


Approved
Not Approved

**PROPERTY NAME:** Brookline Garden Condominium

**TYPE OF MEETING:** Board of Trustees Meeting

**DATE OF MEETING:** February 12, 2003

## MINUTES

**TRUSTEES ATTENDING FOR THE BROOKLINE GARDEN :** Roger Meyers, Cristen Coleman, Geoff Ryan, Ramin Ghafari and Mitch Drucker.

**TRUSTEES ABSENT:**

**A QUORUM WAS PRESENT.**

**ATTENDING FOR THE DARTMOUTH GROUP:** Kathie Johnston

**HOMEOWNERS ATTENDING:** None

A discussion ensued regarding the following items:

1. Interior damages – Unit Owner responsibility
2. Add section on Trustee Election, yearly Term of Office to Owners Manual via updates.
3. Update Rules and Regulations at next Meeting.  
Carrissa will e-mail copy to all of us to review and update at next meeting.
4. Trash barrels at bottom of stairs vs. outside: voted on keeping indoors.  
Covers will be bought for all. Joe to wash out barrels periodically.
5. Snow Removal: Tony comes back at no charge to clean out empty spaces.

### SECRETARY'S REPORT:

Minutes of 1/8/03 meeting accepted as written

### TREASURER'S REPORT:

The January Financial Report was presented by Cristen Coleman. Major variances were identified and discussed in the following categories:

- Legal and professional over by \$415.00
- Year-to-date variance: gas high – will separate gas and oil on future budgets
- \$7,000.00 for future conversion of oil boiler to gas was put into Reserve
- Water and Sewer calculated quarterly – will do monthly in future
- Snow removal costs are higher than budgeted
- Maintenance payroll: Joe's overtime: 2 hours each Saturday for trash removal  
Also, overtime for snow removal

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

- Discussed lean on property since there is no mortgage.
- Kathie will bring summary of Joe's overtime to next meeting.
- Year-to-date \$4,400.00 deficit to budget

## **MANAGER'S REPORT:**

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

### **A. Financials**

1. YTD deficit of \$1,483.00
2. Legal fees due to Unit #\*\*\*\*\*
3. Gas – oil for heating is over by \$4,646.00
4. Tax return info in packet for Treasurer to sign.

### **B. Exterior Maintenance**

1. Town of Brookline hasn't returned calls regarding meeting to discuss flooding problem.
2. Waterproofing of building #31 given to SK Forbes – lowest bid.  
Will clean under one window to show us results.

### **C. Interior Maintenance**

1. NECT did boiler work as proposed.  
Kathie will find out date boiler rules were changed by Town.
2. Building #29 – proposals for conversion from oil to gas still not in.  
Ahearn proposed a free boiler from Keyspan if use only one.  
Can go with 2 @ \$3-4K a piece and can be vented out existing window and don't have to modify chimney. Price does not include labor  
There is a gas already in the building that they can hook up to. Keyspan will remove existing tanks at \$250.00 each.

## **UNFINISHED BUSINESS:**

1. Unit #\*\*\*\*\* balance of \$2,717.00 – legal collection action already taken.
2. Attorney filed tax abatements. (cost \$500.00)  
Kathie will get a copy of the deed to Unit #19-7
3. MA Worker's Comp. Letter included in packet for review
4. Calendar of events for year included in packet.

## **NEW BUSINESS:**

1. Discussed pros and cons of Condo Newsletter.
2. Kathie will have oil tank removed from boiler room #31 before next meeting.

## **CORRESPONDENCE:**

1. Building #1 \*\*\*\*\* fruit fly complaints taken care of.
2. Letter will be drafted to owner's in Bldg #1 regarding sealing garbage to prevent further problems.
3. Unit #\*\*\*\*\* – will ask attorney about any legal action that can be taken against Unit Owner.  
Will document each occurrence and look into legal proceedings.

**NEXT MEETING:** March 24, 2003

**TIME:** 7:00 PM

**LOCATION:** Meeting room #21

**VOTE TO ADJOURN:** The meeting adjourned at 9:00 PM.

**Respectfully submitted by:** Mitch Drucker

**Attested by:** \_\_\_\_\_