



---

**NAGOG WOODS COMMUNITY CORPORATION  
BOARD OF DIRECTORS MEETING  
April 14, 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	
Liz Reinhardt, Condo I	Bobby Wright, Condo III

**TDG Management:** Nancy Mandino, Marty Poutry

**Absent:** Marcus Lewis, Condo III

**DECISIONS:**

**Voted (9-0-0): Acceptance of the Feb. 17, 2021 Board meeting minutes.**

**Voted (9-0-0): Acceptance of the RMC bid to re-roof Buildings 16, 30 and 28 and repair building 20.**

**Voted (9-0-0): Acceptance of the Colonial Comfort bid not to exceed \$60,000.**

**Voted (9-0-0): Authorization for Marty to purchase the Verizon phone system.**

**Voted (9-0-0): Approval of the EQC modification request at Building 16 for the installation of a solar tube in the roof at the front doorway.**

**RESIDENT OPEN COMMENTS (7:00-7:30 pm):**

- 1) What's happening with regard to the Condo III election of officers? Miles Fidelman responded with a request for the contact info for residents of Condo III in order to send out by certified mail the ballot for the election. He also offered to pay for DocuSign for Condo III if having an electronic vote could be done. Nancy Mandino, TDG responded that the homeowner directory is available on Senearthco listing



residents who opted to have that information shared, otherwise it is not the policy of TDG to provide resident addresses. Miles would like to mail a hard copy of the ballot to Condo III residents and offer voting via DocuSign or Equival.

- 2) Several residents protested the idea of signing off via proxy, the NWCC restrictions legal document without reading it and having full awareness of the contents. They would like the Board to provide additional information and explanation. **ACTION:** a Q&A will take place during the 7pm open session of the May 19 Board meeting.
- 3) A resident raised concern about the landscaping and in particular with the compacted soil along the walkway and asked if there are plans to bring in top soil and aerate the property?
- 4) EQC request update by Linda Oneska
- 5) Due to the gas powered leaf blowers and other equipment used in the Spring clean-up by Rosado, there is a 1/2" layer of dust covering her patio furniture and windows. Might it be possible to look into energy efficient alternatives to these machines? **ACTION:** Marty to speak to Rosado about reducing the power with leaf blowing near the units.
- 6) Another landscape issue to be looked at is the amount of mulch being used. Might the Village look into planting more ground cover instead of mulch which would also help invigorate the dead soil. **ACTION:** The possible formation of a group of neighbors willing to plant in the Village who might work with or be advised by Mass Horticultural and/or Tower Hill Botanical Garden.

There being no other comments, residents signed off from the meeting at 7:35pm and the Board reconvened for the working session.

**CALL TO ORDER (Sarah) at 7:45 pm.**

**SECRETARY REPORT (Melissa)**

**MOTION:** Melissa moved and Steve seconded to accept the minutes of the February 17, 2021 Board meeting.

**VOTE: 9-0-0** (Marcus absent)

**TREASURER'S REPORT (Steve)**



- Cash position is stable and everything is running on budget currently as there has not been much spending from Reserve thus far this year.
- Accounts Receivable over 90 decreased and no new problems arose.
- On the Income Statement, expenses are on budget for the month and under budget YTD.

## **MANAGER'S REPORT (Marty)**

### **Operations:**

- Crew busy with general maintenance, work orders, and gutter cleaning.
- Crew has also begun prepping the pool for opening this summer pending Board approval. This work includes removing debris and giving the initial shock.
- A landscaper is coming to Nagog to look at the mulch pile by the maintenance area and is also interested in the old snowblower.

### **Sub-contractors:**

#### **J.Q. Construction:**

- JQC was called in to fix the framing under a window in a unit that upon setting up to have their fogged window replaced, discovered the window frame was rotten.

#### **Watjus Electric:**

- was onsite to deal with some lighting outages.

#### **Rosado Brothers:**

- Spring Clean-up started and will be done by the end of the week weather permitting.

**ACTION:** Marty to speak with Rick, the foreman for Rosado & Sons to remind them to be more careful working near residences with the big ride-on blowers.

## **NTF REPORT (Marty)**

- The plant was operating out of compliance for 1 month likely due to increased flows during the snow season.
- The 2nd clarifier needs substantial repair. A preliminary verbal report finds it good to continue repairs on the clarifier.
- The denite filter needs re-building.
- The cellular connection to the clubhouse life station failed and a replacement was obtained. The rest of the lift stations will be retrofitted with a new sim card.

## **OLD BUSINESS**



**HVAC PROPOSALS received:**

The bids are way above our budget and therefore have been put on hold to re-evaluate.

**SPS Painting project:**

SPS reviewed the buildings in need of painting. Due to the high cost of lumber and clapboards, the current bid is \$90,000 over budget.

**ACTION:** Nancy to check in with SPS to see what can be done?

**Engineering Bids:**

Engineers to visually review the buildings for painting and review the SPS Building Envelope study to see what interim steps can be done.

