioned by the square footage belonging to each property divided by the total square footage belonging to those three properties. Any expenses incurred after the as-built plans are prepared, submitted and accepted by the Town such as legal, engineering and construction costs, would be apportioned to each property based on its percentage ownership of the whole of Newfield Drive.
- 6/4/03: Response letter from Natick Green to Natick Village, Franchi Management (Kendall Crossing) and Deerfield Forest rendered the Board's decision to accept the offer presented from Natick Village and Pasquale Franchi which was for Natick Village, Natick Green and Deerfield Forest to coordinate the work involved in the preparation of the completion of the as-built plans and agree to pay according to the square footage belonging to each property divided by the total square footage belonging to those three properties. The letter also stated the Board's position of acceptance to the proposal that any expenses incurred after the as-built plans are prepared, submitted and accepted by the Town, such as legal, engineering and construction costs, would be apportioned to each of the four properties based on its percentage ownership of the whole of Newfield Drive as indicated in the Feldman Survey. However, our Board recommended that should the Town find any sub-standard conditions after viewing the as-built plans and mandate repair/replacement prior to agreeing to give their recommendation for Town acceptance, we recommended that all parties reconvene to determine the total scope and cost of the Town's recommended repair/replacement work prior to committing to continue beyond that point. The letter also proposed the Board's wishes that in the event that the Town Meeting Members' vote is unfavorable and Newfield Drive fails to be accepted, that all four properties commit to continue with plans to repave the road.
- 7/7/03: A joint meeting was held at the Natick Village Clubhouse. Evelyn Wilcon, Nancy Mandino attended on behalf of Natick Green; Harvey Gertel and Peggy King represented Natick Village and David Duncan represented Deerfield Forest. It was decided that rather than proceeding with the videotaping of the underground utilities and creation of new as-builts, David Duncan volunteered to attempt to locate the company that would have taken over the engineering plans from Barnes and Jarnis, the original engineering company who has since gone out of business. David emailed his findings to all Properties. He found that Penoni Associates bought out Barnes & Jarnis approximately ten years ago. David had several conversations with Bill McDonald of Penoni who confirmed that they did not have the original as-builts in their possession. In addition, Mr. McDonald visited with Natick's Town Engineer and obtained copies of site plans, and utility routing maps. He performed a site inspection of Newfield Drive and gave a rough estimates regarding the cost of "cold planing" the road of approximately \$500,000. This is a process whereby you grind up and re-use the existing pavement to create a new base course, which would then be tack sealed, and top coated. He also recommended digging some test pits along Newfield and doing some core samples of the asphalt in a few locations prior to creating as-builts. He believes that the first step would be to create a full detailed cost analysis for the road upgrade. He would provide two options; to bring it up to current standards and last us another 30 years, or bring it up to Town standards, for possible Town ownership.

The Natick Green Trustees discussed this update at length. Although the Trustees were grateful for the work that David Duncan had done, nonetheless, the cost of \$500,000 was double the amount over D&R's bid. In addition, the \$500,000 did not include any underground utility work or sidewalks and curbs, which are required by Town specifications. The Trustees feel that due to the financial status of the Town, the Town would most likely vote down its acceptance regardless of the amount of money and repairs that we put into the road. Also, we have been working on this matter jointly with our neighbors for almost two years and we are approaching another winter with the road still unpaved. The Board is

very concerned with the safety of its residents and liability issues. Considering these concerns, the Board instructed Nancy to write a letter to the other three properties stating that Natick Green wishes to discontinue the attempt for Town acceptance but to offer to still work together to decide on one contractor to repave the road. The letter was sent 9/15/03. In the meanwhile David Duncan emailed us a proposal from Bill McDonald with Penoni Associates and requested that we have another joint meeting before finalizing any decision to quit the Town acceptance pursuit.

**E. Legal Fees**

The Board reviewed our legal fee costs and accepted a proposal from Attorney Ellen Shapiro of Goodman & Shapiro to hire her firm on a monthly retainer. The retainer services include Attorney Shapiro's presence at two regular board meetings per year plus the annual meeting.

