

Approved
Not Approved

PROPERTY NAME: Brookline Garden Condominium

TYPE OF MEETING: Board of Trustees Meeting

DATE OF MEETING: April 11, 2002

MINUTES

TRUSTEES ATTENDING FOR THE BROOKLINE GARDEN: Jim Labrie, Ramin Ghafari and Mitch Drucker.

TRUSTEES ABSENT: Jeff Paige and Roger Meyers

A QUORUM WAS PRESENT.

ATTENDING FOR THE DARTMOUTH GROUP: Jack Grace and Joe DaSilva

HOMEOWNER'S ATTENDING: Carl Mascott

The meeting was called to order at 7:00 PM

HOMEOWNER'S COMMENTS:

Carl Mascott presented his issues:

1. Placement of the heat sensor: the height is good, but it shouldn't be in direct sunlight.
2. NECT: He feels he knows more about the new boiler than they do. He would like to know what they charge for service calls.
He feels the cut off should be lower than 68° because the heat doesn't actually shut off till 74°. The heat is higher on the first floor because the system is continually running.
3. The key to the boiler room has been removed. He wants access so he can adjust the boiler.

Jim will contact NECT and Viessmann to ask about shut off, sensor placement, charges for service calls and will respond to **Carl** in 1 month.

Carl was told that no owner should / will have access to the boiler, as it is a liability issue.

SECRETARY'S REPORT:

The minutes of the March 14, 2002 Meeting were approved as amended by Roger Meyers (per notes to Jim Labrie) as follows:

Disaster Plan: Jack Grace will look into it. Roger Meyers is too busy to assist.
Late Fee Reversals: A discussion ensued regarding what was said at the last Board Meeting. Late fees will only be reversed if requested by an Owner with no record of chronic tardiness. This matter will be discussed at the next Board Meeting. For now, procedure will remain as is.

BOARD DISCUSSION:

Storage spaces: Jim asked about storage spaces. ***** refused the proposed increase and vacated this storage space. Notice will be posted for \$75.00 rental fee for the space.
Also, a discussion ensued regarding the option of renting the space in the basement of Building #23 for storage, with Joe DaSilva managing the space.

TREASURER'S REPORT:

The March 2002 report was presented and reviewed by Jim Labrie from notes written by Roger Meyers. Major variances were identified and discussed in the following categories:

Major issue to watch: Deficit for March was \$3,341.00. There has been a constant deterioration of cash flow from January to April.

The operating budget has dropped monthly from \$25,600.00 (Jan) to \$22,500.00 (Feb) to \$17,600.00 (Mar) to \$15,000.00 (Apr).

We are spending more than we are taking in.

Average Operating expense surplus: \$5,500.00 = \$27,600.00 total.

Average maintenance expenses \$17,600.00 = -\$8,800.00 total.

Other comments were made as follows:

A discussion ensued regarding unbudgeted expenses: outside lights \$3,655.00, roof repairs \$15,000.00+, heating upgrade (the amount will appear in next month's financials), Superintendent's Unit \$3,000.00.

Total expenses for the year \$14,000.00 under budget due to mild winter, less snow and heat expenses.

Treasurer's Report was approved unanimously.

Jack Grace stated that because money was taken out of Reserve for roof repairs, \$1,000.00 is being put back per month out of the Operating budget, until it is fully replaced.

MANAGER'S REPORT:

Jack Grace presented the Manager's Report. The following items were discussed:

1. Outside lighting work has been completed. \$2,100.00 rebate has been received from NSTAR and credited back to line item #5452-OPE.
2. Timer box in Building #21 has been replaced.
3. A heating test has been performed in #***. Test showed the heat in the unit has always been within the required range. Jack will discuss with Unit Owner.
4. All timers have been reset.
5. A discussion ensued regarding the Atlantic North trash removal quote of \$513.00 per month. Currently paying \$604.00 per month. Recycling costs: purchase of 10 barrels at \$90 each = \$900.00. cost of \$8.00 pr barrel per month to empty = \$80 per month.
6. Heating job has been completed and will show in next month's financials.

Superintendent Update:

1. Grounds work.
2. Replaced the light in Building #29.
3. Daily trash removal.
4. Can do work to save the property money i.e. change locks, etc.
5. Wants to open Home Depot account instead of local hardware store.
6. Wants to do anything he can do to save us money in service calls.

Joe will keep a record of savings for property and Board will review.

Jim Labrie asked about refund from cancelled insurance policy. Jack will look into it and respond, as he does not know yet.

Roger had asked for quote on recycling. Board will review and make a decision next month.

UNFINISHED BUSINESS:

**** unit: facing foreclosure.

Common area: *** ***, pipe in basement; toilet leak – problem with underground pipe is reason for pipe hanging in 1 Lanark basement, which was approved as a repair by the Board.

Storage spaces: **** accepted fee increase.

***** had requested splitting heating invoice with the Association. The problem was in her unit, not in common pipes. *Unanimously voted NO.*

***** is suing The Dartmouth Group and Jack Grace in Small Claims Court over a heating bill. Charlie Perkins, Perkins and Associates, wants to go to the hearing and move the claim to Superior Court so that ***** will have to obtain an attorney. The Dartmouth Group has also received a letter from her attorney regarding the window assessment. Jack has sent all requested info and has not had a reply yet.

Jim Labrie took issue with Jack's sending the attorney a copy of the Annual Meeting letter which had not yet been approved or mailed. But since little was changed by the board will let the matter drop this time.

NEW BUSINESS:

Garden plots: Mitch Drucker argued against depriving ***** of her garden plot. The only person with an issue regarding the garden plots is *****. But Jack Grace and Jim Labrie feel it is against Condo Rules and Regulations and should be put into a lottery.

A Landscaping Committee will be formed with Mitch Drucker as Chairman. They will discuss landscaping ideas and the garden plot issue.

The town of Brookline is investigating the sewer lines on Englewood Avenue. A discussion ensued about what to do with the basement unit if the flooding issue is resolved.

A discussion ensued regarding separating water pipes. The property would need separate water meters in each building and an irrigation system. Jack will look into cost of a system, but it would probably be too expensive to pursue.

A discussion ensued regarding changing the meeting date to the 3rd Thursday of each month. Jack Grace and Jim Labrie feel it would be best keeping the date as is. *Unanimously voted to keep as is.*

CORRESPONDENCE: Copies of incoming and outgoing correspondence have been provided to the Board. Related discussions and decisions were as follows:

Notice regarding Joe DaSilva as new Superintendent has been sent out.

Reserve Study postponed to next meeting.

BULLET ITEMS:

Jack will furnish Roger with a copy of Joe Dasilva's contract including his pay, parking rental agreement, and benefits.

Jack will get a quote on Roger's suggestion to route the unused boiler to another building.

NEXT MEETING: May 9, 2002

TIME: 7:00 p.m.

LOCATION: Meeting room #21

VOTE TO ADJOURN: The meeting adjourned at 9:35 PM.

Respectfully submitted by: Mitch Drucker

Attested by: _____