**Roofs:**

According to the RMC assessment, 3 buildings need new roofs (Buildings 16, 30, and 28) and Building 20 needs repairs. The budget is for 2 buildings totaling \$215,000. The cost to do all three is \$238,000. CranMarsh offered to purchase metal era to be used.

**MOTION:** Peter moved and Liz seconded to do all 3 roofs.

**VOTE:** 9-0-0 (Marcus absent)

**AMENDED MOTION:** Peter moved and Jenn seconded to accept the RMC bid for Buildings 16,30 and 28 to be re-roofed and building 20 to be repaired.

**VOTE:** 9-0-0 (Marcus absent)

**Access Control System:**

The discussion of the ACS for the Clubhouse is being tabled until more info regarding adding the pool area can be obtained.

**ACTION:** Marty to request additional bids from vendors.

**Crack Sealing Quotes:**

- Quotes received from R.L. Goldman (\$12,590 for 12,000 linear feet) and D&M Striping \$10,305 (linear feet coverage unknown) plus \$4199 for pavement marking.

**HVAC Proposals:**

Quotes received from Chavez and Denomee (both at \$42,000) are to repair the systems that we have.



The quote from Acton Refrigerator (\$54,000 after rebates) includes a Reme Halo Air Purification System for air and surfaces.

Nashoba Air & Boilerworks (\$61,000 after rebates)

Colonial Comfort (\$71,000 w/ \$7500 in rebates) offers 4 furnaces in place of the current set up and includes 2 air handlers and heat pumps with gas back up.

**MOTION:** Peter moved and Sarah seconded to accept the Colonial Comfort bid not to exceed \$60,000 (after rebate).

**VOTE: 9-0-0** (Marcus absent)

### **MAINTENANCE SUPERVISOR HIRE**

- No candidates to discuss at this time.

### **MARKETING COMMITTEE**

- Discussion tabled to a future meeting.

### **NEW “VIRTUAL” PHONE SYSTEM**

Marty compared Verizon and Comcast systems for internet and phone. At present there is no Comcast connection at the maintenance shed. Verizon does have a connection there and the quote for everything provides a savings of \$110/month.

The system uses an auto attendant and out of office option to reroute calls to cell phones. Outgoing calls from cell phones appear to come from the office. There is an option for residents to set up a guest password.

**MOTION:** Liz moved and Jenn seconded to authorize Marty to purchase the Verizon phone system for the office and maintenance shed.

**VOTE: 9-0-0** (Marcus absent)

### **WINDOW/DOOR FRAME REPLACEMENT COSTS**

- If a homeowner is having a window or door replaced and the contractor finds rot in the frame, can we get a standing quote from Cliff at J.Q. Construction for the cost of the window/door frame replacement based on an average cost historically?
- This issue is being driven by the fact that in 2020, miscellaneous maintenance repairs were way over budget.

### **EQC REPORT (Narci)**



- 1) Marty to provide EQC with a sample of building and unit numbers.
- 2) Unit 161 submitted a modification request for a solar tube placement in the roof at the front doorway. The EQC recommends this MR be approved by the Board. The resident spoke with Cran-Marsh and understands that this is a resident request and will be done when the roof is scheduled to be replaced. **ACTION:** Contact other residents in Building 16 to ask if others are interested in having solar tubes installed.

**MOTION:** Liz moved and Mike seconded to approve the EQC modification request at Building 16 for the installation of a solar tube in the roof at the front doorway.

**VOTE: 9-0-0** (Marcus absent)

3) EQC to set up a list of standard items that need to have approval before installation by homeowners.

4) EQC met with Maynard Door & Window to look into getting product specs for approved replacement parts. The specs keep changing and don't always match the NWCC standard, thus making this task beyond the scope of EQC responsibility. The EQC would like to request that TDG take over the annual review and update of the replacement parts list. Nancy suggested setting up a subcommittee.

**ACTION:** Sarah to look for input from Kevin Connelly and Marty to check in with ACORN/DECK HOUSE to help with keeping the parts list up to date.

5) EQC needs 24 hours ahead of time for documentation to be received by the Board.

6) Landscaping

- It's been noted that plants and trees moved and planted within the Village by the crew.
- Need for more sophisticated planting.
- What are the plans to fix the lawn areas destroyed by snowplows? Hydroseeding?

7) Nancy and Marty to flag trees and/or branches to be removed and organize in spreadsheet.

## **NEW BUSINESS**

### **Pool Opening for 2021**

- Life guards being hired.
- Marty to ask Philip B about the most used hours and where to cut hours of operation.

The **next Board Meeting** is scheduled for **May 19, 2021** at 7:00 pm.

There being no further business to discuss, the meeting adjourned at 9:58 pm.

Nagog Woods Community Corporation **APPROVED**  
Village of Nagog Woods  
Acton, Massachusetts 01718 **5/19/21**



Respectfully submitted,

*Melissa Buono*

Melissa Buono, Secretary, Nagog Woods Community Corporation