

Approved
Not Approved

PROPERTY NAME: Brookline Garden Condominium

TYPE OF MEETING: Board of Trustees Meeting

DATE OF MEETING: June 13, 2002

MINUTES

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

TRUSTEES ABSENT: Ramin Ghafari

A QUORUM WAS PRESENT.

ATTENDING FOR THE DARTMOUTH GROUP: Jack Grace

HOMEOWNER'S ATTENDING: None

The meeting was called to order at 7:03 PM

HOMEOWNER'S COMMENTS: Noise and liability from music business in Building #****. Will call neighbor. If negative response, Board will draft a cease and desist letter in support.

LAUNDERMAC STUDY UPDATE:

Cindi Scheffler, Laundermac, discussed vault cash vs. actual collection amounts. Joe DaSilva will audit the collections quarterly. Discussion of the contract ensued. We have a ratio of 1 washer per 7 Units. Industry average is 1 washer per 12 Units. We are only making \$29.00 per washer per month, on average. Also, Laundermac invested \$5,000.00 in upgrades to Laundry Rooms. Our contract was changed to recoup these expenses and to make up for higher ratio of washers per Unit.

SECRETARY'S REPORT:

The minutes of the May 16, 2002 Meeting were approved as amended. The following revisions were made:

Insert HEAT ISSUES after RESERVE STUDY.

Add Carl's comments and Board vote.

Treasurer's Report by Roger not Jim.

ACTION ITEMS: Board will prioritize Joe's duties, not Joe.

TREASURER'S REPORT:

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

1. Financial Report looks very good.
2. Entering time of year with less expenses.
3. Show surplus of approximately \$7,900.

A discussion ensued regarding the remaining amount on the window loan.

A discussion ensued regarding the end of the Special Assessment for the year.

4. Next year's Budget was discussed. Roger will begin work on it, based on last year's expenses.
5. Will allocate to Reserve after Reserve Study is completed.

No delinquencies.

MANAGER'S REPORT:

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

1. Irrigation System – Busy time of year. Quotes not in yet. Will save money on sewer bill if done.
2. Insurance – Rebate of \$1,848.00 from Trussell Insurance Agency.
3. Recycling – 34 Owners interested. Someone in Building #25 kept tearing down notice. Voted to give it a try.
1 recycle barrel per building – only investment
1 portable Dumpster – (no charge)
Cost: \$50.00 for 2 pick-ups per month
\$90.00 for 1 pick-up per week
Still less expensive than current contract. Jack will call to set up.
4. Reserve Study – Will call with start date, probably in early July. \$725.00 paid as down payment.
5. Notice posted for basement clean-up.

SUPERINTENDENT REPORT:

1. Home Depot cards are in. 1 for Joe and 1 for Jack.
2. Joe will buy blue recycling barrels.
3. Joe is limited to \$250.00 unplanned expenses.
4. Joe will prepare list of estimated yearly expenses / month to help plan next year's Budget.
5. Joe will inventory all equipment owned by BGC.
6. Joe cleaning out back yards, re-cut bushes, will paint back doors.
7. Cleaned 2 awnings, will start on the rest.

UNFINISHED BUSINESS:

1. Haven't heard from Town of Brookline on flooding issue. Jack will call for info.
2. Discussed fence behind Building #19 - #23. Joe will estimate price from Home Depot.
3. Joe mentioned a non-resident washing his car behind Building #23. Will tell him to leave next time.
4. Storage area notice up, no response.

NEW BUSINESS:

1. Owner's manual in package. Will set up Committee to review. Jack will get typed on computer.

CORRESPONDENCE:

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

1. Water was turned off for plumber.
2. Storage dwelling inspection fee was for Fire Department inspected of oil tank.

NEXT MEETING: July 11, 2002

TIME: 7:00 PM

LOCATION: Meeting room #21

VOTE TO ADJOURN: The meeting adjourned at 8:55 PM.

Respectfully submitted by: Mitch Drucker

Attested by: _____