

APPROVED 2022 ANNUAL OWNERS MEETING MINUTES FOR 5/5/22 & 5/12/22

The Village at Hospital Hill North: Annual Meeting of Lot Owners Draft Minutes My 5th, 2022

Management Present:

Claire O'Neill, VP MassDevelopment
Grant Brown, Staff Attorney for MassDevelopment
Tania Hartford, EVP of Real Estate & Manager of Hospital Hill Development
Michael Hogan (Senior Property Manager) and
Savanah Pucci (Assistant Property Manager) with NAI Plotkin
Lee Smith, Attorney on behalf of the Transition Committee with KP Law

Lot Owners Present:

42 Owners present.

Call to Order:

The meeting was called to order at 6:01 PM on May 5th, 2022 via Zoom.

Introductions:

Tania Hartford introduced the Management Staff and began the Zoom meeting. Claire O'Neill advised that the 2022 Annual Budget was received via mail, along with the Annual Meeting Notice and Minutes in a separate mailing.

Management Company and Budget Review:

Michael Hogan reviewed the 2021 Annual Lot Owners Meeting minutes. Michael Hogan presented the 2022 Operating Budget in comparison to 2021 and reviewed the summary. He noted that the budgets differ minimally and outlined that the Snow Removal line is inclusive of an inflationary factor due to inflation within the supply and labor chains. Additionally, Michael reviewed the Moser Way District budget and summary.

Michael mentioned that property inspections occur once per month and owners are always welcome to join. He reviewed the Bartlett Tree concerns regarding fertilization and pesticide application. Per the arborist with Bartlett Tree, treatments to the Oak and Crabapple Trees were applied prior to May 1st, and they are legally required to flag these treatments for a specified period of time.

Transition Information:

Lee Smith asked that Owners who did not receive the cover letter, or subsequent transition materials to reach out to Claire or KP Law for addition to the mailing list. Several owners did not receive packets due to management differentials. Savanah provided documentation to Larry Daniele for upload to the Village Hill Community share point. She also provided a Owner Information Sheet so that owners who did not receive the necessary documentation for the evening's meeting may update their information to assure communications reach them in the future.

Lee Smith advised that the Annual Meeting will be continued until June 12th, where a meeting regarding elections and nominations will take place. KP Law will then prepare a ballot and provide details on an election process and election day to establish a Board.

Owner Inquiries:

Sarah Bachrach inquired about the discussed increase of the legal line within the budget from \$3,000 to \$6,000. The developer decided that it was not necessary for the 2022 budget. Sarah Bachrach asked if the insurance figure is for a 6-month period or a full 12-month cycle. Michael answered that it is an estimate for the full year.

Sarah Bachrach asked why an End of Year Statement is not provided with the financials. Michael advised that we can share draft year-end financials, however the accountant has not yet finalized the official financial record.

Richard Aslin asked if the Reserve Fund can only be spent on capital reserve projects, or if the legal fund may draw from the reserve fund. Michael answered that capital funds may be used for operating expenses if chosen to do so by the Board, but the Operating Fund would then owe that money back to reserves.

Richard Aslin advised that KP Law may want to coordinate with Erik Sossa to verify that contact information is correct for the owners prior to the ballots being mailed.

Cynthia Suopis asked if pesticides or pesticides were applied. Michael advised that a borer treatment was applied, with a boost liquid (fertilizer) treatment to the Crabapple and Oak trees.

Adjournment:

With no further business to discuss the meeting was adjourned at 6:44 PM.

Respectfully submitted,
NAI Plotkin

The Village at Hospital Hill North: Annual Meeting of Lot Owners
Draft Minutes
May 12th, 2022

Management Present:

Claire O'Neill, VP MassDevelopment
Grant Brown, Staff Attorney for MassDevelopment
Tania Hartford, EVP of Real Estate & Manager of Hospital Hill Development
Elizabeth Barnes (Chief Operating Officer) and
Michael Hogan (Senior Property Manager) and
Savanah Pucci (Assistant Property Manager) with NAI Plotkin
Lee Smith, Attorney on behalf of the Transition Committee with KP Law

Lot Owners Present:

30 Owners present.

Call to Order:

The meeting was called to order at 6:00 PM on May 12th, 2022 via Zoom.

Introductions:

Tania Hartford introduced herself and began the meeting. She reviewed that the night's meeting is related to the assembly of a Board of Directors with the turnover from development to the master Association.

