



**NAGOG WOODS COMMUNITY CORPORATION
BOARD OF DIRECTORS MEETING
Wednesday, October 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 (8:12p)	Marcus Lewis, Condo III
Liz Reinhardt, Condo I	Bobby Wright, Condo III (8:30pm arrive)

FR Management: Sheila Spellman, Marcia Good

Absent:

DECISIONS:

Voted (9-0-0): Acceptance of the minutes of the August 25, 2021 Board meeting.

Voted (9-0-0): Acceptance of the minutes of the Sept. 21, 2021 Board meeting.

Voted (10-0-0): Accepting CranMarsh recommendation regarding use of 2 or 3 skylights in the Clubhouse roof over pool table.

Voted (10-0-0): Approved Marketing Committee request for \$6000 to be added to the Preliminary NWCC 2022 Budget

RESIDENT OPEN COMMENTS (allotted time 7:00-7:30 pm):

Linda - Asked what to do with her copies of minutes from the roof committee meetings.

Claudia - Asked for a copy of the notes to be sent to condo assoc. presidents. Instead copies of the minutes will be uploaded to Seneathco for viewing.

Joan - Inquired about the status of clubhouse renovations and in particular whether or not the workout room will be available for use this winter? Clubhouse Renovation Committee will be sending out a survey to get resident input.

Martha - Asked that a list of Committees and members be sent to Condo Assoc Presidents as there is interest among Condo III unit owners in particular to get more



involved with the Village. People have expressed interest in joining committees but there seems to be no follow through.

Linda - Brought up the environmentally unfriendly aspect of the leaf blowing equipment used in Nagog and if anything could be done about it.

Joan - Added that the Acton Environmental Committee is also looking into regulating the use of the gas powered equipment.

Claudia - Missed the agenda posting for tonight's meeting and asked for the highlights.

Donna - Noticed 2 trees in the soccer field are dead and the pea-stone on the path is overgrown. Is there a Landscape Committee and does the Board plan to replant trees?

With no further resident comments, open session ended at 7:26pm.

WORKING SESSION called to order by Sarah Mleziva at 7:31pm.

SECRETARY REPORT (Melissa)

Melissa moved and Peter seconded to accept the minutes of the August 25, 2021 Board meeting.

VOTE: 9 - 0 - 0

Melissa moved and Jenn seconded to accept the minutes of the September 21, 2021 Board meeting.

VOTE: 9 - 0 - 0

TREASURER'S REPORT (Steve)

- September financials were not ready from TDG as of this meeting.

BUDGET UPDATE (Steve)

- Expense budget allows for a 2.5% common fee increase.
- FR updated the payroll, benefits and management fee numbers.
- Reserve Budget Preliminary numbers include \$130,000 to the good after not doing the previously scheduled painting project.
- Operating and Reserve Budget includes painting 3 buildings. Board to decide if doing all 6 remaining buildings (20-25) in this 2022 budget.
- Reserve Budget includes replacing the 2 roofs most in need of work.



- Reserve Budget has \$100,000 place holder for clubhouse renovations though more will likely be needed.
- Operating Budget does not include the Marketing Budget request or the surplus from projects not done this year.
- Board will meet again in November to discuss the retooled proposed budget before presenting it to the residents on Nov. 17.

MANAGER'S REPORT (Marcia)

Work Completed:

- Clubhouse Deck power washed and stained.
- Mailbox Kiosk cleaned, and the decking power washed and stained.
- Pool furniture and equipment put away for the season.
- List of decks (3), bulkheads (3), patios (8), and drainage (2-3 areas) issues were identified by Maintenance as in need of work/repair. Quotes needed for each item identified with work expensed from Budget line item Misc. Maintenance and Repairs (\$17,000).
- Painting needed at Jenn and Gary's units around skylight; FR to get quotes.

Subcontractors:

- Rosado & Sons - completed aeration and seeding lawns.
- Underground propane tank removed by Village entrance on Nonset Path.
- Crack Sealing is scheduled for 10/19-20.
- Unit 210 - Exterior repair done causing water to come in behind the clapboard. J&Q Construction putting together a quote for the scope of work.
- Marc Maxwell is the architect who put together a proposal for the Clubhouse renovation which was distributed to the Board for review.
- Watjus Electric was on-site to repair light fixture outside the clubhouse and another light at NTF.
- Exterminator treated building foundations for ants.

NTF Report - (Steve)

- Quote needed to price DEP action regarding the switch over to rebuilt aeration basin.
- List of other items for repair.
- FRM received a quote from Tighe and Bond to complete a Reserve Study.



