



**NAGOG WOODS COMMUNITY CORPORATION
BOARD OF DIRECTORS MEETING
February 17, 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 |
| Liz Reinhardt, Condo I | Bobby Wright, Condo III |

TDG Management: Nancy Mandino, Marty Poutry

DECISIONS:

Voted (10-0-0): Acceptance of the Jan. 20, 2021 Board meeting minutes.

Voted (9-0-0): Acceptance of the bid from Arr-Max to install a french drain at Building 25 to alleviate the water infiltration issue.

RESIDENT OPEN COMMENTS (7:00-7:30 pm): 8 residents in attendance

- 1) What's happening with the Annual Meeting? Date set for March 24 and will be an online meeting like last year. Condo. Assoc. will hold their meetings prior to the Annual Meeting and have the opportunity to present their notes and vote results
- 2) Friday Flyer redesign complimented.
- 3) What's happening with House numbers? Village signs ready for pick-up and to be installed.
- 4) Any news from National Grid with regard to the leaking gate between Bldg 16 and 17. District Manager and Acton contact reached. This leak is a stage 3 issue which is least critical. Report is that the gate needs to be greased.
- 5) Al O'Rourke (unit 207) thanked Board Members Marcus Lewis and Bobby Wright along with the Nagog crew who cleared off his roof on Feb. 6. Mr. O'Rourke is a 16 year resident of Nagog and has experienced roof leaks in his unit since 2004/5 and is



looking for a more permanent solution to the problem, but welcomes a temporary solution in the interim. A new roof was done on Building 20 in 2009. Cran-Marsh is coming out to inspect 2 other buildings and could take a look at Building 20 which was roofed by another contractor.

6) Parking situation in Condo IV and request for extra parking space is still under consideration.

7) Resident from Condo III reported there has been no activity from the Association President all year but wants to be sure that there will be a meeting this year and report presented at the NWCC Annual Meeting.

There being no other comments, residents signed off from the meeting at 7:30pm and the Board reconvened for the working session.

CALL TO ORDER (Sarah) at 7:35 pm.

ANNUAL MEETING & Condo III Association Meeting: Sarah is emailing all Association Presidents with a deadline for meetings to be scheduled by March 5 and meeting held by March 21. Candidate bios due in the office by March 1. Proxies to be sent out by 3/5 and returned via DocuSign. According to the bylaws, 10 days notice is to be given for a meeting of the members.

SECRETARY REPORT (Melissa)

MOTION: Melissa moved and Mike seconded to accept the minutes of the January 20, 2021 Board meeting.

VOTE: 10-0-0

TREASURER'S REPORT (Steve)

- Cash position is stable.
- Accounts Receivable is up \$85,000 end of January due to sewer billing.
- Over 90 days receivables is \$22,000. Skylight payments due accounts for \$5000. There are 6 units which account for most of the over 90 balance.
- Operations: Revenue is \$112,000 and on track with the budget (\$112,000); Expenses ran \$70,000 vs. Budget of \$84,000.
- Reserve Spending includes \$11,000 loan repayment. The loan refinancing document signed by the Board will provide a savings of \$70,000 over the life of the loan.



MANAGER'S REPORT (Marty)

Operations:

- Crew busy with plowing and shoveling. There was an issue with the temp. service for shovelers and not being able to get workers. 5 volunteers from the Village stepped up which worked out well. Residents have been asked to move their doormats to assist the crew with shoveling out entryways.
- National Grid: District Manager and Acton contact reached. This leak at Buildings 16 and 17 is a stage 3 issue which is least critical. Report is that the gate needs to be greased. Notice to residents that if anyone smells gas, call NG immediately. Also residents should look to see if their bill reports an "estimate reading." This means the meter isn't communicating with the office.
- **Action:** Jen to put a notice in the Friday Flyer advising residents to check their gas bill and how to check the age of the gas meter at their unit.

NTF REPORT (Marty)

- The plant is operating within DEP permitted guidelines.
- There was 1 emergency call for a stuck float at the Durkee Pump Station.

