

**Natick Green Condominium Trust
Minutes of the Board of Trustees'
Meeting – Tuesday, January 25, 2022**

Attendees -Via Zoom:

Perry Galvin, Chair
Susan Peters, Vice Chair
Adrienne Beck, Secretary
Matthew Chase, Treasurer
John Gallagher, Liaison
Steve Hayes, Trustee
Thomas Knight, 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 7:02 pm.

AGENDA:

I. Acceptance of the Minutes

The October and November 2021 Minutes were accepted as written and will be posted on the natickgreen.org website.

II. Maintenance Report

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

- A. Maintenance continues to do Make Readys and renovations however the number has dropped off due to the time of year. They have taken this opportunity to paint hallways and inspect emergency lighting. Golio Plastering has painted and replaced the ceiling at SH 46, PO5, and PO3 are pending.
- B. Step project: In 2022 W.J. Hulbig Construction will begin work on building SH 34-36 and SH 46-48. These buildings will complete the front step project. The board will obtain an updated 2022 quote from W.J. Hulbig Construction.
- C. Upcoming Entrance Door Replacement project: - Architect Andy Hatcher

is gathering all of the information necessary to present the proposals. The Board will ask him to attend the February zoom meeting.

- D. Inclement Weather Report: January 7, 2022 we had our first snow storm of the year. It was a good training experience for the new maintenance people.

III. Financial Report

David Fisher advised the board that there are no financials for December as yet. Fisher Financial keeps the financials open for a few extra weeks in January so that all 2021 payments can be posted. Both the December and January's financials will be available for February's board meeting.

IV. Secretary's Report

None

V. Unfinished Business

- A. Employee Handbook: The board has spoken to our attorney Dawn McDonald at MEEB regarding writing an Employee Handbook for Natick Green. A **Motion** was made to hire Dawn McDonald to write our handbook for an estimated \$2,500. The motion passed and was adopted.
- B. Staggered Board Member Terms: In a prior year, the trustees voted to adopt the process of staggering board member's terms so that not all seven would be up for election every year. This motion would require a change to our Condo Documents. which requires a majority vote of all unit owners. It is unlikely that we would be able to achieve a majority vote coupled with the fact that the board can appoint new members lead to the decision to revisit this process. A **Motion** was made that we continue to pursue the process of staggering the terms of board members. The motion failed. Board members terms will remain as is.

VI. New Business

None

VII. Residence Manager's Report

- A. Julie is still researching companies that can provide Human Resource services and guidance such as policies, compliance, and W-4 forms. We will not be going with Bambee software due to the fact that we will not have a specific consultant assigned to us.
- B. Update on property software, Condo Control isn't capturing tools that we need. We are still working with Buildium to see if it can be adjusted to meet our requirements.

C. 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.