OLD BUSINESS

Clubhouse HVAC

- system is done and functional. The blower for the ladies locker room is broken. New fan ordered and request has been made for a new system, but is currently backordered.

Clubhouse Roofing Project:

- Decision needed on placement of 6 skylights. Ask Cran Marsh whether 2 or 3 skylights are recommended for area over the pool table.

MOTION: Sarah moved and Narci seconded going with Cran Marsh recommendation regarding use of 2 or 3 skylights.

VOTE: 10-0-0

NEW BUSINESS

Marketing Committee Proposed Budget 2022

- The MC would like to retain Next-Ad Agency to assist with Google My Business and improving the Village online presence. A 2-year contract will cost \$3,995/year.
- The MC requests \$2000 to be used for events celebrating the 50th Anniversary of Nagog Woods Community.
- The rationale is to enhance the Village as a whole and make a better online presence as well as to build interest with real estate brokers and potential buyers.
- Total funds requested by MC for 2022-2023 is \$10,000.
- Marcus disagreed with spending \$8,000 for the Next Ad Agency and thought that the work could be outsourced through residents in the Village with the know how. The Board was concerned with people volunteering to help and then the work falling by the wayside if not done professionally.

MOTION: Peter moved and Jenn seconded allocating \$6000 for the Marketing Committee to be added to the Preliminary NWCC 2022 Budget.

VOTE: 9-1-0 (Marcus)

- 50th Anniversary Event Ideas presented.



- 1st event is a display of 50 pumpkins at the mail kiosk Pumpkins to be donated by residents.

Transition Update

- FR meeting with the maintenance crew and walking the Village, meeting residents, and assessing needs.
- Telephone system was difficult to sort out, but now is working. FR to look into alternative systems that are less cumbersome.
- Board to meet with Manager Candidate next Wed. 10/27 at 5:30pm in person at the Clubhouse conference room or via zoom.

NWCC Halloween Protocol:

- Same as years past. Trick-or-treaters between 6-8pm. Village closed at the entrances and residents register visitors with the office. Crew will staff the road blocks and patrol the Village.
- Share last year's Friday Flyer announcement with Sheila and Marcia.

Gutter Cleaning Program:

- FR to set up a schedule for gutter cleaning and will notify residents in advance to move their patio furniture and plants.

Snow Removal Shovelers:

- 3 companies came out to assess the Village and only 1 submitted a bid for \$70/hour/ shoveler with a minimum of 4 hours.
- Marcus to look into getting shovelers.
- Review snow plan for parking.

Camera Systems:

- FR to look into new camera systems for the clubhouse and upgrade for the maintenance shed.

Village-wide Text Messaging:

- TDG had started a contract with Volo Village.
- FR uses a system called "Call em all" to notify residents about moving cars for plowing and other announcements.



Certificate of Architectural Compliance:

- What is it? Rules for maintaining the exterior of buildings and required for owners selling their units to fix fogged windows or storm doors, or other necessary architectural improvements.

Pool Cover:

- The Commonwealth of MA requires pools be covered or drained when not in use after the summer season.
- Continental Pool came out to measure and quote a new pool cover for NWCC.
- FR getting 2 or 3 more proposals.

Unit 140 Butternut Hollow:

- Unit owner requesting to add insulation to the roof at the recommendation of MassSave. This led to the Board looking into having Cran Marsh retrofit the roof with Metal Edge.
- Question of how to get ahead of the process especially with MassSave?

Unit 661 Pheasant Hill water damage:

- Water remediation done by Warila Cleaning cost \$2030. NWCC to cover the cost.

EQC REPORT (Narci)

- Grill issue is beyond the scope of EQC responsibility. EQC suggests having the Acton Fire Dept. do a presentation to the Village about the no grill policy.
- EQC creating their list of items for EQC approvals not requiring Board votes.

First Realty first impressions working with the maintenance crew:

- Inventory system being created for orders;
- Crew eager to work;
- The crew appreciates receiving direction from FR; and
- Crew likes being listened to.

Marcus requested the use of time brackets to be added to agenda items as voted on previously by the Board.



The **next Board Meeting** is scheduled for **November 10, 2021** at 7:00 pm. to review the budget.

The **next Open Board Meeting** is scheduled for **November 17, 2021** at 7:00 pm.

There being no further business to discuss, the meeting adjourned at 10:14 pm.

Respectfully submitted,

Melissa Buono

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Secretary,

Nagog Woods Community Corporation