

Approved
Not Approved

PROPERTY NAME: Brookline Garden Condominium
TYPE OF MEETING: Board of Trustees Meeting
DATE OF MEETING: February 7, 2002

MINUTES

TRUSTEES ATTENDING FOR THE BROOKLINE GARDEN: Jim LaBrie, Roger Meyers, Mitch Drucker and Jeff Paige

TRUSTEES ABSENT: Ramin Ghafari attended at 7:10 PM

A QUORUM WAS PRESENT.

ATTENDING FOR THE DARTMOUTH GROUP: Jack Grace

The meeting was called to order at 7:05 PM

SECRETARY'S REPORT:

A **MOTION** was made by Jim Labrie to approve the January minutes as written. Roger Meyers **SECONDED** the **MOTION**. The **MOTION PASSED 5-0**.

TREASURER'S REPORT:

The January 2002 was presented and reviewed by Roger Meyers.

Major variances were identified and discussed in the following categories:

There is a question as to the heating costs? Savings with Oil and gas prices down?

Jack explained that we pay \$963 per month for oil – get credit at end of year.

Gas price is locked in for 1 year.

The Board is questioning if the snow budget is over for year? Did we have 5" of snowfall in January?

Danino's Renovations completed the work in #31.5-7. Did the \$8 ,000.00 credit at year-end go into Danino's or roofing costs?

The Board would like to know how the window loan is being paid off: monthly or quarterly?

Board to contact Kathy Graves at The Dartmouth Group for information.

Other comments were made as follows:

Costs associated with the repairs to #31.5-7: Jack's comment: should be paid from Operating Budget and not the Capital Reserves, so as not to deplete the Capital Reserves.

\$30.00 phone bill was Mark Conte's, Superintendent, cellular phone.

Year End report will be reviewed next month.

The delinquency report was presented and reviewed. 45-day letter have been sent to unit owners, as appropriate. (1) Unit owner is in collection at this time.

MANAGER'S REPORT:

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

Roof Leaks over bathroom in #31.5-7 were repaired. The ceiling has been replaced.

Quote from NECT for the new boiler in building #21 shows moving 1 boiler in building #31.5 won't save much money. A discussion ensued regarding oil vs. gas prices.

Heat sensor was moved by NECT.

Heat flow problem in unit #1-6:

Return pipes go from 1 - 2" pipe to 2 - 1" pipe. Will cost over \$7,000.00 to repair. The Board has approved repairs.

Unit owners in the 4 buildings will be notified of scheduled week for work to be done. The owners will be notified of heat shut off for 1 day prior to job.

Town of Brookline Electrical Inspector approved current electrical wiring. Copies were sent to Trussell Insurance Agency. Trussell will call with response. Quotes are being obtained from other agencies. Jack will keep Board up to date on insurance issue.

½ of the roofing invoice has been paid.

Outside spotlight conversion started and should be completed this week. Photocells had arrived late but their installation will not effect final bill.

Commercial Cleaning and snow shoveling contracts have been renewed until further notice.

Mark Conte was not at work on 3 separate occasions when he was checked on. He has been terminated. Mark has moved out of #31.5-7. Ads have been placed in the papers for a new Superintendent.

Jack is currently working through the action list Trustees had provided.

UNFINISHED BUSINESS:

Ads have been placed in papers for a new Superintendent. Manual applied for a second time. The Board has agreed they will not hire him. A second applicant has applied. But he is currently on vacation.

A discussion ensued regarding the Lundermac contract. Currently, the contract is for 12 years with 5 years left. The contract gives them \$1 per machine per a day, or \$18 per day regardless of usage. Brookline Garden receives 20% of the total after that. 90-day notice required prior to contract end to cancel contract.

A discussion ensued regarding the collection of unit #***** outstanding balance. The Board agreed to contact Charlie Perkins to see if payments and assessments can be accelerated and rental attached.

Ramin discussed outdoor irrigation system to lower the water and sewer bill.

NEW BUSINESS:

Roger Meyers requested permission to run electrical and cable wires through the basement. The Board agreed with the following conditions:

1. Licensed contractor performs the work
2. The necessary Town permits are pulled.

Jim Labrie is enrolled in the CAI Courses this Saturday. Roger Meyers is enrolled in CAI Courses in 2 weeks. Jim Labrie obtained permission from the Board to purchase pamphlets for the library.

A discussion ensued regarding the following:

***** called The Dartmouth Group regarding too much heat. The Board decided it is a non-issue.

***** is concerned with the snow plowing in front of building #23. The Board decided it is a non-issue.

Unit #***** will be reimbursed for the payment of a plugged common area pipe only, not ½ hour repair to disposal. The rest of the charges will be reimbursed since it is a common area pipe.

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

*****: 2 letters were sent regarding the repair of the basement ceiling. Association will repair and bill back the *****, if they don't agree to fix it. Mr. ***** said he would do the work.

***** and ***** late fees will be reversed.

*****: concerned over the placement of heat sensors. The Board will leave as is.

ACTION ITEMS:

Jack Grace: Ask insurance company for extension (offer to pay for risk waiver)
Contact other laundry vendors for quotes
Purchase tape recorder needs to be purchased for Mitch Drucker to tape Trustees Meetings.
Contact NECT to scheduled date for work performed on heating system.
Contact Charlie Perkins RE: #***** collection issue and Lundermac contract.
Increase 2 units' storage rental fees to \$50 and \$75 respectively.
Obtain quotes on gas vs. oil boilers.
Send letter to unit owner's regarding heat shut off to fix problem with return pipes.

Obtain quotes on possible pipe work from the boiler in building #31 to building #29.

Send all correspondence to Mitch Drucker to proof.

Take pictures of the worst basement infringements.

Send letter to unit #***** to clean basement.

Research low flow toilet issue.

Send ***** section of condo docs regarding late fees.

Carrissa Lebel: Send letter to unit owners #***** acknowledging receipt of their letter.

Ramin Ghafari: Research leasing vs. purchasing, laundry equipment.

Jim Lebric: Write letter to unit #***** regarding their suggestions.

NEXT MEETING: March 14, 2002

TIME: 7:00 p.m.

LOCATION: Meeting room #21

VOTE TO ADJOURN: The meeting adjourned at 9:45 PM.

Respectfully submitted by: Mitch Drucker

Attested by: _____