

Approved
Not Approved

PROPERTY NAME: Brookline Garden Condominium
TYPE OF MEETING: Board of Trustees Meeting
DATE OF MEETING: March 14, 2002

MINUTES

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

TRUSTEES ABSENT: Mitch Drucker

A QUORUM WAS PRESENT.

ATTENDING FOR THE DARTMOUTH GROUP: Jack Grace

The meeting was called to order at 7:00 PM

SECRETARY'S REPORT:

The minutes of the February 7, 2002 Meeting were approved as written.

The following comments were made:

5" of snowfall is questioned by the Board of Trustees.

TREASURER'S REPORT:

The February 28, 2002 was presented and reviewed by Roger Meyers.

Major variances were identified and discussed in the following categories:

A discussion ensued regarding the high amount of Line #5450 – OPE, Electrical.

Jack explained it was due to the photocell renovation. A portion of the \$2,100.00 will be rebated from NSTAR, which is forthcoming.

A discussion ensued regarding the final payment for roof repairs.

Other comments were made as follows:

Budget year to date has a \$700.00 surplus.

A discussion ensued regarding previous years Reserve Fund activities Roger has requested all info on Capitol Reserve comparison from 1997 – 2001.

A discussion ensued regarding the year-end audit. Roger has reviewed and it is ok.

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.

A report from Perkin's office shows court date set for ***** (delinquent owner).

MANAGER'S REPORT:

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

Roger Meyers made a MOTION to hire Joe DaSilva for \$13.00 per hour. Jeff Paige SECONDED the Motion. PASSED 4-0, after lengthy discussion of the value to be returned to the Association.

Meeting packages will be distributed the Friday prior to the Board of Trustees Meeting.

A discussion ensued regarding the heating issues at 31 Englewood Avenue and 7 Lanark Road. The system is now ok. *****'s unit is now warmer. Discussion regarding the hot water pump, located ½way through loop and the return lines are balanced. *****'s tenant continues to complain regarding "no heat". The unit is now equipped with a monitor to check the temperature in the unit every 15 minutes for 2 weeks. The results will be discussed at the next Board Meeting.

Photocell installation has been completed.

The final bill for the roof repairs total \$7685.00.

A discussion ensued regarding the 4 previous candidates for the Superintendent position. None responded to being hired.

A discussion ensued regarding the termite damage. EHS has inspected the damaged and reported it is old damage and there is no evidence of any new damage.

Jack and Ramin are working on alternatives regarding the laundry.

***** has refused the storage fee increase. She will vacate the storage bin by April 1st. Residents will be notified that there are storage bins available for rent from the Association.

A discussion ensued regarding the Association's insurance policy. W. T. Phelan is higher than the previous policy by \$600.00. The previous policy required electrical upgrade be completed ASAP or the policy would be cancelled. Roger reviewed the proposed policy and asked questions before the policy was accepted by the Board of Trustees. The Board of Trustees had agreed that the circuit breaker issue will be addressed after the insurance issue was resolved.

A discussion ensued regarding Association insurance responsibility for unit owner's.

Roger and Jack will work on a disaster plan.

The Board has requested 3 companies meet with the Board at the next meeting, for ½hour each, for a Reserve Study proposal.

UNFINISHED BUSINESS:

Building #29 has tested negative for Radon.

A discussion ensued regarding heating issue. Awaiting quotes and KEYSpan's contribution.

The "Garden Spots" issue has been tabled, as it is not a priority.

Jim LaBrie and Roger Meyers has requested to be reimbursed for out of pocket expenses. Jim will write the next "Community Update" to be distributed to unit owner's.

A discussion ensued regarding the basement clean-out. Last chance to clean out basement will come when approached by knocking on doors and asking for cooperation.

NEW BUSINESS:

Letters from Carl Mascott were received and replied to.

NSTAR's rebate form.

Late fees for ***** are to be reversed.

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

All letters sent were approved.

All violations will receive 3 letters before going to legal. Ask Perkins on "no responses".

NEXT MEETING:

TIME: 7:00 p.m.

LOCATION: Meeting room #21

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

Respectfully submitted by: Jack Grace

Attested by: _____