**F. Administrative Decisions**

Over the course of the year, the board has reviewed numerous unit owner matters that involved:

Renovation requests (any renovation work that could involve a common area must have board approval)

Rule violations

Requests for Rule exceptions

Late fee waiver requests (*condo. fees are due at the lock box at the bank on the 1<sup>st</sup> with a firm 10 day grace period*)

**G. Pool Rules**

The Board requested volunteers to form a pool subcommittee to review the existing pool rules and report back to the Board in the hopes of evolving with our changing community's current needs. A total of 10 owners volunteered who held a meeting on 8/11/03. The Board would like to thank the following owners for their contribution: Sam Schiller, Carrie Hague, Rona Donato, Hillary McGuire, Sandra Dorsainvil, Adrienne Beck, Peggy VanUmmerson, Nancy Lavash, Susan Peters and Evelyn Wilcon. Sam Schiller presented their findings to the board at their 8/20/03 meeting. The subcommittee recommended increasing the number of guests that an adult resident might bring to the pool from two per person to five per person, Mon-Fri. only. Weekends and Holidays would remain at the limit of two guests. They also recommended that children between the ages of 14-18 be provided a youth pool pass to designate that although they are old enough to attend the pool unaccompanied, they are not permitted to bring guests. The Trustees approved the subcommittee's recommendations. The Natick Green Office will distribute the new pool rules with the rule revision mailing.

**H. Social Subcommittee Update, presented by Susan Peters, Co-Chairperson and Chairperson of the Social Subcommittee.**

Susan Peters presented a humorous and entertaining story of how the social subcommittee was formed in September 2000. In short, the Trustees budgeted \$5,000 per year to be spent on social events for Natick Green residents to provide a sense of community to our residents. Past events held:

- 10/28/02 A Family Movie night was held to celebrate Halloween. 28 people attended and goodie bags were handed out to all of the children.
- 12/18/02 3<sup>rd</sup> Annual Holiday Gathering with 42 people in attendance. The event was catered and 5 poinsettias and a candy house were given as door prizes.
- 2/12/03 A Pizza Game Night was held attended by approximately 18 people
- 6/1/03 Annual Ice Cream Social. With solid rain and 50-degree temperatures, 30 people braved the elements and enjoyed the event.
- 8/24/03 Cookout on the Green included a catered barbecue, D.J., face painting, balloons and prizes and water volleyball games for big kids. This was huge success with 125 residents in attendance.

Future events include a Halloween Movie Night for the Natick Green children to be held on October 30, 2003 and their annual Holiday Party in December, date to be announced.

For the Fiscal Year 6/02-7/03 the social committee spent a total of \$3,989.98.

## **VI. Physical Property Report, Evelyn Wilcon, Secretary**

### **A. Major Repairs/Replacements**

#### **1. Roof Replacement**

We entered into a contract with J.T. Haffey Builders in 1997 to replace all of the roofs on the Property. This project was expected to take several years to complete. The roofs are being replaced in order of physical necessity. The original contract price was \$162,970 with a rate guarantee through December 1, 1999 with an allowance for a 5% increase for cost of materials only. Although a new contract was not signed, Haffey kept his rates the same until May 2002 when they were increased by 15%. He has agreed to keep his new rates good through May 2004.

The rates are as follows:

	<u>Original Contract</u>	<u>Increased 5/02</u>
Small Rubber Roofs	\$ 760	\$ 874
Large Rubber Roofs	\$1,520	\$ 1,748
Small Shingle Roofs	\$4,790	\$ 5,509
Large Shingle Roofs	\$8,900	\$10,235

To date we have replaced all rubber roofs and 22 out of 31 shingle roofs, which totaled \$113,842.36. 2&4 Post Oak Lane's rubber and shingle roofs were replaced this month and we owe \$11,983 to be paid shortly. The cost to complete the remaining buildings will be \$48,015, provided that they are completed by 5/04. This will result in a total roof replacement expense of \$173,840.36. One silver lining found as a result of the fire at 46 Silver Hill in 4/03 is that the shingle roof had not been replaced yet and the cost of the replacement will be covered by our master insurance policy. Evelyn had a list of completed roofs and offered unit owners to come see her at the end of the meeting if they wanted to know if and when their roof was replaced.

