

Approved
Not Approved

PROPERTY NAME: Brookline Garden Condominium

TYPE OF MEETING: Board of Trustees Meeting

DATE OF MEETING: November 13, 2002

MINUTES

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

TRUSTEES ABSENT:

A QUORUM WAS PRESENT.

ATTENDING FOR THE DARTMOUTH GROUP: Kathie Johnston

HOMEOWNER'S ATTENDING: None

SECRETARY'S REPORT:

The minutes of the October Meeting were approved as amended.

The following revisions were made:

November Meeting date: November 13, 2002

Annual Meeting date: December 4, 2002

TREASURER'S REPORT:

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

- \$6,000.00 surplus this month

Maintenance:

- plumbing repairs are over budget
- gas - \$4,000.00 over budget

Other comments were made as follows:

Joe DaSilva's phone bill was discussed. The Board agreed to give Joe an extra month to pay these charges.

No delinquencies.

MANAGER'S REPORT:

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

A. Financials

- \$6,000 surplus

B. Snow Removal

- contract with One Source has been signed

C. Heating Project

- will need to dig under the driveway if heating project proceeds
- due to unexpected costs of the boiler room upgrades to code – project is on hold

D. Interior Repairs

- holes in boiler room ceiling (due to bathroom leak in Unit above) have been repaired
- Unit Owner to receive invoice associated with the cost of those repairs

E. Boiler Room

- discussion ensued regarding oil tank removal, possible window blockage in winter due to snow, chimney repairs
- will request quotes to bring 2 boiler rooms up to code
- will pull and review initial project to ensure NECT followed all codes originally
- discussion ensued regarding Joe DaSilva's attendance at the monthly Board of Trustees Meeting - the Board voted Joe will no longer attend Trustees Meetings due to TDG employee regulations

Other discussions ensued regarding the following:

- sending cease and desist letter – Kathie will obtain Unit Owner file at TDG.
- water problem near windows in Unit #***** – will send letter stating board is looking into pointing building – problem could be calcimine paint
- sending letters for tax abatement regarding 2 association owned units
- maintenance responsibility – per CAI Meeting Kathie attended, not always Association responsibility
- the Board voted they will not need a representative from The Dartmouth Group at the Annual Meeting

NEW BUSINESS:

- quotes for removal of dead trees near parking lot– large tree: \$1,400.00 – small tree - \$250.00 (see if small tree is located on property). Board voted to remove large tree.

CORRESPONDENCE:

- Unit Owner's car damage – request insurance denial first
- approved washer & dryer installation in new owner's Unit
- reversed late fee for Unit Owner – 1st time late
- fruit fly problem in kitchen and back hallway - resolved

NEXT MEETING: Annual Meeting: December 4, 2002

TIME: 7:00 PM

LOCATION: Meeting room #21

VOTE TO ADJOURN: The meeting adjourned at 9:05 PM.

Respectfully submitted by: Mitch Drucker

Attested by: _____