

Approved
Not Approved

PROPERTY NAME: Brookline Garden Condominium

TYPE OF MEETING: Board of Trustees Meeting

DATE OF MEETING: October 9, 2002

MINUTES

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

TRUSTEES ABSENT: Ramin Ghafari

A QUORUM WAS PRESENT.

ATTENDING FOR THE DARTMOUTH GROUP: Kathie Johnston and Joe DaSilva

HOMEOWNER'S ATTENDING: None

SECRETARY'S REPORT:

The minutes of the September 11, 2002 Meeting were approved as written.

TREASURER'S REPORT:

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

- Total Winter .5% of Budget
- Utilities 10% of Budget
- Maintenance 21% of Budget – due to Joe's salary
- Contingency 15% of Budget – roof repairs

Saved on oil Budget (anticipated \$9,000) leaving, \$11,000 over

Total surplus \$20,867 (not yet reviewed)

May be tax liability - \$9,000 already put towards window loan

Other comments were made as follows:

- Snow removal and sanding – ice melt has already been purchased
- Can hold surplus for Winter bills – Winter bills are higher
- \$7,000 rebate for oil conversation – on hold if conversation not completed

No delinquencies.

MANAGER'S REPORT:

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

A. Financials

- \$20,000 surplus

B. Exterior Maintenance

- Town of Brookline – progress made – will hold meeting this Fall/Winter for abutters
- Talked about putting a pump in – we would have to pay for it
- Snow removal – 2 quotes received – proposal discussed
Kathy will call Rego to negotiate – see if he will come down in price

C. Interior Maintenance

- nothing with heat conversation so far
- oil tank and 3 water tanks have to be removed
Kathie will get price
- found connection between buildings that might be usable for heat without digging up driveway
Kathie will get more quotes – Roger suggested calling Green Environmental
- Boiler Room – chimney and venting OK – pipes in ceiling have to be insulated – fill pipes on old tanks have to be removed
- Engineer – there is no way to guarantee temperature in Unit above – too many variables, including outside temperature

D. Joe's Clean-out

- 40% done, completed by Saturday
- Goal – get ceiling done – will try to get moving in two weeks
Kathie will call about getting ceiling done

SUPERINTENDENT REPORT:

- Front doors painted
- Brass cleaned
- New numbers
- Grass winterized
- Hallway in Building #7 hallway re-painted – per Unit Owner request

UNFINISHED BUSINESS:

- all catch basins cleaned out
- 2 parking spaces rented – Joe's and Renter
- Building #31.5, 2nd floor – water damage for pointing
Kathie will get 3 quotes on pointing
- will file abatements on 2 Units owned by Condo Association

NEW BUSINESS:

- Joe's telephone - \$45.00 incoming call limit
- Joe making space for recycling bins
Recycling is going well
- heating issues in Building #25
- discussed phone calls – all call will go to The Dartmouth Group for tracking

CORRESPONDENCE:

- Building #1-6 – heat issue fixed
Kathie called
- Tree branch fell on car in parking lot – cracked windshield and dented hood – Board will offer to pay deductible in a claim is filed.

NEXT MEETING: November 11, 2002

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: _____