### **B. Termite Activity Overview**

We had first identified termite activity in one of our buildings in 1997. We decided that it was prudent to inspect all of the buildings for termite activity. To date, we have 15 buildings that have evidenced termite activity. We signed a contract with F&W Pest Control Co. and all 15 buildings have been treated with the Sentricon termite elimination system. This method involves installing bait stations around the exterior perimeters of the buildings. The program has a two-year treatment plan whereby the stations are monitored monthly and additional bait stations added where necessary. This method works on eliminating the whole termite colony as opposed to only killing the termites that the chemical reaches in the alternative method of treatment. The board decided it was wise to treat the contract renewals as insurance since it is much more costly to restake a building than to pay the renewal fees. This past year we have paid an additional \$3,756 in renewal contract rates, which resulted in a total of \$64,843 spent on termite elimination. We have been extremely fortunate to have had sufficient funds, thus far, available to take the appropriate action and did not need to charge a special assessment.

### **C. Illegal Dumping at the trash compactor**

We have been experiencing a problem with illegal dumping at our trash compactor. Building materials, furniture, mattresses, etc. are being disposed in the compactor, which is not permitted. The compactor is for Natick Green Resident's household trash only. The actions the Board took in an attempt to deal with this problem was to send a mailing to residents offering a reward to anyone who provides us with information that results in an identification of a proven offender. We also installed a new sign on the compactor that includes the language of No Trespassing and Management and Natick Police take notice and we will fine and prosecute. The Board also purchased and installed a security camera at the compactor.

### **D. Telecommunications**

We experienced a problem with telecommunication companies who were installing additional wires and external boxes on the exterior of the buildings. These multiple boxes and wires are aesthetically unpleasing and cause damage to the vinyl siding. The Board requested Attorney Shapiro to send cease and desist demand notices to Verizon and AT& T (now Comcast) to remove these unauthorized boxes and wires. It is not the intent of the Board to prevent residents from purchasing any service, such as digital telephone service but to protect the water integrity of the buildings as well as the aesthetics. Comcast responded to our request and presented a proposal to replace their old existing cable boxes with a new larger box that will accommodate their digital telephone lines. They will paint the new boxes the same color as the buildings. The Board approved their proposal and the project is approximately ¾ completed. Verizon is still in negotiations with the Board.

### **E. Pool Accessibility**

A unit owner wrote a letter to the Board requesting something be done to allow physically challenged residents the ability to use the pool. Susan Peters volunteered to research it. Sue presented materials on pool lifts to the Board. Some concerns the Trustees had involved the additional liability exposure if any and who would be authorized or educated to operate the lift or to assist those residents who are not able to do so themselves. Sue and Nancy Mandino are continuing to investigate these matters.

### **F. Fires**

On Saturday, April 19, 2003, 46 Silver Hill caught fire caused by careless smoking. It was a long Holiday weekend and a frightening experience for those residents who were home and a very disappointing shock to those who were away and found their homes damaged when they returned. The fire alarm worked as it should have and the fire doors and walls helped to contain the fire as well as designed. Both the Natick Green Management and Maintenance staff have been extremely busy with the necessary actions involved including emergency response and clean up, communications with unit owners and renters, dealings with insurance adjusters, fire investigators, reconstruction proposals and overseeing the reconstruction of the building. We had a frustrating wait due to the insurance company's delay in processing the claim. We did not receive the claim monies until August. J.T. Haffey Builders was awarded the contract and reconstruction is still underway and moving speedily along. The Management and Maintenance staff would like to thank the affected residents for their patience and understanding throughout their ordeal. We hope to have the displaced residents back into their homes very soon.

As an additional reminder, the Board sent another mailing to all unit owners and renters regarding the importance of purchasing individual property insurance policies. Since the master policy's current deductible is \$5,000 per unit all perils, it is not only strongly recommended but considered essential.



We suffered another fire on August 11, 2003 at 6 Silver Hill, a townhouse. Although not confirmed, the origin of the fire was believed to have started from the use of a transformer type of electronic device that increases/decreases the electrical outage from 110 to 220 and vice versa in order to increase the versatility of the use of many household appliances possible in different countries. From what we have learned, these transformers are a common entity with numerous residents. The fire investigator has sent the transformer out to be tested in a lab to determine if there could be a manufacturer's defect. It may be months before we learn the answer, but in the meanwhile, our suggestion is to keep this transformer unplugged when not in use. If no defect is found, it was also speculated that perhaps the appliance was butted up against the electrical cord of the transformer where it entered the plug possibly causing the wire to crimp, which is extremely dangerous. Please check all of your electrical cords to ensure that they are not crimped.

