

Approved
Not Approved

PROPERTY NAME: Brookline Garden Condominium

TYPE OF MEETING: Board of Trustees Meeting

DATE OF MEETING: May 14, 2003

MINUTES

TRUSTEES ATTENDING FOR THE BROOKLINE GARDEN: Roger Meyer ,Cristen Coleman, Geoff Ryan and Mitch Drucker.

TRUSTEES ABSENT: Ramin Ghafari

A QUORUM WAS PRESENT.

ATTENDING FOR THE DARTMOUTH GROUP: Kathie Johnston

HOMEOWNER'S ATTENDING: None

SECRETARY'S REPORT:

Minutes of April 9, 2003 Trustees Meeting were approved as written.

TREASURER'S REPORT:

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

- April Income was \$2.3 K over budget for month.
 - Favorable maint and repairs
 - Prop & liability insurance
 - Water and sewer \$1.5K favorable
- April YTD: net income \$17K under budget. Expenses \$22K over budget.
 - Legal \$1.3K over
 - Heating fuel \$14K over
 - Snow removal \$3.6K over
 - Payroll and benefits \$4.8K over
- YTD revenue \$5K favorable to budget due to Keyspan \$7K rebate

Other comments were made as follows:

- Property and Liability Insurance - \$525 credit
- \$380 snow removal charge. Paid in April for March storm or sanding.

The delinquency report was presented and reviewed. 45-day letters have been sent to unit owners, as appropriate. 2 Unit Owners are in collection at this time.

- #*****: balance \$483 – sent to collection
- #*****: collection letter

- ***** cell phone bill: *****.

MANAGER'S REPORT:

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

A. Financials

1. YTD deficit \$18K

B. Exterior Maintenance

Joe to do list:

1. Remove sand to paint parking lot lines
2. Place signs in front to prevent walking on treated grass
3. Change lock on storage shed
4. Touch up black poles and fence in front
5. Repaint white entrances

Clarify: Painting copper shingles

Reseal pavement near picnic tables and shed

C. Interior Maintenance

1. Proposal from Ahearn Contracting received
\$58K for conversion in Building #29 Boiler Room
2. Draft letter to NECT re: conversion in Building #31 Boiler Room

Trustees voted to table discussion on Building #29 Boiler Room till later date.

Trustees voted to send letter to NECT.

UNFINISHED BUSINESS:

1. Kathie will conduct Spring property inspection: dead trees, sidewalk hazards, etc.
2. *****: stop legal proceedings until Roger tries to settle with her
3. Joe's review:
Positive
Asked him to pay more attention to Condo vs. Unit Owner work requests
Board discussed pay increase: **the Trustees voted ***** pay increase retro to April start date.**

NEW BUSINESS:

1. Letter from unit owner requesting permission for installation of washer in Unit:
Approved with letter stating no direct connection to basement pipes, all work within Unit and 2 week notice to Owners re: water shut off.

CORRESPONDENCE:

1. ***** water leak in bathroom: Owner's responsibility to contact Owner above and/or put in insurance claim.
2. ***** asked for late fee reversal: new Owner confused with 1st month payment.
Voted to waive fee.

NEXT MEETING: June 11, 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: _____