Transition Information:

Lee Smith provided the Second Amendment to the Amended and Restated By-Laws earlier in the day, which was emailed to the owners compiled within the email database. He additionally advised that owners who did not receive the documentation should reach out via e-mail.
The Board will consist of five directors – one appointee from TCB, one elected director for the commercial lots, and three elected resident directors. The election will be held on June 8th, 2022.
A Notice of Candidacy is due by May 16th, 2022 via mail or email. The necessary contact information will be sent post-meeting via email. The notice must be submitted including a personal statement of qualifications with your notice – it is asked that the notice is kept to 1 page.
After the Notice of Candidacy entries are received, two ballots will be furnished: one ballot for the commercial seat, and one ballot for the three residential seats. Ballots will be sent and should be returned via U.S. mail, postmarked no later than June 3rd. An election location will be selected for hand-delivered ballots on June 8th. The turnover is slated to take place as of July 1st, 2022 with the end of developer control on June 30th, 2022.

Owner Inquiries:

Sarah Bachrach inquired about the short period for the Notice of Candidacy – many people may be away over the weekend and Monday is the deadline. She requested an extension of the timeline. Lee advised that the timeline has been established and documentation has been mailed as well as emailed. The timeline is set to be handled as efficiently as possible.

Lesley Peebles voiced additional concern about the Notice of Candidacy timeline. She advised that the election timeframe may be shortened while the Notice of Candidacy deadline is lengthened. Lee advised that the timeline is set and cannot be adjusted. Lesley asked who has the authority to extend the nomination deadline. Lee advised that there will be no extension. Lesley requested that MassDevelopment use their authority to adjust the deadline. Claire advised that residents interested in candidacy have had over a year to decide on their decision to run. Candidates should have considered serving on the Board throughout this process. Lesley advised that the dates have moved consistently and that the timeline should be pushed a week.

Gary Drimmer advised that no commercial lot owners are in attendance. He voiced concern that the commercial lot owners may not have ample time to submit candidacy. Lesley again requested an extension of the nomination period by one week. Lee will follow-up with the staff of MassDevelopment regarding tomorrow's meeting and the adjustment of the election period.

Pat Aslin expressed similar sentiments about the shortened period. She also inquired about the mechanism for tracking ballots after being sent and returned by owners. Lee advised that the timeline for ballots to be received takes into consideration the Postal Service lag-time. Lesley inquired as to how owners will be aware their ballots had been returned. Lee will be tracking the receipt and Claire suggested that owners concerned with the receipt of their ballots may verify on election day and submit a vote if necessary.

Sarah Bachrach inquired as to the distribution of mailers and ballots – the individual management companies may not distribute documents in a timely fashion. Claire advised that owners who do not receive ballots by a specific timeline should request a ballot.

Gary advised that The Columns does not relay information in a timely fashion. Lee advised that residents of The Columns who do not receive their ballots should reach out directly.

Claire advised that owners who do not have email addresses listed, but names only, may have documentation distributed via mail by unit number to assure receipt. Jennifer Meeropol volunteered to provide unit numbers for the individual units in The Columns. She also advised that materials do arrive slowly. Claire asked if sending mailings per unit would be a valid voting option, Jennifer believes it would work provided that the owners receive the documents and not both owners and renters.

Lynne Donaldson requested clarification about the polling location for June 8th. Lee advised that they are seeking a location on-campus for the opening and polling process.

Bob Jabaily inquired as to what occurs if three nominations are not received from residents by end-of-day May 16th. Lee advised that if 1-2 nominees are provided, they would then hold a Special Election after the turnover to elect an additional Board Member. Bob advised that the extension of a candidacy period should occur.

Richard Aslin expressed similar sentiment about the election process being rushed. He expressed concern that there are six weeks remaining to turnover, yet a time crunch provided for the election process. He also expressed concern with the balloting process and is concerned that mailed ballots may not be a reliable delivery option. He inquired about ballots being counted and due over a longer period of time, or a transparent tracking system verifying receipt of their ballot. Lee will follow-up with MassDevelopment to have this provided. Lesley asked if software similar to the initial ballot's vote could be used, Lee advised that software was not practical.

Sarah Bachrach asked for clarification on the receipt of nominations – are they accepted via email? Lee advised they may be provided digitally.

Larry Daniele asked if a candidate statement was private or public. Lee intended that the statements are provided with the ballots to assist in the voting process.

Jennifer Meeropol asked that The Columns' owners who provide information directly to Lee receive their mailings directly, as opposed to funneled through the management company. Lee and Claire expressed that they are comfortable with that process, provided that only owners participate and that renters are asked to inform the unit owner of the election.

Nick Warren asked Jennifer how many owners would be contacted at The Columns. Jennifer believes there are 25 units in the building, and that she will do her best to provide information to all of the owners. Nick asked that MassDevelopment provide the written notice to owners at The Columns. Jennifer advised it is no burden to distribute this information.

Adjournment:

With no further business to discuss the meeting was adjourned at 6:35 PM.

Respectfully submitted,

NAI Plotkin