**Don't wait until a catastrophe happens, get an insurance policy today!!!**

It would be wise to develop common practices for fire safety such as:

1. Call 911 if the fire alarm sounds and immediately get out of the building. The fire alarm is not directly connected to the fire department and they need to be called.
2. Know alternate exits if your regular route is impassable.
3. Test your smoke detectors at least twice each year. They are hard wired and do not require batteries.
4. Never leave a burning candle unattended.
5. Don't overload electric outlets.
6. For those of you with dryer vent ducts, since the ducts are owned by the unit owner and not considered common area, you are responsible for their periodic cleanings and maintenance. A blocked dryer vent duct can cause your dryer to overheat which is dangerous and could start a fire.
7. Don't smoke in bed.
8. Dispose of live Christmas trees before they get too dry and don't leave the tree lights on unattended.
9. Check on your neighbors and notify the Natick Green Office if you go away with an emergency contact phone number.

**G. Future Repairs/Replacements**

We will be focusing our attention on the reconstruction of the buildings damaged during the fires as well as Newfield Drive. Other repairs that will be given attention are continued roof replacements and sidewalk and curb repairs.

**H. No Parking Signs**

In response to a unit owner's concern, we installed No Parking Here to Corner signs at the intersection of Post Oak Lane and Newfield Drive. This is an area where the school buses pick up and drop off children and the purpose is to maximize driver's visibility when pulling out of Post Oak onto Newfield.

**I. Day-to-day operations**

As most of you know, our maintenance personnel perform most of the necessary common area maintenance work in house, which saves the Association thousands of dollars each year. In addition, they provide interior maintenance repairs to unit owners as well as make readies of rental turnovers and some condos listed for sale, which generates income to the Association. They managed to keep our streets, sidewalks and stairs clean during the past winter with its record snow accumulations. We are very happy to report that we had no slip and falls reported due to their hard work.

## **VII. Financial Report, presented by Andrew Boyajian, Co-Chairperson**

### **A. Financial Services Contract**

Effective February 2000 we took on the performance of the financial services of the Association, namely the collection of condo. fees, payment of bills, monthly and year-to-date financial statements, delinquent collection attempts, etc., from an outside management company to in-house. This saved the Association \$27,120 per year and results of independent audits have proven that not only was it a wise financial decision, but a prudent business decision resulting in more efficient services and accurate records.

### **B. Replacement Reserve Study**

Replacement Reserves are designated funds to be used for major costs of repairs/replacement. Mass. State law states that Associations are required to maintain a “reasonable” amount of reserves. In order to help the board determine that reasonable amount, we have chosen to have reserve studies performed. A reserve study is performed by an independent company, usually by engineers who determine the major components of a property, their remaining useful lives and the costs needed to repair or replace them. Continental Building Consultants (CBC) has completed our reserve studies; the most recent reserve study was performed in January 2001. The cost of the study was \$2,800. CBC recommended that we contribute a minimum of \$38,021 annually toward the reserve fund.

### **C. Operating Budget**

The Board reviewed the Proposed Operating Budget prepared by Nancy and Mike Mandino for the Fiscal year 7/03 – 6/04. Although the draft budget recommended a 4.1% increase in condo. fees, the Board voted not to increase the fees at that time but did approve all other budgeted line items. A copy of the accepted operating budget was mailed to all unit owners. Since the inception of Natick Green Condo. Association in 1987, 17 years ago, we have only had 5 increases in condo. fees as follows:

10% in 1988

\$15.00/unit in 3/95

5% on 8/1/99

10% (rounded down to the nearest dollar) on 9/1/01

and 4.7% (rounded down to the nearest dollar) on 9/1/02

This means that the average condo. fee increase was only 2.5% per year. We continue to have one of the lowest condo. fees when compared to similar properties. The only special assessment that we have ever implemented was in 1990 for the replacement of the vinyl siding, which was approved by a majority of 75% of unit owners. Natick Green consists of 318 condos. and the average condo. fee is only \$176/mo. In comparison, Deerfield Forest, our neighbor and very similar property in size and design, has 334 units and their average condo. fee is \$245 (\$69 more per mo.)