OLD BUSINESS

Additional HVAC PROPOSALS received:

- Nashoba Air & Boiler works included an air purifier in their quote.
- Papalia is not licensed for a building the size of the Clubhouse system.
- Colonial Comfort offers the most energy efficient system. Marty has asked Larry for incentive and rebate info. CC includes UV and Air Filtration systems in their quote. Larry would like see the plans for what's happening in the lower level of the clubhouse in order to provide the best system recommendation.
- **Action:** Sarah to walk through the clubhouse with Willie Wong on Friday (2/19) to discuss the plan for that space.



MAINTENANCE SUPERVISOR HIRE

- To date, one candidate interviewed though not ideal candidate given his interest in kitchen and bath rehab and doesn't want to climb ladders.
- Lots of resumes have come in from people in the hospitality industry.

RESTRICTIONS UPDATE (Liz)

Liz to present information to the residents at the Annual Meeting with regard to this process and the need for approval.

HANDBOOK UPDATE (Jenn)

The Committee is reviewing the 60 page document and adding hyperlinks where possible. This is a work in progress and needs organization.

Ring Doorbells

- Formal vote on the license agreement will take place at the next meeting.
- Residents installing Ring Doorbell should set it to record only with motion and not continuously, and should take care not to direct the camera at their neighbors' entrance.
- Legal Counsel will write up a License Agreement for Nagog residents to sign upon installation of a Ring (Video) doorbell.

SPS Building Envelope Proposal

- RFPs sent to Engineers.
- **Action:** Nancy to get permission from SPS to share their presentation with engineering firms.

NEW BUSINESS:

Building 20 roof issue: Communicate with Al O'Rourke (Unit 207) the need for more information from him and to arrange for RMC to check out the roof instead of Cran-Marsh coming from Middleboro, MA.

EQC REPORT (Narci)

Modification Request at Unit 140:

- Engineer from Clear Result in Westboro for MassSave recommended adding insulation at Unit 140.
- Request denied by the EQC.



- **Action:** Notice to be placed in the Friday Flyer with regard to residents contacting MassSave and what action items are allowed within Nagog units. Nothing that changes the physical structure of the buildings can be undertaken.

Drainage Quotes:

- Building 25 has water infiltration issues. Resident contacted an engineer who reviewed the situation and recommended installing a french drain.
- R.I. Goldman Co. quoted \$12,590
- Arr-Max quoted \$9,897 and includes hand digging.

MOTION: Peter moved and Jenn seconded to accept the bid from Arr-Max to install a french drain at Building 25 to alleviate the water infiltration issue.

VOTE: 9-0-0 (Narci recused herself from the discussion as this involves her rental unit.)

Crack Sealing Quotes

- Nancy got a quote from R.L. Goldman for \$12,590 for 12,000 linear feet.
- Marty is getting quotes from other companies and will report to the Board.

Unit 146:

- Resident was fined \$150 in August 2020 for throwing construction debris in the dumpster. Resident claims the item was a vanity that was broken into 6 pieces and would like the fine reduced from \$150 to \$25.
- Board decision is to reduce the fine by 50% to \$75.
- **Action:** Check with the Maintenance crew to confirm the six pieces disposed.

Parking Issue:

Action: Marty to look into the Lexus that has been parked at Brown Bear Crossing and not moved in weeks. It's covered in snow and taking up 2 parking spaces.

Skating rink on Little Nagog Pond:

- Someone has meticulously created a skating rink on Little Nagog Pond in front of the Red Raven Restaurant. This is a potential hazard for Nagog residents and Nagog has posted a sign Danger No Skating at the site. Nagog owns a portion of the pond.
- **Action:** Marty to put an announcement in the Friday Flyer advising residents of the dangerous situation and not to skate there.



Next Meeting is the **Annual Meeting** scheduled for March 24, 2021 at 7:00 pm. The next regular Board Meeting is scheduled for **April 14, 2021** at 7:00 pm. There being no further business to discuss, the meeting adjourned at 9:41 pm.

Respectfully submitted,

Melissa Buono

Melissa Buono, Secretary, Nagog Woods Community Corporation