

**Natick Green Condominium Trust
Minutes of the Board of Trustees'
Meeting – Monday, October 24, 2022**

Zoom meeting

Attendees:

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

Management

Mike McClay, Director of Maintenance

Absent:

Bradley Bedarian, Assistant Residence Manager

At 6:05 pm the meeting was called to order.

The meeting was adjourned at 7:25 pm.

AGENDA:

I. Acceptance of the Minutes

The September 27, 2022 Minutes were accepted as written and will be posted to natickgreen.org.

II. Maintenance Report

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

- A. One Make Ready was recently completed, and a few renovations are in the planning stages.
- B. Step Project: Now that the steps at 34-36 and 46-48 Silver Hill are finished, the front steps of all the buildings have been completed. Discussion of the back stairs will continue, as some are in need of repair.
- C. Entrance Door Replacement Project: Architect Andy Hatcher will be submitting a proposal to be presented to the Board at an upcoming monthly meeting.

III. Financial Report

David emailed the September financials to the Trustees for their review.

**Budget Variances Greater than \$5,000 and 5%
Nine Months ended September 30, 2022**

<u>Account name</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>% Var</u>	<u>Comments</u>
Water & Sewer	106,501	100,961	(5,540)	-5.2%	Based on bills thru 6/30/22
Payroll-onsite staff	318,926	280,865	(38,061)	-11.9%	Open position-see temp help
Temporary help	-0-	34,682	34,682	100.0%	Offset by open payroll position
Health/empl benefits	29,997	12,476	(17,521)	-58.4%	Less employees in health plan
Workers Comp Ins.	11,250	18,024	6,774	60.2%	Results of FY2021 audit
Landscaping – trees	-0-	20,502	20,502	100.0%	Incl 2021+2022 tree projects
Repairs-common area	7,875	-0-	(7,875)	-100.0%	Repairs done as needed
Repairs-parking area	11,250	225	(11,025)	(98.0%)	Repairs done as needed

IV. Secretary's Report

Lifeguard bonuses: The total amount that was designated at the September meeting was allocated to the lifeguards and paid out in October.

V. Unfinished Business

- A. Annual Trustee Election: The Call for Nominations email was sent to Unit Owners on October 7th. Self-Nominations close on October 25th, 2022.
As there are still concerns with Covid-19, an in-person annual meeting will not be held this year.
- B. NGCT Rules & Regulations: Revision 20 is still in discussion.
- C. Verizon Marketing Agreement: Still outstanding with Verizon.
- D. In process of transitioning to a new IT Vendor: Technical Solutions

VI. New Business

None

VII. Residence Manager's Report

None

VIII. 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.