### **D. Audit for 7/1/02-6/30/03**

The Board entered into a new audit engagement letter with Murphy and Liscombe & Edwards, PC, which reflected an increase in audit fees from \$3,750 to \$4,000 per year for the three fiscal years ending 2003, 2004 and 2005. Charles Murphy and Michelle Gonsalves of Murphy, Liscombe & Edwards, PC, Certified Public Accountants and Business Advisors presented their findings of their audit and financial statements of revenues, expenses, and changes in trust members' equity, and cash flows for the Fiscal Years ending June 30, 2003 and 2002. They also provided the Trustees with a management opinion. Ms. Gonsalves who

performed the physical audit commented that she found all records to be extremely organized and made easily accessible to her and found the established internal controls to be in place. She remarked that Nancy Mandino and Jennifer Saponaro do an incredible job with the fiscal management functions of the Association. Mr. Murphy and Ms. Gonsalves affirmed that assuming the performance of the financial responsibilities in-house proved to be a very wise and successful decision, as well as economical. Ms. Gonsalves pointed out that the Operating cash balance as of June 30, 2003 was \$9,569 compared to \$68,902 in 2002 attributable to reduced income due to a slower rental market, lower interest rates and the appropriation of undesignated trust members' equity of \$27,886 in replacement reserve expenditures which were paid out of operating cash. She forewarned the Board that an increase in condominium fees would most likely be needed in the near future.

Copies of the Natick Green Condominium Trust Financial Statements for Fiscal Years June 30, 2003 and 2002 were handed out at the meeting. If you did not attend but would like a copy, you may pick one up at the Natick Green Office.

**E. Delinquencies**

Accounts receivables as of 6/30/03 were \$4,114, slightly up from last year's figure of \$3,363. We received \$45,457 Assessments paid in advance, \$391 higher than last year's \$45,066.

**F. Certificates of Deposits**

We had two certificates of deposit mature in 9/03. The board elected to move one to a 28-day certificate of deposit and the other to a Money Market Savings Account temporarily. The Board has invited a financial advisor to attend their next regular Board meeting to discuss other possible investment opportunities to maximize our returns and minimize our risks.

**VIII. Election of the new Board of Trustees**

**A. Introduction of nominees**

Bernadette Drum announced that she would not be running for reelection as she recently adopted a little girl and wanted to spend her free time devoted to raising her. She thanked the remaining Trustees for their friendship and hard work over the last seven years since she has been on the Board. Bernadette also thanked the Natick Green Staff for their performance in managing the day-to-day operations of the Property.

The Nominees were introduced and each spoke of their background and why they wished to run for election. The nominees were:

Incumbents: Susan Peters, Elliot Schwartz (presented by Nancy Mandino in Elliot's absence), Tracy Goodwin (presented by Susan Peters in Tracy's absence), Andrew Boyajian, Evelyn Wilcon and Jeffrey Schwartz.

New Nominees: Rona Donato and Thomas Knight

**B. The floor was opened for any additional nominations but there were none**

**C. Completion of ballots**

The ballots were completed and collected. Tabulations took place the next morning and the results are as follows:

The seven individuals elected to serve as Trustees until the next annual meeting are:

The six incumbents: Evelyn Wilcon, Elliot Schwartz, Andrew Boyajian, Susan Peters, Tracy Goodwin, Jeffrey Schwartz and new nominee: Thomas Knight.

**IX. Open Discussion**

An open question and answer period took place.

**X. Adjournment**

Bernadette Drum adjourned the meeting at 9:00 pm.

**The next Board of Trustees' Meeting is scheduled for Wednesday, October 29, 2003 at 6:00 pm at the Natick Green Clubhouse.**

As usual, all unit owners are welcome to attend for observance purposes. If you wish to address the Board regarding a particular matter, kindly submit a written agenda request stating the nature of your business at least ten (10) days in advance of the meeting. This assists the Trustees in planning an organized meeting. Since the Trustees are volunteers, please respect their personal time and privacy rights and maintain communications via their mailing address at Natick Green Condominium, 7 Silver Hill, Natick, MA 01760.

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