


Approved
Not Approved

**PROPERTY NAME:** Brookline Garden Condominium  
**TYPE OF MEETING:** Board of Trustees Meeting  
**DATE OF MEETING:** 1/10/02

## MINUTES

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

**TRUSTEES ABSENT:** None

**A QUORUM WAS PRESENT.**

**ATTENDING FOR THE DARTMOUTH GROUP:** Jack Grace

**OTHERS PRESENT:** Larry Murphy of New England Cooling Towers

The meeting was called to order at 7:04 p.m.

### SECRETARY'S REPORT:

A **MOTION** was made by Roger Meyers to approve the November minutes as written. The **MOTION** was **SECONDED** by Mitch Drucker. The **MOTION PASSED, 5-0.**

The minutes of the November 8, 2001 Trustees Meeting were approved as written.

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

The minutes of the December 12, 2001 Annual Meeting were approved as written.

### TREASURER'S REPORT:

The November 2001 and December Financial Report was presented and reviewed by Roger Meyers. Major variances were identified and discussed in the following categories:

Roger Meyers questioned lock charges? The charges were for changes to door closures at #21, #23 & #31.5.

The Board asked for an explanation regarding Line #1200 on the Balance Sheet.

The Board asked for an explanation regarding Line #1260 on the Balance Sheet.

The Board asked for an explanation regarding Line #5270 on Profit & Loss Statement.

Review of Benton invoice, \$985.00. Why so high?

Other comments were made as follows:

The Board asked, what are open items by project?

**The Board voted, 5-0,** to use the \$9,508.00 excess from 2001 budget, for current roof repairs being performed.

Jim LaBrie nominated Mitch Drucker as Secretary of the Board. **The Board voted, 5-0.**

Reserve Study has been put on hold, due to cost, however Jack Grace will get copies of (3) companies' studies. He will also keep a running list of capital reserve items.

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

### **MANAGER'S REPORT:**

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

Larry Murphy of New England Cooling Towers explained to the Board the boiler warranty, as well as other issues \*\*\*\*\*, #\*\*\*\*, has questioned in his letter. (see correspondence)

Larry reviewed two letters from Viessmann, regarding the warranty. Initial warranty for installation, parts & labor, is for (2) years. There is a (10) year warranty on exchanger.

Larry assured the Board, shutting off the boiler in summer DOES NOT effect the warranty.

A discussion ensued regarding the outside vent placed 2' off the ground. **The Board voted, 5-0**, to have it raised to the Viessmann recommended height of 8' and to accept Larry's assertion that everything was installed and is operating correctly.

Also, a discussion ensued regarding the possibility of moving the second Viessmann boiler to basement of Building #21, to replace current boiler, after the heating season, since the boiler has never been needed as backup at Building #31.5.

Larry and Jack will continue to research the heat flow problem in the system for #1, #7, #31 & #31.5.

Larry and Jack will revisit unit #\*\*\*\* on January 15, 2002, to check the status of their heat issue since the work was performed.

**The Board voted, 5-0**, approving the quote from Brother's Electric to install photocell lighting at Brookline Garden.

**The Board voted, 5-0**, approving the quote from Danino's, \$1,200.00, to remodel bath at unit #31.5-7.

Jack to comprise a monthly major action item list.

Discussion ensued regarding the parking lot issue. The Board feels it is not necessary to resolve at this time.

A discussion ensued regarding the termination of the Association's insurance policy.

Trustee Certificate has been signed by all. Carrissa will have Perkins & Associates register Certificate.

### **UNFINISHED BUSINESS:**

The Board has asked Jack and Ramin to look into the cost of alternative solutions to laundry sources. RE: Lease vs. Purchase.

Ramin has sent letter to several other vendors regarding this project.

Current vendor contract can be broken.

Discussion ensued regarding heating invoices for individual units. **The Board voted, 5-0**, unit owners are responsible and will be billed back.

Thalia Genes has sent in a payment of \$500.00 towards her outstanding electric bill. She stated that she will send in the remaining \$500.00 ASAP.

The Board of Trustees met with Mark Conte to welcome him to the property and discuss his recent hiring.

The Board will ask \$150.00 rental, for the parking space assigned to the Association owned space.

Mark's contract will be part of the next meeting package.

An account at the hardware store has been opened for Mark and/or Jack. Snowblower maintenance has been completed and a vacuum will be purchased.

A discussion ensued regarding Mark's unit, #31.5-7, that he has cleaned it and repainted the unit.

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

A discussion ensues regarding the letters sent by \*\*\*\*, #\*\*\*\*. Jim LaBrie will respond to Carl.

A discussion ensued regarding other correspondence, which will be addressed.

**ACTION ITEMS:**

Jack Grace: Close bank account \$901.00  
Send letter and /or visit to unit owner at #1-6 RE: heating problem  
Cancel Commercial Cleaning contract, as of 1/31/02  
Snow contract to be revised, no more shoveling - Superintendent to perform  
Ask insurance company for extension (offer to pay for risk waiver)  
Call City of Brookline to see if electrical upgrade is mandated  
Contact other insurance companies and electric companies for information.  
Maintain capital reserve list  
Contact other laundry vendors for quotes  
Send 2<sup>nd</sup> violation letter to unit owners RE: heat related calls and outstanding invoices

Ramin Ghafari: research leasing vs. purchasing, laundry equipment

Jim LaBrie: Send letter to unit owner, #\*\*\*\* RE: Board reviewed heating concerns, it is a non-issue

**NEXT MEETING:** February 14, 2002

**TIME:** 7:00 p.m.

**LOCATION:** Meeting room #21

**VOTE TO ADJOURN:** The meeting adjourned at \_\_\_\_\_ p.m.

**Respectfully submitted by:** Jack Grace

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