

Approved
Not Approved

PROPERTY NAME: Brookline Garden Condominium

TYPE OF MEETING: Board of Trustees Meeting

DATE OF MEETING: May16, 2002

MINUTES

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

TRUSTEES ABSENT: Jim Labrie and Ramin Ghafari

A QUORUM WAS PRESENT.

ATTENDING FOR THE DARTMOUTH GROUP: Jack Grace

HOMEOWNER'S ATTENDING: None

The meeting was called to order at 7:05 PM

HOMEOWNER'S COMMENTS: None

RESERVE STUDY UPDATE:

Noblin & Associates and ARS each presented ½ hour proposals for Reserve Studies.

Noblin & Associates: 14 person staff, Liability Insurance, many local properties, professionalism and cost effective. Expert consultants used for each separate system reviewed. Will discuss all issues. Report takes about 6 weeks.

ARS: National company. Do many hotel and time-share reports. One person will complete report in a couple of weeks.

A discussion ensued regarding merit of each company. Entire Board was more impressed with Noblin & Associates. However the cost is twice that of ARS. Jack will see if Noblin will lower their price.

HEAT ISSUE:

Carl Mascott presented his issues. Viessman and NECT representatives were present to respond.

1. Sensor position – Moving the sensor is a non-issue per Viessman specifications.
2. NECT charges of \$80/ph service fee – NECT knows the boiler system. Former company, Balco, charged \$120/ph service fee.
3. Heat shut off – can be changed to a setting of 63° per Carl's request.

Carl commented that it was his opinion that the board was not acting in the condo's best interests in deciding to follow the professional advice of Viessman and NECT.

The board voted unanimously that since this was the second time this HEAT ISSUE had been discussed, future debate would be considered a nuisance.

BOILER ISSUES:

The board also discussed the possibility of using the 2nd boiler in 31A to heat bldgs 25, 27, 29. It is doable and cost effective. However a final decision on the matter was put off until a future time when all the trustees were present.

TREASURER'S REPORT:

The May 2002 report was presented by Roger Meyers. Major variances were identified and discussed in the following categories:

Questions regarding the big variance in the March and April gas bill were raised. Jack explained that this month's bill was actually for the prior 2 months.

Oil bill is currently budgeted. Can be left as is, or, the property can rebudget since they are spending less. The Board voted unanimously to take a refund and rebudget the oil bill.

Landscape expenses: lawnmower repairs, weed whacker purchase, and leave blower.

Deficit is \$6,400.00.

Operating Budget keeps falling.

Final payment for Commercial Cleaning is \$1,500.00.

Joe interjected that he would bring in good people to save the Association money.

Safe Master's bill was for redoing all the locks in the Boiler Room.

MANAGER'S REPORT:

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

1. Quotes on irrigation system – has been busy month, quotes have not arrived yet.
2. Insurance rebate – Trussell never received cancellation letter. It has been resent and rebate will follow.
3. Recycling and Trash: The Board voted and agreed to contract with Duran for \$550.00 per month. Discussion of recycling – doable, might be able to get a smaller dumpster.
4. ***** – meeting with ***** to explain heat issue in Unit. Heat was always within the required limits. Heat cannot be turned up higher for 1 Unit.
5. Cancelleri's final payment has been received. Payment was made in full.
6. Superintendent Update – Petty Cash Fund has been set-up for Joe. Joe will save receipts and make a list of all expenses. Joe has a Fleet Account just for this. Still waiting to hear from Home Depot regarding account.

UNFINISHED BUSINESS:

Action items discussed

1. Emergency Plan – Fire Department will contact Red Cross in case of disaster.
2. Late Fee Issue – Will write letter for review.
3. Storage Spaces – No one has rented space yet.
4. Flooding Issue – No word from Town of Brookline as of yet.
5. Laundry – Discussed fees. Roger believes leasing is a bad idea, if we change venders we should buy appliances. For now we will try to renegotiate with Laundermac.
6. ***** has paid for heat calls.
7. Basement Ceiling – Unit Owner of #1-1 will pay for repairs.
8. Worker's Comp – Letter will be given to Roger.

NEW BUSINESS:

1. *****:
 - A. ***** now understands which heat issues are ***** responsibility and which are the Association's.
 - B. *****
2. Superintendent's Unit – Valuation is needed for tax purposes. The Board placed a rental value of \$600.00 per month on that Unit.

CORRESPONDENCE:

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

ACTION ITEMS:

1. Jack will call Noblin & Associates within 2 weeks for fee reduction on Reserve Study.
2. Joe: the board will prioritize action item list, such as, landscaping, painting back doors, front railings, cleaning awnings, basement clean up, etc.
3. Joe will post notices regarding basement clean out. (Items will be discarded.) The Board voted and approved for a harder policy on basement clean out with a June 30th deadline.

A discussion ensued regarding charges for large items placed in basement of #23 - \$25 charge per space.

A discussion ensued regarding relaxed vs. strict Board Meeting procedures.

A discussion ensued regarding noise issue in building #29.

A discussion ensued regarding a BGC Block Party this Summer.

NEXT MEETING: June 13, 2002

TIME: 7:00 PM

LOCATION: Meeting room #21

VOTE TO ADJOURN: The meeting adjourned at 9:30 PM.

Respectfully submitted by: Mitch Drucker

Attested by: _____