


Approved
Not Approved

**PROPERTY NAME:** Brookline Garden Condominium

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

**DATE OF MEETING:** March 24, 2003

## MINUTES

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

**TRUSTEES ABSENT:** None.

**A QUORUM WAS PRESENT.**

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

**HOMEOWNER'S ATTENDING:** None

### SECRETARY'S REPORT:

Minutes of February Trustees Meeting were approved as amended. The following revisions were made:

Year to Date deficit: \$1,400.

### TREASURER'S REPORT:

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

- Gas & Oil still high.
- Overtime high due to snow.
- Snow removal high.

Other comments were made as follows:

- Gas & Oil will be split in budget under "actuals" column.
- Legal is high due to Unit Owner #\*\*\*\*\*.

Only delinquency unit #\*\*\*\*\*. Paid \$2,000, still owes \$112.

Board voted to wait for payment.

### MANAGER'S REPORT:

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

#### A. Financials

1. YTD deficit \$6,000 – primarily due to gas, oil and snow removal.
2. FY-end accounting review - \$10,942 – 2002 surplus (plus \$9,000 already allocated to budget).

**Board voted unanimously to put surplus toward window loan.**

#### B. Exterior Maintenance

1. Numerous calls to town re: Flooding issue – just got run around.

**Board voted unanimously to table this issue until a later date – now it is a Brookline / Boston issue. Will concentrate on more pressing matters.**

In the meantime, Joe to take pictures of damage to flooded Unit #19-7 for future reference.

2. Weather has prevented waterproofing of Building #31, scheduled for next week.

C. Interior Maintenance

1. Oil tank removed from Building #31. Waiting for estimate from Alpha Mechanical for Boiler Room work. Have quote from NECT.
2. 2 Proposals for heating transition in Building #29:
  - A) Alpha Mechanical- 2 offers: \$19,500 and \$22,500 (difference 1 boiler vs. 2)
  - B) NECT – 1 offer: \$33,469 (1 boiler)
  - C) Third proposal expected from Ahern Contracting Corp.Kathie will find out about noise and ambient heat difference of 1 vs. 2-boiler installation.

**UNFINISHED BUSINESS:**

1. Request for abatements of 2 basement Units: #19-7 = 2/3 reduction; #31.5-7 = denied. Will table abatement issue.
2. Maintenance hours: list ok.
3. Adams Energy cancelled transport contract (gas). Dartmouth Group will find another carrier.
4. #31 Boiler Room roof water damage – will seek compensation from Unit Owner above in small claims court if necessary.
5. Draft Calendar of Events for 2003 enclosed.

**NEW BUSINESS:**

1. Discussed possible neighborhood clean up day to help with cleaning up the lawns. April 5<sup>th</sup> – AM. Cristen volunteered to post notices.

**CORRESPONDENCE:**

1. Request for payment for cleaning coat due to paint from wet door.  
**Board voted to pay the cost. (\$9)**
2. 3 unit owners' requests to waive late fees – Will waive this time with letters to two units re past late fee waivers.
3. Letter regarding fruit flies in Building #1 and clean up.

**NEXT MEETING:** April 9, 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:** \_\_\_\_\_