



**NAGOG WOODS COMMUNITY CORPORATION
BOARD OF DIRECTORS MEETING
January 20, 2021 at 7:00 pm**

PRESENT:

Sarah Mleziva (President)	Peter Rosner, Condo I
Jenn Gaeta (Vice President)	Mike McCloskey, Condo II
Steve Noone, Treasurer	Narci Woods, Condo II
Melissa Buono, Secretary	Marcus Lewis, Condo III (8:25 pm)
Liz Reinhardt, Condo I	Bobby Wright, Condo III

TDG Management: Nancy Mandino, Marty Poutry

DECISIONS:

Voted (8-0-1): Acceptance of the Dec. 16, 2020 Board meeting minutes.

Voted (10-0-0): Adoption of VOLO text/phone notification system for the Village residents regarding snow removal, etc.

Voted (10-0-0): Acceptance of the Signorama proposal for Village Building signs totally \$2800.

Voted (9-0-0): Approval of EQC modification request for a heating element to be installed at Unit #542 at the proposed second location.

RESIDENT OPEN COMMENTS (7:00-7:30 pm): 5 residents in attendance

- 1) Beatrix asked for an update on Condo IV parking situation.
 - A survey was sent out to Condo IV residents to see if anyone has an extra parking space they are not using. Jenn and Sarah to followup on survey and then proceed with contacting Condo IV residents about alternative options for households in need of extra spaces.
- 2) Seacrest Building torn down in Nagog Park. Is the Board keeping apprised of the situation to monitor what is being done with that land? Yes TDG and NTF are keeping



up with the situation. It will likely be a warehouse but not a distribution center. There is no tenant as yet but the builder has a permit to build on the site.

3) Gas leak/smell behind Building 16. Linda called the gas company and an inspection showed that the smell was likely due to the in-ground gate that needs replacing.

- **Actions:**

- Marty to put an announcement in the Friday Flyer to remind residents to check with the gas company about gas meters needing to be upgraded regularly.
- Nancy to contact the gas co. to schedule a Villagewide inspection of the in-ground gates as some need replacing and are leaking gas.

4) Question about the status of putting up signs in the Village to help delivery people find building locations/addresses. This is an agenda item for tonight's Board meeting.

There being no other comments, residents signed off from the meeting at 7:24pm and the Board reconvened for the closed business session.

CALL TO ORDER (Sarah) at 7:30 pm.

SECRETARY REPORT (Melissa)

MOTION: Melissa moved and Jenn seconded to accept the minutes of the December 16, 2020 Board meeting.

VOTE: 8-0-1 (*Liz abstained having not attended the Dec. meeting and Marcus was absent at the time of the vote.*)

TREASURER'S REPORT (Steve)

- The Balance Sheet shows Operating Cash is down \$10,000 and Cash Reserves is up by \$54,000 for a total increase of \$44,000 in the cash accounts.
- Receivables overall are in good shape, though the total was lower in December (\$43,616) than in November (\$48,739), the difference being due to more sewer fees and skylight fees collected in November 2020.
- Aging Collections Over 60 days reflect the Skylight payments due (\$18,086). Over 90 days is a flat amount (\$18,538) due from the same units.
 - **Action:** The office is to send out reminders to residents with regard to payment of skylight fees.



- Total Expenses for December amounted to \$106,697 which was \$13,532 over budget.
 - Key variances in the month include snow removal cost (\$4,022) and Maintenance Expenses (Electric, Misc., and vehicle repair all over \$2000) and Maintenance Supplies up \$6,210.
- Preliminary YTD Income is \$1,299,814 which is \$16,563 less than the budget.
- Preliminary YTD Expenses are \$1,274,603 and less than budget by \$41,784 which includes the carry over of a \$25,000 contingency expense. The largest increases due to Snow Removal payroll (\$18,277) and Landscaping (\$36,469).

MANAGER'S REPORT (Marty)

Operations:

Snow plowing: The crew was busy with clean up after two large snow storms.

Sub-contractors:

Cran-Marsh Roofers:

- Roof anchors installed on 12 buildings.

Watjus Electric:

- Worked on streetlight repairs.

NTF REPORT (Marty)

- Things are running smoothly at the plant.
- NTF Board member Willie Wong will be moving from the Village in a couple months and will leave the NTF Board at that time. Looking for a new NTF board member. Ask Willie Wong for recommendation for replacement.
 - **Action:** Sarah to reach out to Willie Wong about his preliminary drawing for the Clubhouse renovations.

OLD BUSINESS

FHA RECERTIFICATION

- Request for 1 section of the original application to be redone. The hold up is in getting an editable copy as new computer doesn't recognize pdf files.



MAINTENANCE SUPERVISOR HIRE

Nancy and Marty reviewed resumes and made a spreadsheet. H.R. is screening the candidates and scheduling virtual meetings with plans to interview in a week.

CONDO III UNIT OWNER MEETING

- Miles Fidelman, Assoc. President, has not scheduled a Condo III Association meeting.

TEXT/PHONE NOTIFICATIONS

TDG Parent Company, Associa has a relationship with VOLO LLC that will provide text/phone notification service to residents of Nagog for events like snow removal or power outage alerts. The cost is \$5/unit annually for unlimited text messages. Residents need to fill out new emergency contact cards for the office which will provide cell phone numbers for those wanting to be notified.

MOTION: Sarah moved and Liz seconded to adopt the VOLO text/phone notification system for the Village residents regarding snow removal, etc.

VOTE: 10-0-0

COMPOST RESEARCH

- Marty is waiting for a call back from a company with regard to Nagog's compost.
- Resident Paul Raymond sent samples of the compost to UMASS Amherst for testing.

