

PROPERTY NAME: BROOKLINE GARDEN CONDOMINIUM  
TYPE OF MEETING: Trustee Meeting  
DATE: August 16, 2001

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MINUTES

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ATTENDING FOR BROOKLINE GARDENS: Jeffery Paige, Mitchell Drucker, and  
A quorum was present.  
ATTENDING FOR THE DARTMOUTH GROUP: David Barrett  
HOMEOWNERS IN ATTENDANCE: N/A

The Meeting was called to order at 7:00 PM.

SECRETARY'S REPORT:

The minutes of the June 14, 2001 Meeting were approved as written.

TREASURE'S REPORT:

The July 31, 2001 financial report was presented and reviewed. Major variances were reviewed in the following categories:

(\$1,748.00) Legal  
(\$27,334.00) Gas  
(\$ 2,785.00) Oil  
(\$ 3,046.00) Snow  
(\$ 1,802.00) Electrical  
(\$ 3,350.00) MTC & Interior Repairs  
Notes payable \$137,388.52 – Window Loan

Budget Preparation:

- After careful review of the properties needs and finical position The Dartmouth Group recommends a condominium fee increase of aprox \$130 per unit.
- Two Budget drafts were presented with detailed foot notes
- The second option is a bare bones budget that may allow some of the one going needs of the property.
- The Board of trustees will review the information and meet the week of August 20<sup>th</sup> to make a final decision.

A **Motion was made and seconded** to lock gas prices in for the next year beginning June 1,2002 for .65 per Therm. **The motion passed**

Other Comments:

45 day letters were sent to delinquent accounts.

MANAGEMENT REPORT:

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

Items Accomplished:

- Contacted Commercial Cleaning re: on call services
- Contacted Thalia on Maintenance related issues
- Scheduled plumber for leak repair in boiler room 21 Englewood Av.
- Contacted Danino Renovation and Building Services Network on pricing on interior remodeling of front hall ways for budget reasons est. \$8,000-\$9,000 for drywall paint and paper
- Called EHS (exterminator) for a mouse at 21 Englewood #6
- Berni and Chipman worked on the buzzer system at 29 Englewood #1
- Contacted owner of \*\*\*\* regarding her son in law gardening on common grounds. She said she would speak to him.
- Contacted Able Glass to schedule replacement of glass sidelight window at 1 Lanark

Thalia Maintenance update:

- Reset light timers
- Cleaned vestibules of junk mail
- Installed new mailbox labels that needed to be replaced
- Painting rails and chains on the entrances to 1&7 Lanark, 19,21,23,25 Englewood Av.

Discussed general maintenance issues and future options.

Action Items list provided.

UNFINISHED BUSINESS

Rented parking spaces:

- Charlie Perkins drafted a Revocable License Agreement for Parking Space#2.
- This Agreement was sent to \*\*\*\* of \*\*\*\* for her signature
- We collected \$300 representing two months rent

Tenancy at Will for 31.5 Englewood Ave., #7:

- Signed Tenancy at Will with \$100 rent increase

Photo Cells and lighting:

- Contacted Watt Saver lighting and setup meeting for May 14, 2001
- Solicited pricing from Berni & Chipman for photo cell and light installation.
- Contacted Rise Engineering, They do not service the Brookline area.
- Contacted Peter Schwarz from Building Services Network for pricing on light and photocell installation. He will provide pricing from Brothers Electric.
- Brick re-pointing has been scheduled with Concrete Solutions.

Snow Contract:

- Received Snow Proposal for General Landscaping.
- Drafted Snow removal contract and mailed a copy to General Landscaping for Signature

Resignation of Trustee:

- Received Resignation of Trustee for Doris Blanchette to be recorded by Charlie Perkins office
- Basement Leak 21 Englewood Av:
- Cast Iron Drain line repaired by Trethewey Brothers

Heat Issue 1 Lanark Road #6:

- After review of the lack of heat flow to the bedroom and bathroom radiators two options were recommended by Supreme Energy and N.E. Cooling Towers
  - Installation of a new convector inside the unit with its own circulator pump (Proposals Enclosed) **\$1,850 (without electrical work) - \$2,335**
  - Installation of a new circulator pump on the main pipe feed in Basement unit #7 (Proposals Enclosed) **\$5,775**
- Contacted Robin with The Brookline Board of Heath the code requires a minimum temperature of 68 degrees and a maximum of 78 degrees in the day time and a minimum of 64 degrees from 11 PM –7 AM. I explained that many unit convectors need to be cleaned and the unit in question has two AC units that are contributing to the problem. Robin recommended that we perform some work before the winter months to increase heat flow and inform the unit owners to clean convectors and cover up AC units.
- If this problem continues insulation of the space should be considered. Engineering or consulting would be the next step as far as providing additional heat flow.

A **Motion was made and seconded** to have N.E. Cooling Towers install a new convector inside the unit with its own circulator pump for \$2,335. **The Motion passed**

Brick Re-Pointing:

The Board decided to go with Concrete solutions/ scheduled for late August

Insurance Resolution:

- Insurance resolution has been part of the rules since 1996 even though it was not recorded at the Registry of Deeds.
- The meeting minutes from November 1996 indicate the resolution was signed and the Unit Owner Handbook references this resolution.
- Charlie Perkins found Resolution was not recorded. I asked Charlie to check that Resolution is in compliance with the Documents. He advised that because it has been in practice since 1996 he would leave it as is.

Sewage update:

- Mailed engineering report to Peter Ditto at the Brookline public works department.
- Called Peter Ditto again on 8/8/01. He instructed me to call back in a week so he can review the information.
- Contacted Mary Lou Muirhead regarding legal pricing, she charges \$180 and hour. Charlie Perkins charges \$160 and hour and is interested in meeting with the board.
- Mailed complete engineering report to Charlie Perkins.

## NEW BUSINESS

Items Discussed:

Boiler Controls 31 Englewood Av:

- The boiler controls only shut off the circulator pumps when the outside temperature exceeds set point. The boiler continues to maintain a minimum temperature. This condition can cause units to over heat on warm days (Spring and Fall) Heat seems to somehow migrate through the building.
- The Vissman Rep. is meeting with management and N.E. Towers on August 30<sup>th</sup> to resolve outstanding Questions
- One possible solution is a separate outdoor air shut off control. (Quote Enclosed)\$935  
If this situation can not be remedied through controls insulation of the boiler room and ventilation of same, should be considered.

Resident request for reimbursement:

- \*\*\*\*\* would like reimbursement of \$19.00 for out-of pocket expenses for fertilizer and pesticide purchased for rhododendrons.

A **Motion was made and seconded** to deny the request for reimbursement, as the Board requires prior written consent before work is to be preformed in the common area. **The motion passed**

Year-end accounting review and tax returns:

- Kean,Chiuve & McGillivray, Certified Public Accountants engagement letter signed by the Board

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Meeting adjourned at: 9:30 PM

Next Board Meeting: August 2001