

Approved
Not Approved

PROPERTY NAME: Brookline Garden Condominium
TYPE OF MEETING: Board of Trustees Meeting
DATE OF MEETING: January 8, 2003

MINUTES

TRUSTEES ATTENDING FOR THE BROOKLINE GARDEN : Roger Meyers, Jeff Paige, Geoff Ryan, Ramin Ghafari and Mitch Drucker.

TRUSTEES ABSENT:

A QUORUM WAS PRESENT.

ATTENDING FOR THE DARTMOUTH GROUP: Kathie Johnston

HOMEOWNERS ATTENDING: Cristen Coleman

SECRETARY'S REPORT:

The minutes of the Annual Meeting were approved as written.

TRUSTEE ELECTION:

Roger Meyers, Ramin Ghafari, Mitchell Drucker, Geoffery Ryan and Cristen Coleman were appointed to the Board.

The new Board voted in the following procedures:

1. 5 Trustees on the Board
2. All Trustees will serve a 1-year term
3. Elections will be held at the Annual Meeting
4. Candidates with 51% or more of the Beneficial Interest vote will be elected in

If there are not 5 Candidates with 51% of the Beneficial Interest the rest will be appointed by the previous Board as they see fit

The Board voted for Trustee positions as follows:

Roger Meyers: Chairman
Cristen Coleman: Treasurer
Mitchell Drucker: Secretary

TREASURER'S REPORT:

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

- \$3,500.00 over budget in Gas & Oil
- Snow budget is double the monthly allotment
\$1,520.00 has been spent so far; budget is \$5,000.00 for the entire year
- Landscaping charges – 2 trees cut down near rear parking lot.

Other comments were made as follows:

Cristen will contact her father on a price for ice melt.

Unit #***** is the only Unit owner currently delinquent.

MANAGER'S REPORT:

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

- A. Financials are very close to budget
- B. Exterior Maintenance
 - Town of Brookline will hold meeting at Town Hall to discuss flooding problem. Town will send notice to Kathie Johnston for the Board with date of meeting.
 - Quotes to waterproof front of Building #31 from water leaks - \$1,500.00 - \$2,000.00 per quarter vs. \$4,000.00 for entire front. Board voted unanimously to waterproof the entire front.
 - Board voted to maintain strict interpretation of the Condominium Documents with regard to the Association liability vs. Owner liability. Unit Owners Insurance will be responsible for all claims for damage to interior of unit.
- C. Interior Maintenance
 - 1. Building #31 Boiler Room
 - waiting for quotes from companies contacted. Ballpark figure: \$30,000.00 to bring up to code
 - Joe has cleaned out Boiler Room
 - Ceiling repaired. Invoice will be sent to Unit Owner above whose bathroom leak caused the damage.
 - The Board has requested original contract from NECT for Boiler installation to see if Town codes were followed. If the contract is not in The Dartmouth Group's files, NECT will be asked to provide.
 - Per Kathie Johnston "As of 2 years ago, per the Town of Brookline, all Boiler Rooms had to be brought up to code – they would no longer be "grandfathered" in. In building 31 this includes: combustion air space, clean out, chimney repairs and removal of old tanks"
 - Green Environment - \$2,200.00 quote for tank removal
N.E. Pro - \$3,500.00 quote for tank removal
Roger will contact Green Environmental for lower price.
The Board voted unanimously to have the work completed.
- D. Still waiting for quotes for conversion of Building #29 boiler from oil to gas.

UNFINISHED BUSINESS:

- Unit #7-1 has been sent to collections
- Board voted unanimously to let Trustees use the storage spaces in the basement of Building #23 at no charge. (No one has shown any interest in renting extra space in over a year.)
- Board retroactively voted to give Joe DaSilva a Holiday Bonus.
- Joe will address the snow pile in front of Building #23 which is blocking parking spaces.

NEW BUSINESS:

- A. Per Brookline Regulations: cannot stop Unit Owner from installing vent in bathroom.
- B. Insurance Policy – no coverage for Acts of Terrorism.

CORRESPONDENCE:

- Unit Owner's car damage from dead tree branch – Board voted to send letter denying Association responsibility. The dead tree was removed as soon as the Association was made aware of it.
- Unit water damage in Building #31 – see previous vote, Unit Owner liability vs. Association liability. Letter will be sent explaining it is unit owner's responsibility.
- Send Unit Owner letter regarding discussion at Annual Meeting of old kitchen cabinets in the basement of Building #19. No Unit # was mentioned. Everything must be stored in storage bins, not in the middle of the basement.

NEXT MEETING: February 12, 2003

TIME: 7:00 PM

LOCATION: Meeting room #21

VOTE TO ADJOURN: The meeting adjourned at 8:50 PM.

Respectfully submitted by: Mitch Drucker

Attested by: _____