MANHOLE FIX

- The maintenance crew is preparing to fix the loose manhole cover on Old Beaverbrook and is waiting to warmer weather to use concrete.
- The Board suggested that Marty contact the Drainage Company to fix the manhole when they are on-site for other work to avoid having to fix it again.

RESTRICTIONS UPDATE

The Documents Committee is scheduled to meet on Jan. 28 and will reach out to Seth Emmer for what is hoped to be a pro forma action.

HANDBOOK UPDATE

- Jenn, Narci and Nancy reviewed handbooks from other associations.
- The Committee should go forward with recommending updates which will be followed by a legal review to ensure the handbook meshes with the governing documents.
- Jen Boule updated the NWCC Handbook in Sept. 2020 which is posted on the Village website.



EQC REPORT (Narci)

Village Signage

- Marty received two quotes and the Signorama quote for \$2800 was the better deal for the 41 signs needed..
- Peter noted that the current street signs tend to tilt over time and cautioned about adding building signs to the posts. Be sure the posts are securely installed.
- Narci has a spreadsheet of the signs to be made. The height of the signs varies depending on where they will be placed.
- This discussion prompted a question about replacing the Building numbers for larger easier to read ones.

Action: The EQC will discuss new bldg number format and report to the Board.

MOTION: Narci moved and Liz seconded to accept the Signorama proposal for signs totally \$2800.

VOTE: 10-0-0

Ring Doorbells

- Nancy noted that among TDG condo boards, none have approved the use of Ring Doorbells in their complex. It is not recommended due to MA State Law prohibiting people from being videoed or recorded without their permission.
- Nancy to reach out to Mark Einhorn for legal advice.

Modification Request for Unit #542

A modification request for unit #542 (owned by Board member Marcus Lewis) to install a heating element. This is part of a mini split unit for a heat pump. Two proposed locations were submitted with the request. The EQC recommends the minimally intrusive option #2 that pipes into the unit. The request is to make improvements minimizing the use of electric heat in the basement level.

MOTION: Narci moved and Peter seconded to approve the modification request for a heating element installed at Unit #542 at the proposed second location approved by the EQC.

VOTE: 9-0-0 (*Marcus recused himself from the vote.*)



Mice in Building 11

Exterminator was called in and installed copper mesh with poison at units 110 and 111. This was done at no expense. The company plans to submit a proposal for an entrapment system that will need to be checked monthly.

HVAC PROPOSALS

- Background: The Clubhouse A/C stopped working in June/July 2020. Fortunately the office had wall units to keep the space cool through the summer.
- See the Manager's Report for copies of quotes and comparison chart.
- Chaves and Denommee submitted proposals to install replacement systems that mirror the current set up.
- The exterior units (50 years old) and air handlers need to be replaced. The current boiler works but should also be replaced with the new system.
- **Chaves Heating and Air Conditioning** proposal totals \$43,857 and does not include a new water tank.
- **Denommee Plumbing, Heating & Cooling, Inc.** proposal totals \$56,500 and includes a \$3500 hot water tank.
- **Colonial Comfort HVAC (Larry)** proposal calls for
 - 3 mini-splits in the Clubhouse great room which though electric are very efficient.
 - 4 small furnaces will heat the rest of the Clubhouse (2 in the basement, 1 in the kitchen, and 1 in the office area)
 - Total cost: \$71,000 with rebate potential on 7 units purchased.
- **Acton Refrigeration (Bruce)** proposes a system similar to the current set up.
- It includes an optional air purification module to be installed that sanitizes the air and surfaces.
- Total cost: \$54,711 and includes an 80-gal. hot water heater.
- Point to consider in deciding on which vendor is Nagog's limited mold coverage on Insurance for \$15,000.

The Board recommended getting quotes from Papalia Homes Services (Marcus) and Nashoba Air & Boiler Works (Marty) as well as finding out the amount of available rebates (Marty).

SPS Building Envelope Proposal

- Need to check with other companies and engineering firm for more options.
- Given the high cost of the building envelope project, the plan is to finish the painting as scheduled for the remaining buildings 20-25.
- Current budget for Painting is \$72,490, for Carpentry is \$178,528 and totals \$251,018.



NEW BUSINESS:

Tree Removal by Lynch Tree

- \$3000 to remove large pine tree between Building 21 and 25 considered a hazard to nearby buildings due to size of tree and shallow root system.
- Lynch Tree charges \$3000/\$6000 for half/full day on-site tree removal respectively.
- Plan to hire Lynch Tree for a full day and tag additional trees to get as many done in one day.
- No need to vote on the expenditure as 2021 budget for tree removal is \$13,000.

2021 Parking Stickers

- Original parking stickers ran out and they are too small and hard to read.
- Jen and Marty designed new sticker which measures 2" x 3".
- Remove Village of Nagog Woods from the proposed sticker and numbers should not be related to unit numbers.
- Cost is 0.60-0.70 per sticker.

Scope of Work and Pricing for Patios by In-house staff

- Marty looking into this idea.
- Patios need to stay within the same footprint of the unit.
- Small stones can be changed to pavers.
- What is the hourly labor cost for the crew?
- What is the square foot price?

Proposed changes to the Friday Flyer for Board consideration:

- Eliminate paper copies.
- Organize a newsletter committee.
- Sell \$25 ads to local businesses, contractors, etc.
- Board to think about this and discuss at next meeting.

Next Meeting is scheduled for **February 17, 2021** at 7:00 pm.

There being no further business to discuss, the meeting adjourned at 9:51 pm.

Respectfully submitted,

Melissa Buono

Melissa Buono, Secretary, Nagog Woods Community Corporation